



CORPUS CHRISTI CATHOLIC PRIMARY SCHOOL

ONE BODY, MANY PARTS

Job Description

Post Title:	Learning Support Assistant
Job Purpose:	To work under the direct instruction of class teacher/SENDCO/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom
Responsible to:	Class Teacher (s) Senior Leadership Team
Liaising with (Working Relationships):	SENDCO Outside professionals
Hours of Work:	Term time only plus 5 days 28.75 hours per week (8.45am-3.30pm)
Grade and Range of Post:	A1/B1
Current Base:	Key Stage 2
Disclosure Level:	This post is subject to an Enhanced DBS disclosure
Probationary Period	Subject to a 6-month probationary period
Main / Core Duties:	<ul style="list-style-type: none"> • Contribute to the Catholic ethos, work and aims of the school. • Ensure the safeguarding, welfare and well-being of all pupils. • Establish constructive relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs. • Support the teacher in managing behaviour in line with school's Code of Conduct. • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. • Ensure all pupils have equal access to opportunities to learn and develop. • Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses to maintain pace and challenge. • Support pupils in respect of local and national learning strategies - literacy, numeracy, early years, as directed by the teacher. • Use strategies, in liaison with the teacher, to support pupils to achieve learning. • Deliver learning interventions for individual children and groups of pupils. • Promote the inclusion and acceptance of the pupils. • Provide feedback to pupils in relation to progress and achievement under guidance of the teacher. • Undertake pupil record keeping as requested. • Encourage the pupils to act independently as appropriate. • Supervise and support pupils ensuring their safety and access to learning. • Encourage pupils to interact with others and engage in activities led by the teacher.

	<ul style="list-style-type: none"> • Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use. • Support the use of technology in learning activities and develop pupils' competence and independence in its use. • Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson planning and assist with the display of pupils' work under the guidance of the teacher. • Carry out any administrative and organisational tasks as necessary e.g. photocopying, typing, filing, collecting money, collecting and recording homework etc. • Participate in training and other learning activities and performance development as required • Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters. • Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes. • Accompany pupils and staff on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher. • Attend relevant meetings as required. • Participate in training and other learning activities and performance development as required.
Safeguarding	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Be responsible for promoting and safeguarding the welfare of children and young people within the school reporting all concerns to an appropriate person • Raise all concerns regarding the behaviour, progress or welfare/child protection of any learner with the appropriately identified person
Corporate Responsibility:	<ul style="list-style-type: none"> • Abide by and implement all policies and procedures, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures • Be responsible for the safe use and safe keeping of resources • Develop, nurture and maintain the positive image of Corpus Christi Catholic Primary School • Appreciate and support the role of other professionals • Ensure that all communications with service users demonstrate the values of Corpus Christi Catholic Primary School • Continually seek to develop service improvements • Be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of your performance management • Attend all functions and meetings necessary to support the delivery of the role, ensuring the values of Corpus Christi Catholic Primary School
Other Specific Responsibilities:	<ul style="list-style-type: none"> • Contribute to the overall ethos, work and aims of the school • Carry out all duties in the most effective, efficient and economic manner • Participate fully with arrangements made in accordance with the school's Performance Management Policy • Perform any other reasonable duties as requested by the Head Teacher
General Statement:	<p>This job description is current at the date shown. These are the key tasks as currently defined. They are not listed in priority order. From time to time the key tasks may be varied and the post holder will be expected to take on such variations commensurate with the grade and the level of responsibility implied in it.</p>
Date:	September 2022

PERSON SPECIFICATION

Job Title: Learning Support Assistant

School: Corpus Christi Catholic Primary School

Pay Band: A1 - B1

Essential Criteria	How Identified	Desirable Criteria	How identified
<p>SKILLS</p> <p>Good numeracy/literacy skills</p> <p>Use basic technology – computer, video, photocopier</p> <p>Ability to relate well to children and adults</p> <p>Ability to work constructively as part of a team</p>	<p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>	<p>GCSE Maths and/or English</p>	<p>Provide evidence by producing certificate</p>
<p>KNOWLEDGE & UNDERSTANDING</p> <p>Working with or caring for children of relevant age</p> <p>Understanding classroom roles and responsibilities and your own position within these.</p>	<p>Application form and selection process</p> <p>Application form and selection process</p>	<p>Appropriate knowledge of first aid</p> <p>To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.</p>	<p>Application form</p> <p>Application form and selection process</p>
<p>QUALIFICATIONS/ TRAINING</p> <p>Participate in development and training opportunities</p>	<p>Application form and selection process</p>	<p>Completion of DfES Teacher Assistant Induction Programme</p>	<p>Application form and Certificate</p>
<p>OTHER CONDITIONS</p>	<p>Enhanced CRB clearance</p>		