



Job Description

Post Title:	Learning Support Assistant
Reporting to:	SENCO
Location:	St.Wilfrid's Catholic High School & Sixth Form College
Grade:	4
Service Area:	Pastoral Team
<u>Overall Purpose of the Post:</u>	
<ul style="list-style-type: none">• To provide academic and pastoral support for students with learning, behavioural, emotional, social difficulties and EAL needs.• To support the work of the pastoral team. To work with all school staff including teachers, higher level teaching assistants (HLTA) and other learning support assistants to enable students to realise their potential academically and personally.	
Date of last review:	February 2025

Knowledge, skills and experience requirements for the post

	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> • Level 2 Numeracy/ Literacy or willingness to work towards. • Experience or qualification at NVQ 2. 	<ul style="list-style-type: none"> • Certificate in supporting teaching and learning in schools Level 3.
Skills/Knowledge	<ul style="list-style-type: none"> • Ability to communicate effectively with children, young people and adults. • Ability to respect sensitive and confidential work. • Ability to work flexibly and effectively as part of a team. • Good numeracy and literacy skills. • Ability to prioritise work to meet deadlines. • Ability to identify own training and development needs and co-operate with means to address these. 	<ul style="list-style-type: none"> • Ability to use ICT to produce resources • Knowledge of working in a school • Knowledge of relevant polices/codes of practice and awareness of relevant legislation relating to child protection • Knowledge of First Aid
Experience	<ul style="list-style-type: none"> • Experience of participating in teamwork and on own initiative 	<ul style="list-style-type: none"> • Experience as a successful education/learning support assistant working with secondary age students with SEN.

Responsibilities and accountabilities

All staff working in the Pastoral Support Team are required to work flexibly to provide cover for the priority work of absent colleagues or vacancies. Training for such cover shall be arranged via performance management in advance wherever possible. All such cover work shall be commensurate with the grade of the postholder providing the cover.

Main Duties:

Support for the teacher

- Liaise with teachers to support students in the classroom.

Support for the curriculum

- Keep abreast of developments in special educational needs.

Support for students

- Act as a key worker for one or more students, which includes: Attending form; check student is set up for the day, eg planner, equipment, books, breakfast, uniform; check home comment book (if have one) tutor, class prayer, notices, form stickers, etc, Attend year group assemblies.
- Liaise with school staff and external agencies to support students.
- Liaise with parents/carers communicating to them about student progress and well-being, including translating letters and reports, taking notice of absence and translation in meetings.
- Assist students in the classroom to achieve their highest possible academic standard
- Record information related to working with students in school.
- Work with individual or small groups of students carrying out assessment and recording as necessary.
- Prepare work, including schemes of work, for individuals or small groups in study support sessions.
- Support with preparing work and differentiation, for individuals or small groups in lessons.
- Supervising, monitoring students during non-contact time, providing them with suitable activities and ensuring that they have the correct equipment, books and planners for work in lessons.
- Reformat work for visual impaired students, liaise with teachers / colleagues and outside agencies regarding schemes of work and appropriate resources.
- Assist and support students on external school trips, including visits to college.
- Attend after school meetings/ training / school functions as previously agreed with SENCo.
- Invigilate and provide exam access arrangements for internal and external examinations.
- Supervise and monitor students outside normal school hours including breakfast clubs / homework clubs and bus duties with suitable notice.
- Plan, deliver and monitor academic and pastoral interventions for individuals and small groups.
- Act as a mentor for assigned students, including the following areas: Complete student profiles, setting targets with SENCo, meeting student/s frequently to check achieving targets.
- Translate lesson resources and internal examinations for students with EAL needs.
- Plan, prepare and deliver learning activities to individuals or small groups of students with English as an Additional Language (EAL) carrying out assessment and recording and reporting.
- In consultation with the Equality and Diversity Team devise activities for raising the attainment of individuals or small groups of students with EAL needs.
- Assess students' progress using Northern Association of Support Services for Equality

- and Achievement (NASSEA) and adapt programmes of study appropriately.
- Manage the learning, including the behaviour, of groups of students with EAL needs.
- Liaise with school staff to support students with EAL needs.
- Attend EAL network meetings.
- Attend parents evening when necessary to act as a translator for parents.
- Support teaching of EAL across the school.
- Complete the exam entries for students sitting Polish GCSE's. Prepare activities and resources in line with examination specification to prepare students for the examination. Deliver and monitor the lessons and progress of students. Deliver the speaking assessments in-line with JCQ regulations. Liaise with examinations officer.

Support for the school

- To contribute to and be supportive of the Catholic ethos of the school.
- Support whole school ethos with regard to uniform, appearance and behaviour.
- Support all school policies and procedures e.g. child protection, equal opportunities and anti-discrimination.
- Support teaching of SEN across the school.
- Contribute towards the work of the Inclusion department.
- Assist at school functions.
- Other duties commensurate with the grade of the post as directed by the Director of Inclusion or Teacher.

Carry out other duties commensurate with the grade (or below) of a post, as directed by the line manager, Senior Leaders or their representatives.

Responsibilities for resources

People: SEND students EAL students Key worker students	Budgets: 0	Physical Resources: Ensure the safe and effective use of equipment and materials
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Characteristics of the post:

Employees are encouraged to participate in training activities in order to enhance their own personal development.

- All employees of the school have a responsibility for promoting and safeguarding the welfare of children and young people.
- Be aware of and comply with policies and procedures relating to child safeguarding, health and safety, data protection, security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to and uphold the overall ethos/work/aims of the school.
- Follow and uphold the Trust Code of Conduct.
- Attend relevant meetings as required.
- Treat all users of the school with courtesy and consideration.
- Support the role of other professionals in school.
- To be flexible in approach and be available to work outside normal hours as and when required.
- Participate in training and other learning activities and performance development as required.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Satisfactory references
- Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure
- Confirmation of medical fitness for employment

Date completed:

January 2017