

**NOTRE DAME HIGH SCHOOL  
JOB DESCRIPTION**

*Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

<b>Job Title</b>	<b>Learning Support Assistant</b> (Equivalent to L2 Teaching Assistant)
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<b>Working Pattern</b>	33.75 hours per week / Term time only
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<b>Salary Scale</b>	Grade 3: £25,583 - £25,989 per annum pro rata Actual starting salary: £20,072.42 - £20,390.97 per annum, depending on scale and experience
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<b>Purpose of the Job</b>	To endeavour to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as learning and caring community committed to following Christ's teaching.
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<b>Responsible To</b>	SEN Co-ordinator / SEND Inclusion Leader
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<b>Responsible For</b>	N/a
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<b>Level of Contact with Children &amp; Degree of Responsibility</b>	<b>Level of Contact with Children</b>	<b>High</b>
	<b>Degree of Responsibility for Children</b>	<b>High</b>

<b>Conditions of Employment</b>	The conditions of employment for members of non- teaching staff are defined in the current National Joint Council for Local Government Services Document and the Catholic Education Service. To endeavour to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as a learning and caring community committed to following Christ's
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teaching.

**Purpose of Role:**

To provide direct support for students with additional needs and to assist teachers in meeting the needs of all students in the classroom and wider school environment. This includes general classroom support and, where required, personal care or mobility assistance for students with physical disabilities.

**Main Duties and Responsibilities:**

**1. Classroom Support**

- Support teaching and learning under the direction of the teacher, including assisting with differentiated tasks, literacy and numeracy activities, and behaviour for learning.
- Work with individuals or small groups of students to reinforce learning and promote engagement.
- Use strategies such as visual prompts, sand timers, and practical tools to support inclusion and independence.

**2. Intervention Delivery**

- Deliver pre-planned 1:1 or small group interventions targeting areas such as literacy, numeracy, emotional regulation, or social skills, under the supervision of the SENCO.
- Follow intervention plans with fidelity, using provided resources and approaches.
- Record attendance and engagement in interventions and contribute to tracking progress through agreed formats.
- Provide feedback to the SENCO on student progress and any barriers to learning identified during interventions.

**3. Personal Care and Mobility Support (where required)**

- Provide assistance with personal care activities if necessary, including dressing and toileting, in line with Individual Healthcare Plans (IHPs) and professional advice.
- Assist students with mobility, transfers, and positioning, including safe use of wheelchairs or walking aids, following Occupational Therapy or Physiotherapy guidance.
- Support students in navigating the school site safely and independently, including opening doors, negotiating thresholds, and moving between buildings.
- Undertake relevant moving and handling training and maintain safe practice at all times.

**4. Accessibility and Inclusion**

- Ensure pathways, entrances, and classrooms are kept clear and accessible for all students, particularly those using mobility aids.
- Promote inclusion, dignity, and independence for students with physical disabilities within the school community.

**5. Communication and Documentation**

- Maintain clear and accurate records of any personal care or mobility support provided, following school policies.
- Communicate effectively with students, staff, families, and professionals to ensure consistent and safe support.

**6. Emergency Preparedness**

- Participate in developing and implementing emergency plans for students with mobility or

medical needs, including contributing to Personal Emergency Evacuation Plans (PEEPs) and undertaking EVAC chair training if required

**Additional Specific Responsibilities:**

- In consultation with the post holder, the Headteacher/Line Manager may request a person to take on any additional responsibility as the school develops and/or the need arises.

**General Duties:**

- To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors
- To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people.