



Job Description

Job Title	Learning Support Assistant
Responsible to	Headteacher and Governors, Assistant Head/SLT and Class Teachers
Job Purpose	Working in partnership with teachers to supporting the education and development of pupils in EYFS/KS1.
Professional Responsibilities	<p>Support for Pupils</p> <ul style="list-style-type: none"> • Attend to the personal and social needs of pupils. • Ensure pupils' safety at all times, in and out of the classroom as per school policies. • Supervising pupils during break and lunch times and standing in for absent colleagues if asked to do so by the Headteacher or Senior Leadership Team. • Promote inclusion by enabling pupils to be included in all aspects of school life. • Administer first aid in accordance to school policy. • Model good behaviour and practice and support the school's behaviour ethos. • Adjust learning activities based on pupils' responses as appropriate to achieve effective learning outcomes and provide independence. • Participate in planning and evaluation of learning activities with the Teacher, providing feedback on attainment, progress and behaviour. • Understand and support pupils or groups of pupils with a range of needs. • Implement planned learning activities/ teaching programmes as agreed with the Teacher/ Senco/ Subject Lead. • Liaise with other staff and provide information about pupils as appropriate. • Share any concerns about the welfare/safety of a child with the class teacher. • Have good literacy/numeracy skills/subject knowledge.

Support for Teachers

- Make time to discuss the forthcoming day (planning, tasks etc.) in the morning prior to lessons, and feedback to class teacher at the end of the school day or lesson, whenever most convenient.
- Help to keep classroom resources tidy and in good order.
- Assist in the preparation of resources before lessons and tidying up afterwards.
- Assist in the presentation of work and display areas under the direction of the teacher.
- Support the teacher in behaviour management and keeping pupils on task.
- Provide informal feedback for teachers on the effectiveness of classroom practice.
- To follow our school mission statement and our Catholic vision and ethos.

Support for the School

- Support and adhere to the agreed aims, policies and procedures of the school.
- Support and maintain school resources and systems.
- Establish and maintain positive relations with parents/carers, support agencies and pupils.
- Be aware of confidentiality issues and maintain this at all levels.
- Work as part of the school team and maintain professional relationships with all members.
- Work under the direction of the class teacher and the SLT.
- Provide support for any team member who needs it.
- Undertake any training identified as appropriate by the school.
- Support the work of volunteers and other Learning Support staff in the classroom.
- Assist with play and lunchtime supervision including facilitating games and activities.
- Administer first aid to all pupils.
- Undertake any other task which is reasonably requested by the Head Teacher in the scope of this role.
- The employee must adhere to the School's safeguarding procedures at all times as outlined in the School's Child Protection and Safeguarding Policy and DfE guidance "Keeping Children Safe in Education".