



St Joseph's Catholic Primary School

JOB SPECIFICATION

JOB TITLE: **Learning Support Assistant**

GRADE: **JG3**

1. Job Purpose
To support the inclusion of identified pupils with additional educational needs as part of the designated team.
2. Responsibilities And Accountabilities
 - a. General responsibilities
 - i. Deliver support for pupils, planned and supervised by teachers.
 - ii. Work with individual children and small groups as required.
 - iii. Support colleagues by assisting with resource preparation, display and care and support of pupils including health care.
 - iv. Keep records of work in order to provide feedback and general support.
 - v. Contribute to individual education plans (IEPs) and other planned interventions.
 - vi. Carry out such other duties as are required by the headteacher that are commensurate with the grade of the post.
 - b. Support for the school
 - i. Develop and maintain working relationships with other professionals
 - ii. Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school.

- iii. Provide effective support for other members of the school staff by sharing own knowledge and expertise in a professional and constructive manner.
 - iv. Take an active role in supporting and developing a culture of team working for the benefit of pupils', both individually and collectively.
 - v. Participate in staff, team and planning meetings.
 - vi. Undertake activities as directed by teaching staff & SENDCo using differentiated resource materials in order to meet the needs of pupils.
 - vii. Participate in some team planning & development of resources.
 - viii. Support pupils and colleagues in a classroom context. Teachers to provide support and guidance on a formal and informal basis. Professional judgment to be applied in relation to student learning.
 - ix. Follow school policies and referral procedures, particularly regarding child protection.
 - x. Provide support to improve levels of inclusion and achievement for pupils with additional educational needs through direct support for pupils.
- c. Contributing to the Management of pupil behaviour and security
- i. Contribute to the development and maintenance of school policies which encourage positive pupil behaviour and implement agreed behaviour management procedures in the classroom. Have an awareness of child protection issues and policies.
 - ii. Be aware of and understand the School's SEND Policy and ensure at all times that the duties of the post are carried out in accordance with the Policy
 - iii. Ensure compliance with all Health and Safety legislation and associated codes of practice and authority policies.
- d. Review and develop own professional practice
- i. Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development.
 - ii. Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.

iii. Have an awareness of the SEND Code of Practice

3. Special Notes or Conditions

- a. The post holder is subject to the provisions of all child protection legislation, and the Authority's policies governing staff who work with children and vulnerable adults.
- b. Occasional attendance at events beyond school hours, by agreement.

4. Qualifications And Experience

Area	Essential	Desirable
Education	Candidate will have a qualification in Literacy and Numeracy equivalent to GCSE Grade A*-C or Level 2, on the national vocational framework.	Working towards NVQ/VRQ Level 2 Teaching Assistant Qualification.
Experience	Some experience of working with children with SEND, ideally in a school context.	Working with children with ASD, Speech & Language difficulties, ADHD and other areas of SEND.
IT skills	Good ICT skills.	
Other skills	Excellent and effective communication skills.	
Qualities	Ability to work flexibly within a team and motivate pupils. Demonstrate a positive attitude. Reliability, motivation and resilience under pressure. Attendance at directed times.	Some knowledge of Child Protection procedures.

5. Supervisory Responsibility

- a. The post holder does not have supervisory responsibilities for other staff.

6. Supervision Received

- a. Working within a framework as directed by senior colleagues. Ongoing management by team leader and teachers, with timetabled meetings and performance review.

RECEIVED:

DATED: