

# Job Description



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.

<b>Post Title</b>	Learning Support Assistant	<b>Post No</b>	
<b>School</b>	Our Lady of the Wayside Catholic Primary School		
<b>Salary Band/Range</b>	Band B		
<b>Responsible to</b>	Phase Leaders and Senior Leadership Team		

## 1. Job Purpose

To support the class teacher and other members of the teaching team in providing and promoting an environment suitable for the development of children, with the focus on supporting pupils with individual needs in order to help them attain their full potential.

## 2. Key Responsibilities

### 2.1 Main Duties

#### Under the direction and supervision of a qualified teacher

- Establish respectful, caring relationships with pupils, acting as a role model and setting high expectations.
- To encourage inclusion in the classroom
- To assist the class teacher with learning activities for a designated pupil or targeted group, generally in the classroom, ensuring their safety and access to learning and adjusting activities according to pupil needs/responses.
- To assist with the implementation of the Individual Education Plan (IEP), Health Care Plans /Statements, School Support Plans, as directed by the class teacher and help monitor their progress.
- To develop an understanding of pupil's specific needs in order to help them learn as effectively as possible. Contribute to target setting for children by advising the class teacher on the pupil's strengths and weaknesses.
- Provide feedback to pupils and the teacher in relation to their progress and achievement, as directed.
- To encourage good personal hygiene and assist the child with necessary self-help personal hygiene routines.
- Work with the teacher to establish and maintain an appropriate learning environment.
- Prepare, maintain and use resources required for learning activities and assist pupils in their use. Encourage pupils to interact with others and engage in activities led by the teacher.
- Implement agreed learning activities and teaching programmes, adjusting activities according to pupil responses/needs.
- Provide objective and accurate feedback as required, to other staff on pupil achievement,

# Job Description



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.

	<p>progress and other matters, ensuring the availability of appropriate evidence.</p> <ul style="list-style-type: none"> <li>• To assist the class teacher in liaising with parents and professionals such as speech therapists and occupational therapists, establishing relationships with parents/carers, exchanging relevant information and supporting home to school links.</li> <li>• Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupil to take responsibility for their own behaviour.</li> <li>• Participate fully in staff training and development opportunities including attendance at staff meetings and other school events as required. Work to continually improve own and team performance, sharing skills and expertise with others.</li> <li>• Assist pupils in using basic ICT as directed, developing pupil's competence and independence in its use.</li> <li>• Basic marking of pupil's work as directed by class teacher, e.g spelling tests etc</li> <li>• To assist the class teacher with the supervision of a specific pupil or group on school outings and trips</li> <li>• Take part in the personal care of pupils with physical impairments and administer basic first aid as appropriate.</li> <li>• Assisting with the display and presentation of children's work to reflect their achievement.</li> <li>• To deal with minor accidents and administer first aid.</li> <li>• To provide basic clerical support when required, eg photocopying, filing etc</li> <li>• To pass on sensitive information relating to pupils or parents with other members of staff and /or outside agencies in a professional and sensitive manner.</li> <li>• To assist with the general supervision of pupils during break times when required.</li> <li>• To promote self-esteem, confidence and independence.</li> <li>• To promote the Catholic values and ethos of the school.</li> </ul> <p>To undertake any other duties that can be reasonably expected of and are relevant to the nature of the post.</p>
<p><b>2.2</b></p>	<p><b>People</b></p>
	<p>This post does not involve direct responsibility for the supervision, direction or co-ordination of other employees.</p>
<p><b>2.3</b></p>	<p><b>Safeguarding</b></p>
	<p>Our Lady of the Wayside School is part of Our Lady and All Saints Multi Academy Company, has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including: Enhanced DBS; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work</p> <p>All applicants will be required to provide suitable references.</p>

# Job Description



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.

<b>2.3</b>	<b>Safeguarding Continued</b>
	<p>This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.</p> <p>An online search will also be carried out as part of due diligence on all short-listed candidates</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>
<b>2.4</b>	<b>Financial</b>
	The postholder may be required to handle small amounts of cash, cheques or equivalent for school activities, school trips and fund raising events..
<b>2.5</b>	<b>Buildings &amp; Equipment</b>
	<ul style="list-style-type: none"> <li>Responsible for the correct use and handling of equipment.</li> <li>Some responsibility for ensuring that the correct equipment/resources are available for pupil use.</li> </ul>
<b>2.6</b>	<b>Health &amp; Safety</b>
	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.
<b>2.7</b>	<b>Policies &amp; Procedures</b>
	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.
<b>3.</b>	<b>Other Conditions</b>
<b>3.1</b>	<b>Mobility</b>
	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.
<b>3.2</b>	<b>Equal Opportunities</b>
	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.
<b>3.3</b>	<b>Variations to Job Descriptions</b>

# Job Description



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.

	<p>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.</p> <p>These contracts contain a 20% variation clause so that hours can be adjusted up or down to meet the changing needs of the children on the Individual Needs Register. In the main, this would be an annual process but may need to be in year if there is a significant change in the needs of the children on the Individual Needs Register</p>
<b>3.4</b>	<b>Training and Development</b>
	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

<b>3.5</b>	<b>Core Qualities &amp; Leadership Framework</b>
	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.

<b>Compiled/Reviewed by:</b>	C Ashcroft
<b>Date:</b>	May 2021