



## St Ralph Sherwin Catholic Multi-Academy Trust

### Job Description

#### Learning Support Assistant

Saint Benedict Catholic Voluntary Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

|                       |   |
|-----------------------|---|
| <b>Reporting to:</b>  | The Headteacher   |
| <b>Grade/Salary:</b>  | Band 2 SCP 3 - 5  |
| <b>Contract Type:</b> | Part time, Fixed Term   |
| <b>Hours:</b>         | 37 hours per week over 39 weeks per year  |
| <b>Location:</b>      | Saint Benedict Catholic Voluntary Academy, Duffield Road, Darley Abbey, Derby, DE22 1JD |

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#### Main purpose

The Learning Support Assistant will:

- Provide support to the Assistant Headteacher/SENCo and teachers across a range of student centered activities which promote learning and inclusion
- Work with individual students as directed by the Assistant headteacher/SENCo
- Work with groups of pupils using tailored intervention to support with pupil progress and development, this will be directed by the Assistant headteacher/SENCo

#### Supervision Received

Appointed within the school as part of the SEN and Inclusion Department

- To work within the general directions of the Assistant Headteacher/SENCO
- To work under the leadership and supervision of the SENCO, and SEN administrator

#### Supervision Exercised

- No direct line management responsibilities
  - Occasional demonstration of duties to other employees, students, trainees and participation in induction process
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### **Support for the School**

- Act in accordance with school policies and procedures and relevant legislation particularly in relation to child protection and behaviour management
- Actively encourage inclusion within the school community
- Participate with other team members in the development, planning, implementation, and evaluation of learning programmes for individuals and groups of students.
- Participate in the delivery of local and national initiatives, for example, literacy and numeracy strategy
- Monitor and contribute to the assessment and recording of students' development and be involved in the sharing of this information
- Appropriate record keeping and report writing as directed by the Assistant headteacher/SENCo
- Attend reviews during normal working hours
- Participate in and contribute to staff meetings, departmental meetings and INSET
- Maintain and develop good working relationships with parents and other adults involved with each child, including liaison and collaboration with subject teachers and other colleagues
- Give general support to school activities
- Promote the Catholic ethos of the school

### **Support for the Teacher**

- Prepare support materials, modify and simplify work (this to be done under teacher supervision)
- Contribute to the preparation of classrooms
- Exercise general care and supervision of students during the school day, inside and outside

### **Support for the Child**

- Supporting students in lessons, during intervention and also as part of the wider school curriculum
- Be the key worker for specified students
- Promote development and learning, physical, emotional, educational and social
- Provide a secure, caring and enriching environment for the students
- Support students including those identified with SEND
- Encourage acceptance and inclusion of all students
- Have familiarity with all relevant EHC plans
- Help to promote students' self esteem



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- Explaining set work to students
- Supervising students in social situations where required
- Acting as Reader/Scribe/Prompter as required for Exam Concessions

### **Other duties as requested by the Headteacher and Assistant Headteacher/SENCo**

The Learning Support Assistant will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



**Person Specification - Learning Support Assistant**

Key: I = Interview A = Application Form

|                                      |  | Essential | Desirable | How evidenced? |
|--------------------------------------|--|-----------|-----------|----------------|
| <b>Qualifications and Experience</b> | Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held) | ✓         |           | A              |
|                                      | GCSEs or equivalent at grades 9 to 4 (A* to C) in English and Mathematics  | ✓         |           | A              |
|                                      | Experience of working with children  | ✓         |           | A              |
| <b>Skills and Knowledge</b>          | Good literacy and numeracy skills  | ✓         |           | A & I          |
|                                      | Good organisational skills   |           | ✓         | I              |
|                                      | Ability to build effective working relationships with pupils and adults  | ✓         |           | I              |
|                                      | Skills and expertise in understanding the needs of all pupils  |           | ✓         | I              |
|                                      | Knowledge of how to help adapt and deliver support to meet individual needs  |           | ✓         | I              |
|                                      | Excellent verbal communication skills  | ✓         |           | I              |
|                                      | Subject and curriculum knowledge relevant to the role and ability to apply this effectively in supporting teachers and pupils  |           | ✓         | I              |
|                                      | Active listening skills  | ✓         |           | I              |
|                                      | Knowledge of guidance and requirements around safeguarding children  | ✓         |           | I              |
|                                      | Good ICT skills, particularly using ICT to support learning  |           | ✓         | I              |
|                                      | Understanding of roles and responsibilities within the classroom and wider school context  |           | ✓         | I              |
|                                      | [Skills to support a specific pupil/s e.g. Makaton, BSL]   |           |           |                |
|                                      | Enjoyment of working with children   | ✓         |           | I              |



|                           |  |   |  |  |
|---------------------------|--|---|--|--|
| <b>Personal Qualities</b> | Sensitivity and understanding, to help build good relationships with pupils                                    | ✓ |  |  |
|                           | A commitment to getting the best outcomes for pupils and promoting the Catholic ethos and values of the school | ✓ |  |  |
|                           | Commitment to maintaining confidentiality at all times   | ✓ |  |  |
|                           | Commitment to safeguarding and equality  | ✓ |  |  |

**Notes:**

This job description may be amended at any time in consultation with the postholder.

Add any other notes of relevance to the role/this document.

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_