



Blessed George Napier Catholic School

Job Description

Post Title: Learning Support Assistant [Level 3] Supporting & Delivering Learning

Salary: Grade 6 [points 8-13]

Line Manager: SENCO and Inclusion Lead

Core Purpose:

- To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.
- Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities.

Main Duties:

Support for Pupils

- Use specialist (curricular/learning) skills/training/experience to organise, administer, analyse and report on Baseline tests (CATs, Reading, Dyslexia Screener, Attitudes to Learning, etc.) across the school as and when needed.
- Use specialist (curricular/learning) skills/training/experience to administer and run small group interventions including catch up reading programmes under supervision from the SENCO (programmes such as Lexia, Read/Write/Inc, Spelling, Skills builder, life skills, Lego therapy, Drawing and Talking, EBSA support).
- Assist with the development of Education/Behaviour/Support/Mentoring Plans – especially in relation to Key Stage 3 and KS4 Pupils
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Track and record impact of interventions using provision map

Support for the Teacher

- Support students with additional needs in class when required
- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems / records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- 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
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/ responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.

Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, KS3 and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources to support pupils

Providing Pastoral Support

- Promote SEN pupils' well-being and resilience
- Safeguard the welfare of SEN pupils
- Support the transition and transfer of SEN pupils
- Act as a 'champion' and advocate for children with Special Educational Needs

Team Working

- To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the school policies and procedures relating to health and safety and equality of opportunity.

- To work co-operatively with colleagues to achieve the aims and objectives of the post and the school.
- To participate positively in the implementation of new working methods and practices as required.
- To undertake other duties within his/her competence or otherwise appropriate to the grading of the post as required.

Personal Development

- To work positively and constructively with the line manager to identify strengths and agree an action plan in relation to development needs, to set these out in a personal development plan, which will be reviewed regularly with the line manager.
- To engage actively in the performance review/appraisal process
- To be aware of the current national and local issues relating to Education insofar that they affect the post.

Support for the School /Other Specific Duties

- Be committed at all times to the safeguarding and protection of children and young people.
- Report any child protection concerns to the designated person in the school (please refer to 'Child Protection Policy' on the staffroom notice board)
- During the course of undertaking their duties, all employees will be expected to promote, maintain and uphold fundamental British Values
- Attend and participate in regular meetings
- Supervise pupils on visits, trips and out of school activities as required

General

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- It is a requirement, in accordance with the guidance of the Catholic Education Service, that staff in Catholic Schools should "have regard to the Roman Catholic character of the school and not do anything in any way detrimental or prejudicial to the interests of the same".
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- 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.

Health & Safety

- To comply with the school's Health & Safety Policies and undertake risk assessments as appropriate
- To undergo, if requested, basic First Aid training and update courses
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Headteacher and others responsible for Health and Safety on all issues to do with Health, Safety & Welfare

I agree to uphold the terms of this Job Description

Name: _____

Signature: _____

Date: _____

Updated: June 2026