



St Gabriel
the Archangel
Catholic Multi-Academy Trust

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St. Thomas Aquinas Catholic Primary School
North Street
Stoke on Trent
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POST TITLE : Learning Support Assistant Level 2 A
POST RESPONSIBLE TO: Headteacher
SALARY SCALE: Grade 4 (SCP 4-7)

Statement of Purpose

To work with the direct instruction of teaching staff to provide specific support in the care of pupils and management of the classroom. Work may be carried out in the classroom or outside the main teaching area.

To assist in the following:

Teaching Support

- Provide structured support in accordance with specific work programmes designed and supervised by individual teachers.
- Maintain classroom discipline through the implementation of the school's behaviour management strategies.
- Supervise pupils for a particular activity under the direction and guidance of a qualified teacher.
- Assist the teacher with the planning and evaluation of learning activities, writing reports and records.
- Assess, record and report on development, progress and attainment as agreed with the teacher.
- Assist the teacher in monitoring pupils responses to learning activities and accurately record achievement/progress as directed.
- Monitor and record pupil responses and learning achievements, drawing to the attention of the teacher, any problems which cannot be resolved.
- Co-ordinate and organise pupils attending extra- curricular activities/work experience or other out of school activities under guidance of teacher.
- Provide detailed and regular feedback to teachers and parents on achievement, progress, problems etc.
- Provide general support, for activities.

Support for Learners

- Provide support to pupils within the school environment.
- Provide support to pupils to achieve learning goals.
- Display an awareness of the needs of vulnerable children and up to date knowledge of safeguarding requirements.
- Assist children in matters of personal needs and general health including basic first aid and welfare matters.
- Provide structured support in accordance with specific work programmes designed and supervised by individual teachers.
- Contribute to raising standards by ensuring high expectations are promoted for pupils.
- Support the implementation of Individual Education/Behaviour/Support/Mentoring plans.
- Provide general support to pupils, ensuring their safety, by complying with good H&S practice.
- Accompany pupils on visits, trips and out of school activities as required.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Select and adapt appropriate resources/methods to facilitate agreed learning activities.

Support to School

- Promote and safeguard the welfare of pupils you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities for learning and development.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and lunchtimes.
- Provide occasional, short term cover supervision of classes

Learning Support Assistants in this role may also undertake some or all of the following:

- Provide specialist support to pupils with specific special educational needs.
- Provide specialist support to pupils where English is not their first language.
- Provide specialist support to gifted and talented pupils.
- Establish and maintain relationships with families, carers and other adults, e.g. speech therapists
- Be responsible for the preparation, maintenance and control of stocks of materials and resources
- Prepare and present displays
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Work with pupils not working to the normal timetable.
- Contribute to development of school policies and procedures by participation in working groups.

Professional Accountabilities

The post holder is required to be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

People Management

- Comply and engage with people management policies and processes
- Contribute to the overall Catholic ethos/work/aims of the Academy.
- Contribute to and support changes in accordance with the School Development Plan
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Health and Safety

- Ensure a work environment that protects people's health and safety, that promotes welfare and which is in accordance with the school's Health and Safety policy.

Staff Code of Conduct Policy

- Staff must comply with requirements of their contract of employment, conditions of service, Articles of Governance, national professional standards and relevant policies.

Amendment of Job Description

- This job description is not comprehensive and the post holder will be required to undertake (i) such other tasks appropriate to the level of appointment as the Headteacher may reasonably require and (ii) any other duties which are commensurate with the grading of this post.