

Job Description

St. Peter's Catholic School



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Learning Support Assistant
School	St. Peter's Catholic School
Salary Band/Range	Band B
Responsible to	SENCO
DBS Check	Enhanced

1. Job Purpose

To support the class teacher in providing and promoting an environment suitable for the educational and social needs of children at various stages of development, in order to help them attain their full potential.

2. Key Responsibilities

2.1	Main Duties
	<p>Under the direction and supervision of the SENCO and Class Teacher</p> <ul style="list-style-type: none"> Assist pupils with integration into the normal routine of the classroom. To assist the teacher with learning activities generally in the classroom. To provide input into the planning, preparation and delivery of activities in order to meet the needs of the pupil, under the direction of their class teacher. To display and present children's work. To support children in literacy and numeracy interventions in the school. To assist the SENCO in liaising with parents and professionals from outside agencies. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour. Contribute to the overall ethos, aims and work of the school, working with colleagues to develop a positive learning and working environment. Administer and assess routine tests and invigilate exams/tests. Take class register in the absence of a teacher. To deal with minor accidents and administer first aid if qualified to do so.
2.2	People
	The job involves no direct responsibility for the supervision, co-ordination or training of other staff in the school.
2.3	Safeguarding

		The school is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
	2.4	Financial
		The job involves little direct responsibility for financial resources, e.g. dinner or trip monies.
	2.5	Buildings & Equipment
		To ensure safe and proper use of equipment.
	2.6	Health & Safety
		The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.
	2.7	Policies & Procedures
		The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
3.	Other Conditions	
	3.1	Mobility
		Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
	3.2	Equal Opportunities
		School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
	3.3	Variations to Job Descriptions
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.
	3.4	Training and Development
		The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
	3.6	Core Qualities & Leadership Framework
		The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

Compiled/Reviewed by:	Mrs Murphy, Headteacher
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