



ST CLAUDINE'S
CATHOLIC SCHOOL FOR GIRLS

Job Description: Learning Support Assistant (LSA)
Contract type: Fixed term
Location: Crownhill Road, Willesden, London NW10 4EP
Scale: Scale 4, range 7-11 (Inner London), plus London Weighting allowance of £2,301 per annum
Date: January 2026

Mission

In faith, one family

School aims:

- We aim to provide a school experience which:
- In its breadth introduces each girl to the fullness of a life rooted in the love of God.
- In its balance establishes attitudes, which produce concern for truth and respect for others.
- In its relevance enables each girl to make her contribution to society with dignity and faith.
- Respects the uniqueness of each individual regardless of gender, race, faith, social background or ability.
- Serves to develop a sureness to stand against all that undermines dignity of self and of others.

Purpose of post:

- To assist and support all pupils with Special Educational Needs including those who have an Educational Health Care Plans.
- Supporting access to learning for all students in order to maximise achievement in KS3, KS4 and 6th Form.
- Providing general care and welfare to students.
- To ensure that the all pupils can integrate as fully as possible in the activities generally undertaken in and outside the classroom this will include pupils from different groups; EAL, Pupil Premium, Lower and Higher Attainers.
- Contributing to the overall ethos, work and aims of the school.
- Assist in the educational and social development of pupils under the direction and guidance of the Headmistress, SENCO and class teachers.
- Provide support for individual students inside and outside the classroom. This can include supporting in homework club, supporting students in the Library, supporting trips and activities, covering and supporting the Internal Exclusion room when required and invigilating public and in house examinations within the setting.
- To implement and support the whole school behaviour policy.

In-Class Support

Assist all students in learning as effectively and independently as possible, both in group situations and on their own, such as clarifying and explaining instructions, hearing students read, asking open ended questions.

- Actively engage with all pupils in the classroom environment.
- To be able to effectively support KS3, KS4 and KS5 curriculum
- Assist class teachers in maintaining student records, differentiating resources to enable all students access the curriculum.
- Aid access to the full range of learning experiences and provide modified materials as required e.g. worksheets, games, visual prompt cards etc.
- Support students' behavioural issues and help develop students' social and emotional skills.
- Liaise with the line manager, appropriate teaching staff and other professionals in making support effective and efficient.
- Be responsible for implementing student targets and ensuring students are meeting them regularly.
- Provide positive reinforcement.

Small Group Teaching and One to One Support

- Plan, deliver interventions and monitor progress of individuals in the groups. This can include literacy, numeracy, social skills, speech and language groups
- Keep active registers.
- Plan and to monitor small group year 11 revision in core subjects.
- Support the learning of sixth form students.
- Work unsupervised with individuals or groups of children.
- Carry out assessments, marking and data collection.
- Monitor and award St Claudine points and adjust learning to meet the needs of the pupil.
- To provide homework tasks to pupils which scaffold their learning and challenge pupils.
- To effectively mark pupils work and provide informative feedback to teachers, SENCo, parents, carers and professionals.

Homework Club

- To be punctual to homework club.
- To be able to support all pupils with homework requirements in the homework club.
- To ensure that reward cards are handed to pupils and that they have been stamped on completion of work seen and monitored by yourself.
- To ensure that the rules of homework club are adhered to.
- To maintain wall displays.
- To ensure the club is kept clean and tidy at all time.
- Monitor and ensure resources are used correctly and returned at the end of each session.
- Liaise with teachers where necessary to clarify homework tasks.

Trips and Visits

- To ensure the safety of the pupils in your care is paramount.
- To be able to effectively plan and coordinate trips under the supervision of the SENCo.
- To be able to support trips and visits on public transport or provided transport independently or with other staff members.
- To be able to support trips and visits in all weather conditions.
- To be able to attend trips and visits that can sometimes go over your contracted hours.
- To ensure that you are aware of all medical needs for the pupils on the trip or visit.

Administrative duties:

- Support class teachers in photocopying and other tasks in order to support teaching and learning.
- Undertake other duties from time to time as the headmistress requires.
- Plan and make resources.
- Share differentiated resources with staff using online tools.
- Collate information, statistics and prepare reports as required by her/his line manager, the Headmistress and the governing body.
- Take responsibility for your own professional development, including setting and working towards annual performance objectives.

General

- Attend meetings with parents/carers and other professionals as required.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Attend in-service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children.
- Work with other professionals, such as Speech and Language Therapists and Occupational Therapists, as necessary.
- Undertake other duties from time to time as the headmistress requires.

Standards and quality assurance:

- Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Undertake an induction/mentoring responsibility for other LSAs.
- To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.
- Undertake professional duties that may be reasonably assigned by the headmistress.
- Be proactive in matters relating to health and safety.
- To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to Disability Discrimination and Special Educational Needs.
- To maintain confidentiality and sensitivity to students' needs but have regard to the safeguarding procedures of the school.

Essential Requirements of this post:

- To be flexible with all aspects of work.
- Be proactive in your role.
- Be efficient in using ICT equipment and programs.
- Be able to cope with regular changes to your daily schedule.
- To be able to work as part of a team and independently.

All staff are expected to be positive spokespeople for the school and to role model the professional behaviours and attitudes we expect to see in the students. All staff might be required to carry out any reasonable duty or request made by the Headmistress or Deputy Headteacher that is not covered in this job description.

All staff are required to follow and adhere to all Trust and school policies.