



NICHOLAS BREAKSPEAR CATHOLIC SCHOOL

JOB DESCRIPTION

APPENDIX 1

Each person is a unique creation of God. All of us are gifted. Every aspect of what we think and do should be based upon the Gospel values of Peace, Justice, Truth and Love.

Role Title	Learning Support Assistant
Team/Department	Learning Support
Reports to	Head of Learning Support
Grade/Scale Point	H3, SCP3-5

Purpose:

To work with other members of the Learning Support Department and teachers to raise the learning and attainment of pupils with SEND, whilst also promoting their independence, self-esteem and social inclusion.

To assist pupils so that they can access and participate in the curriculum, make progress in learning and experience a sense of achievement and well-being.

Responsibilities:

Teaching and learning

- Work with pupils in the classroom to supplement and extend teachers' work
- Supporting pupils' well being and mental health to build resilience and readiness for learning
- Support specific individuals and groups of pupils by scaffolding their learning so that they retain ownership of their work
- Deliver high quality small group structured interventions
- Actively look for opportunities to allow pupils to attempt parts of tasks independently and to experience a mix of success and challenge within a safe nurturing learning environment
- Have good knowledge of barriers to learning and adjustments that can be made to overcome them
- Have good subject knowledge and be confident in using a range of questions and scaffolding during interactions with pupils
- Provide ongoing feedback to pupils in relation to their progress and next steps
- Promote positive pupil behaviour in line with school policies
- Contribute to tracking, monitoring and evaluating the progress of identified pupils



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Knowledge and understanding

- Demonstrate expertise and skills in understanding the needs of all pupils and know how to adapt and deliver support and intervention to meet individual needs
- Access, with the support of the leadership team, relevant professional development to improve personal knowledge, understanding and skills
- Demonstrate knowledge and skills in identifying and assessing the needs of pupils with SEND
- Demonstrate knowledge, understanding and skill in planning and reviewing high quality intervention
- Demonstrate subject and curriculum knowledge relevant to role as a result of good communication, led by subject teachers, so fully prepared for role in the classroom

Working with others

- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.
- Keep staff and other professionals accurately informed of progress or concerns about individual pupils
- Share knowledge about pupils to inform planning and decision making
- Work collaboratively with teachers, other colleagues and external professionals
- Communicate knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision

Personal and Professional conduct

- Have professional regard for the ethos, policies and practices of Nicholas Breakspeare Catholic School
- Demonstrate positive attitudes, values and behaviours to develop effective relationships with the school community
- Have regard for the need to safeguard pupils' wellbeing by following statutory guidance along with school policies and practice
- Ability to work in a way that promotes the safety and wellbeing of children and young people
- Respect individual difference and cultural diversity

School Business Manager

Date

Staff Signature

Date

Knowledge	Competencies
<p>NVQ 2 for Teaching Assistants or equivalent qualification or experience</p> <p>Knowledge of the SEN Code of Practice</p> <p>Knowledge of high incidence SEND needs and adaptations that can be made in the environment</p> <p>Level 2 Safeguarding</p> <p>Knowledge of safeguarding policies and procedures</p> <p>Experience in dealing with sensitive and confidential issues</p> <p>Health & Safety</p> <p>Good knowledge of ICT packages and systems (word, power point, Excel, SIMS, FMS)</p> <p>Understanding of the School's ethos and values</p>	<p>Excellent communication skills (written and verbal)</p> <p>Skilled at making and sustaining positive relationships with young people and their families</p> <p>Able to work collaboratively with other adults, contributing to a solution focussed approach</p> <p>Triangulating data from a range of sources (e.g. assessment, observation, pupil voice) in order to review and inform future priorities</p> <p>Listening</p> <p>Detail Handling</p> <p>Monitoring</p> <p>Analytical Thinking</p> <p>Confidentiality</p>