



St John's Cathedral Catholic Primary School

Job Description

Learning Support Assistant

Responsible to: The Class Teacher and SENCO

Purpose of the Job:

- **To assist in promoting the learning and personal development of the pupil to whom you are assigned, to enable him/her to make best use of the educational opportunities available to them.**

Main Duties:

- i) *To support children with their behaviour and learning in the classroom, in small groups and on an individual basis*
- ii) *To sensitively carry out duties involving personal care*
- iii) *To contribute to the Catholic life of the school community*

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be amended by the Head Teacher and governors, in discussion with the member of staff, to reflect or anticipate changes to the job.

1. Responsibilities:

- To aid pupils to learn as effectively as possible both in group situations and on their own by, for example:
 - ♣ Clarifying and explaining instructions
 - ♣ Ensuring pupils are able to use equipment and materials provided
 - ♣ Motivating and encouraging pupils as required by providing levels of individual attention, reassurance and help with learning tasks appropriate to pupil's needs
 - ♣ Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc
 - ♣ Using praise, commentary and assistance to encourage pupils to

concentrate and stay on task

- ♣ Liaising with class teacher, SENCO and other professionals about individual education plans (IEPs) and behaviour plans contributing to the planning and delivery as appropriate
- ♣ Providing additional nurture to individuals when requested by the class teacher or SENCO
- ♣ Consistently and effectively implementing agreed behaviour management strategies
- ♣ Helping to make appropriate resources to support the pupil
- To establish supportive relationships with pupils
- To promote the acceptance and inclusion of pupils with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
- Monitor pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- To give positive encouragement, feedback and praise to reinforce and sustain pupil's efforts and develop self-reliance and self-esteem.
- To mark pupils' work under the direction of the class teacher
- To support the pupil in developing social skills both in and out of the classroom
- To provide regular feedback on pupil's learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted
- Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
- Where appropriate, to know and apply positive handling techniques
- Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
- To be aware of confidential issues linked to home/pupil/teacher/school
- To contribute towards reviews of pupil's progress as appropriate
- To be willing to support playground/break time supervision e.g. educational games
- To sensitively deal with personal care duties such as washing and changing
- To accompany teacher and pupils on educational visits

2. Other Requirements

- Support the Catholic ethos of the school
- Operate at all times within the stated policies and practices of the school
- Establish effective working relationships and set a good example through your presentation and personal conduct
- Seek support and advice where needed and take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties
- Contribute to the life of the school
- Be familiar with all school policies including child protection procedures, health and safety policies and current SEN codes of practice

The applicant will be required to safeguard and promote the welfare of children and young people.

Name Signed..... Date.....

Name..... (HT) Signed..... Date.....