



# St Anne's RC Voluntary Academy

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Learning Support Assistant</b>
<b>GRADE</b>	<b>Scale 3 point 5-6, 37 hours per week, actual salary £18,867.73 to £19,211.41 (pay award pending)</b>

### Generic Responsibilities

- Endeavour to maintain and develop the Roman Catholic character of the school in accordance with the directions given by the School Governors and subject thereto to those given by the Headteacher.
- Provide an education for the whole child and fostering in and through a Catholic atmosphere those qualities which will enable each individual to live happily and develop fully his or her intellectual, moral, physical, social, emotional and spiritual qualities.

### JOB PURPOSE

- To provide specific support for pupils on the SEN register by enabling access to learning and by assisting class teachers in the management of pupils in the classroom.
- To work under the guidance of teaching / senior staff to implement agreed work programmes
- To assist the teacher in the planning cycle and the management & preparation of resources
- To provide support for teaching staff across the school in an appropriate learning environment
- To assist with the integration of pupils with special educational needs and/ or supporting a small group or on an individual basis within the classroom or on a withdrawal basis
- To be an integral part of the school, working in close partnership with all staff

### KEY TASKS

#### Planning

- To assist with the development and implementation of Individual Education Plans

- To work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate

### **Monitoring and Assessment**

- To provide feedback to pupils in relation to progress and achievement
- To monitor and evaluate pupils resources to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- To undertake marking of pupils' work and accurately record achievement/progress
- To liaise sensitively and effectively with parents or carers as agreed with the teacher within your responsibility and participate in feedback sessions or meetings with parents with, or as directed

### **Teaching and Learning**

- To implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- To implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use
- To help pupils to access learning activities through specialist support
- To administer and assess routine tests and invigilate exams/tests

### **General**

- To encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- To provide general clerical/admin. Support e.g. administer coursework, produce worksheets for agreed activities etc.
- Provide First Aid support following relevant training

## **STANDARD DUTIES**

- To actively promote the equalities and diversity agenda in the workplace and in service delivery.
- To be familiar with customer care and Health and Safety policies of the school.
- Improve one's own practice through training observation, evaluation and discussion with colleagues. Recognise one's own strengths and areas of expertise and use these to advise and support others.
- Keep abreast of current developments in your area networking with colleagues and professional associations.
- Attend and participate in meetings within the school as required.
- Contribute to the overall work and ethos of the school.
- Appreciate and support the role of other people in the team.
- All support staff take an active role in the care and guidance of pupils
- Work flexibly and undertake other duties of an equivalent nature that may be required by the Headteacher.

**CONTACTS**

Pupils, staff, parents, external agencies and visitors.

**RELATIONSHIP TO OTHER POSTS**

Responsible to: Business Manager