

'I have come that they have life and have it to the full' John 10:10



The role of the Learning Support Assistant

2023

This document is intended to provide some clear guidance for all as to the various roles and responsibilities that form the minimum expectations required of within this role in our school. It also seeks to outline the role that the post holder will play in supporting and contributing to the distinctive nature and ethos of our Catholic School.

Learning Support Assistant Job Description

'Striving to live the Gospel, promoting excellence and achievement for all and nurturing partnerships'



OUR MISSION STATEMENT

As a Catholic school we intend to put Jesus Christ at the centre of everything we do.

'I have come that they have life and have it to the full' John 10:10

Therefore we will strive:

- To live the Gospel
- To promote excellence and achievement for all
- To nurture partnerships

This will be done by:

- proclaiming and living out the faith of the Catholic Church, supporting each other in the shared endeavours of teaching and learning, prayer, worship and charitable works.
- by promoting and practising just and caring attitudes and actions towards all persons.
- by respecting the unique value of each individual and seeking therefore to respond to the talents and needs of all its members in an environment of praise and celebration, nurturing self-esteem and mutual encouragement.
- by ensuring that the most effective opportunities for the education of pupils are established in all areas of the curriculum.
- by pursuing the highest standards in all we do and by constantly seeking improvements
- by developing and maintaining close co-operation with the parents who entrust their children to us, with the parishes who also seek the spiritual and religious formation of our young people, with our local associated schools and colleges and with the wider community.



POST: Learning Support Assistant

Grade: NJC Scale 3 (Range 5-6), 27.5 hours per week 44.6 weeks

Location: Harrytown Catholic High School

Responsible to: SENDCo

Functional links with: Teachers

Job Description:

To support teaching & learning activities across the school.

Major Duties and Responsibilities:

1. To work under the guidance of the SENDCo and teaching staff to implement agreed work programmes
2. To provide support for teaching staff across the school in an appropriate learning environment
3. To assist with the integration of pupils with SEND through small groups or on an individual basis within the classroom or withdrawal
4. To be an integral part of the school, working in close partnership with all staff
5. To take responsibility for the planning, delivery and maintaining of one key SEND intervention
6. To assist the teacher in the planning cycle and the management and preparation of resources

Planning

1. To work with teachers in lesson planning, evaluating and adjusting lessons/work plans as appropriate for students with SEMH and SEND

Monitoring and Assessment

1. To provide feedback to pupils and teachers in relation to progress and achievement
2. To provide feedback to the SENDCo on the progress of SEND students
3. To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
4. To be responsible for keeping and updating records as agreed with the SENDCo, contributing to reviews of systems/records as requested
5. To regularly liaise effectively with parents or carers as agreed with the SENDCo

Teaching and Learning

1. To implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs



2. To support the use of ICT in learning activities and develop pupils' competence and independence in its use
3. To help pupils to access learning activities through specialist support
4. To administer and assess routine tests and exams/tests

General

1. To encourage pupils to interact and work co-operatively with others and engage all pupils in activities
2. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. To have due regard for the School's Health and Safety policies
4. To take part in the annual professional development review for support staff being aware that job descriptions are subject to regular review
5. To undertake training as and when appropriate
6. To provide clerical/admin support to SLs in curriculum areas, e.g. updating worksheets
7. To undertake any other duties which may be assigned to the post from time to time as directed by the Headteacher

Contacts

Regular: Pupils, SENDCo, Learning Support Assistants, class teachers, parents/carers, visitors, administrative staff, External agencies

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Part B: PERSONAL AND PROFESSIONAL CONDUCT

All adults working in a school context are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.



B1. To uphold the public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- 1.1 Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- 1.2 Having regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions
- 1.3 Showing tolerance of and respect for the rights of others.
- 1.4 Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- 1.5 Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

B2. To have proper and professional regard for the ethos, policies and practises of the school in which they teach, and maintain high standards in their own attendance and punctuality.

B3. To have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

The school Code of Conduct and Acceptable Use policies for IT systems are key policies which must be clearly understood and adhered to at all times by all staff who work in our school.