

## Job Description

### Learning Support Assistant - 12 Month Maternity Cover

<b>Reporting to:</b>	SENCo / Principal;
<b>Liaising with:</b>	This post involves working with the Pupils, Parents, Principal and the wider school community;
<b>Contract:</b>	Fixed Term – 12 Months
<b>Grade/Salary:</b>	Band 2 (SCP 3-5) - £18,701-£19,295 Actual Salary (FTE £24,796-£25,583)
<b>Hours of work:</b>	32.5 hours per Week – 39 Weeks Monday – Friday 8.40am – 3.40pm (includes ½ hour unpaid lunch)

#### Main Purpose:

To work under the direction of the SENCo / Principal or delegated member of the Senior Leadership Team within school, to support teaching and learning usually within the classroom to maximise the participation of pupils in the social and academic processes of the school.

Working independently to encourage pupils to become more independent learners and help to raise achievement and attainment for all pupils.

This may be done in the form of one-to-one support, working with small groups or the whole class, to help raise the standard of achievement for all pupils.

#### Duties & Responsibilities: [Key](#)

##### Duties

- To assist in the educational and social development of pupils under the direction and guidance of the SENDCO and class teachers.
- To provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities.
- To support pupils during independent / group work (e.g. explaining tasks, reinforcing key objectives, concepts, vocabulary, using practical apparatus).
- To support pupils with emotional or behavioural problems and help develop their social and learning skills.
- To keep target pupils on task, motivated, engaged and interested.
- To assist in delivery of reading, spelling, communication and other programmes for small groups of pupils.
- To assist in the implementation of Individual Education Plans and help monitor student progress.
- In liaison with subject teachers / SENDCO, to contribute to curriculum planning, adapt teaching programmes and materials to ensure target pupils can access the curriculum.
- To provide appropriate supervision to individual or groups of pupils.
- To exercise initiative and independence in specialist areas.
- To assist in assessment and review of student progress.
- To assist with day-to-day management of learning environment.
- To use ICT to support learning.



- To keep accurate records and assist in administrative tasks.
- To keep records of own work as required by line manager.
- To keep records of progress of targeted pupils.
- To keep the behaviour log of targeted pupils.

#### Quality Assurance, Health & Safety Standards:

- To support the aims and ethos of the Academy.
- To set a good example in terms of dress, punctuality and attendance.
- To be professional when dealing with staff, students, parents and outside agencies.
- To attend team and staff meetings.
- To be proactive in matters relating to health and safety.
- To implement and promote the Academy's policies and procedures relating to all areas of employment and service deliver

#### Pastoral System

- To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To support implementation of strategies to manage pupil behaviour.
- To assist in the implementation of the Behaviour Management system so that effective learning can take place.
- To liaise with relevant colleagues to enhance attendance, behaviour and achievement of targeted pupils.
- To monitor and provide for general care, safety and welfare of pupils; where students have SEN with regard to personal care, provide this within Health and Safety guidelines.

#### Support the School By:

- Demonstrating a willingness to keep up to date with professional practices by maintaining an understanding of the requirements of the role.
- Being aware of school's policies and procedures.
- Being aware of confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences as appropriate.
- Undertaking any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post.
- Performing any task or duty under the reasonable direction of the SENCo / Principal or a member of the School's Senior Leadership Team.

#### General

The duties and responsibilities of this role have been developed with due consideration to the Supporting Teaching and Learning National Occupational Standards (STL NOS).

The standards appropriate to this role are: STL1, STL3, STL6, STL8, STL18, STL20, STL24, STL31, STL33, STL37, STL40, STL49, STL55, STL59, STL60, and STL62.

*The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The Trust 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.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.*

## Person Specification

### Teaching Assistant (Level 2)

<b>A. Training &amp; Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Level of numeracy and literacy sufficient to carry out the duties of the posts.	A	
Qualified to at least GCSE level or equivalent incl English Lang and Mathematics to Grade C or above	A	
Behaviour management qualifications and/or training		A
Level 3 TA qualification is highly desirable		A
Commitment to ongoing professional development	A	

<b>B. Experience</b>	<b>Essential</b>	<b>Desirable</b>
Previous experience of working with pupils of the age with which this role is concerned	A & I	
Working and collaborating with a team		A & I
Ability to respond quickly and effectively to issues that arise	I	
Ability to use own initiative and take action accordingly	I	
Effective communication with adults and children	I	
Able to relate well to adults and children their learning difficulties and their needs	I	
Ability to build effective working relationships with colleagues	I	

<b>C. Professional Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
Evidence of IT Skills (Microsoft Suite) & experience of ICT as a learning tool	A & I	
An excellent understanding of how pupils learn	I	
Good English and Maths knowledge and understanding how to support children in all areas of learning	I	
Understanding of factors likely to impact on pupils' behaviour and well being	I	
Safeguarding Policy and Procedure		A & I

<b>D. Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Able to manage own workload	I & T	
Able to prioritise	I & T	

<b>D. Personal Attributes (continued)</b>	<b>Essential</b>	<b>Desirable</b>
Willingness to support Catholic life in schools	I	
Emotional resilience	I	
Ability to self-evaluate and reflect	I	
Ability to be respectful and promote equality of opportunity and diversity	I	
Able to show initiative	I & T	

<b>E. Safeguarding &amp; Equality</b>	<b>Essential</b>	<b>Desirable</b>
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	I	
Must be able to recognise discrimination in its many forms and willing to put the School's equality policies into practice .	I	
Aware of equal opportunities in relation to this role	I	
Able to establish clear boundaries	A & R	
<b>Enhanced DBS Check</b>	<b>A</b>	

A – Application, I – Interview, R - References