# SPRINGHILL CATHOLIC PRIMARY SCHOOL

*We strive to achieve excellence in all that we do as we follow the Gospel values of Jesus Christ.*

*Together, we will do our best for Jesus.*

# LEARNING SUPPORT ASSISTANT

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure check with the Disclosure and Barring Service. It is an offence to apply for a role working with children if the applicant is barred from engaging in regulated activity**

**JOB DESCRIPTION: LEARNING SUPPORT ASSISTANT**

**MAIN PURPOSE OF THE JOB**

- Provide learning and care support for pupils with special educational needs (SEN).
- To work with individual pupils to help them work towards the outcomes on their education and health care plan (EHCP)
- Work the class teacher / SENCO to plan and deliver activities
- Support pupils with routines, transitions and behaviour management
- To work with pupils as directed by the class teacher

**Duties and responsibilities**

## Supporting pupils

- Build positive relationships with pupils, promoting high self-esteem and independence,
- Helping children to learn as effectively as possible in both group situations and individually,
- Adapt communication style to respond to pupils according to their individual needs
- Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate,
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention,
- Assist with the development and delivery of individual education and support plans
- Support the pupil with their social, emotional and mental health needs, escalating concerns where appropriate,
- meeting physical needs as required whilst encouraging independence (eg intimate care)

## Teaching and learning

- Contribute to the planning of differentiated learning activities for individuals, delivering activities inside or outside the classroom adopting relevant strategies to support the work of the teacher(s) and increase the pupil's achievement
- Support the teaching of a broad and balanced curriculum aimed at helping the pupil achieve their full potential in all areas of learning
- Promote, support and facilitate inclusion by encouraging participation of the pupil in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning
- Read and understand lesson plans shared prior to lessons, if available
- Supervise a class if the teacher is temporarily unavailable

- Contribute to the overall ethos, aims and work of the school
- Undertake any other relevant duties given by the class teacher or SEN co-ordinator (SENCO)

**Working with staff, parents/carers and relevant professionals**

- Share knowledge and understanding of the pupil with other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Communicate effectively with other staff members and pupils
- Communicate effectively with parents and carers under the direction of teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

**Professional development**

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

**Safeguarding**

This school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- Abide by the staff code of conduct

- Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

**Person Specification – Learning Support Assistant**

| | **Essential** | **Desirable** |
|---|---|---|
| Qualifications & Training | Mathematics and English Language grade C and above at GCSE | Competence in using a computer<br><br>A relevant qualification in childcare and/or education |
| Experience | Experience of working with children<br><br>Empathic to school's Catholic ethos<br><br>Ability to communicate effectively with adults and children<br><br>Warmth care and sensitivity when dealing with children<br><br>Ability to work as part of a team | Experience of working with children in a school setting<br><br>Practising Catholic<br><br>Bring personal interests and enthusiasms to the school community |
| Personal qualities | Enjoyment of working with children<br><br>Sensitivity and understanding, to help build good relationships with pupils<br><br>Willingness to use variety of strategies to engage all learners<br><br>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school<br><br>Commitment to always maintain confidentiality<br><br>Commitment to safeguarding pupils' wellbeing and equality<br><br>Resilient, positive, forward looking and enthusiastic about making a difference<br><br>Capacity to inspire, motivate and challenge children and young people | |
| Knowledge understanding and skills | Good literacy and numeracy skills<br><br>Good organisational skills<br><br>Ability to build effective working relationships with pupils and adults<br><br>Skills and expertise in understanding the needs of all pupils<br><br>Excellent verbal communication skills<br><br>Ability to work as part of a team and to be flexible in their approach to daily routines<br><br>Active listening skills<br><br>The ability to remain calm in stressful situations | Knowledge of how to help adapt and deliver support to meet individual needs<br><br>Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils<br><br>Knowledge of guidance and requirements around safeguarding children<br><br>Good IT skills, particularly using IT to support learning |

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