



Job Description

Job Title:	Learning Support Assistant
Responsible to:	SENCO
Actual salary range:	Scale 3 points 5-6
Hours:	8:15am to 4.00pm Monday to Thursday, 8:15am to 3.45pm Friday (inclusive of a 30-minute lunch break daily) 36 hours per week, 39 Weeks per annum (Term time plus Inset Days)

Core Purpose:

Work under the guidance of the SENCO and HLTA within an agreed system of supervision, to implement agreed work programmes/intervention strategies with groups of students both in and outside the classroom and assist the teacher in evaluating their impact. This will also involve assisting teachers in planning, and the management/preparation of resources.

Key Responsibilities:

- Work with teachers in planning, evaluating and adjusting work programmes/intervention strategies as appropriate
- Monitor and evaluate students' response to these learning activities through observation and recording achievement against pre-determined learning objectives. Provide feedback to teachers and students
- Be responsible for a caseload of students; providing support to enhance their learning and social well-being
- Be responsible for keeping records and updating systems as required by the teacher. Undertake marking of students' work and recording achievement/progress
- Promote positive values, attitudes to learning and good pupil behaviour in line with school ATL policy
- Liaise with parents, staff and outside agencies where necessary
- Establish positive and productive working relationships with students and actively promote the inclusion of all students.
- Be aware and comply with policies and procedures relating to child protection, H&S, confidentiality and data protection. Report concerns to appropriate person
- Attend, and participate in meetings and training activities as required
- Undertake planned supervision of students out of school hours, and supervise students on visits, trips and out of school activities/catch-up sessions
- In class student / teacher support as directed
- To support students before school and after school in homework clubs and or small groups
- To undertake other duties and activities within the scope of the post as directed by the line manager

Additional duties

- Undertake general administrative duties within the Department, including updating pupil passports and uploading information onto Provision Mapping
- Supervise pupils during the lunch and/or break period as directed

- Provide First Aid and Medical Support to pupils during the School Day, ensuring Accidents are reported appropriately

Employee Responsibilities

- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- Support School Policies
- Comply with the school's Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate
- Comply with the School's Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post
- Comply with the School's Data Protection Policy and Code of Practice within the service area of the post
- Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers

Expectations of all Staff (Teaching & Support)

- Support the Headteacher and SLT in creating a culture for learning, high standards of achievement and success for all the students
- Fulfil your duty of care for all the students in classrooms and around the building
- Carry out all duties and responsibilities in accordance with the school's Mission Statement, contents of the Staff Handbook, policies, current practice and your duty of care for the students' well-being and safety; not to do anything to bring the name or ethos of the school into disrepute
- Work flexibly as a member of a team, and undertake such other duties as may be required within the scope of this post
- Deal with enquiries efficiently and sensitively
- Ensure absolute confidentiality in all matters relating to the students, staff and school business
- You will ensure that the duties of the post are undertaken with due regard to the School's Health & Safety Policy and to their personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant subordinate legislation
- Attend and participate in relevant meetings, training, performance development and other activities as required
- To liaise with parents/carers in a calm and professional manner, dealing with enquiries and complaints, and being mindful of the school's reputation

The person specification outlines what is desirable for the College; other strong experience and qualifications will be considered.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified

All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working

St Ignatius College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.