

**ST JOSEPH'S CATHOLIC HIGH SCHOOL
JOB DESCRIPTION – LEARNING SUPPORT
ASSISTANT**

Post Title	LEARNING SUPPORT ASSISTANT
Working Time	32.5 hours per week, term-time plus 5 days insets/during school closure. 8.15 a.m. to 3.15 p.m. Monday to Friday with half an hour unpaid lunch break
Salary	Level 2 scale 3 - £19,460 pro-rata (equivalent to £14,653)
Reporting to	SENCo
Purpose	<ul style="list-style-type: none"> ➤ To raise pupil attainment by supporting the quality of provision in Teaching & Learning by efficient administration. ➤ To contribute to securing the key outcomes of the Every Child Matters agenda.
Main duties	<p>Working under the supervision and direction of the class teacher:</p> <ul style="list-style-type: none"> ➤ Develop and use knowledge and skills e.g. literacy, numeracy or science to contribute to pupil learning ➤ Assist with the planning, preparation and development of work programmes for groups/individuals ➤ Prepare resources to support a range of learning activities ➤ Work with small groups or individual pupils to enable learning ➤ Organise and maintain the learning environment ➤ Monitor, evaluate and record pupil progress and report this as directed ➤ Provide support to the teacher by accompanying pupils on off-site activities ➤ Work as part of a team to ensure that the well being, behaviour and personal development of pupils enhances their learning opportunities and life skills ➤ Develop positive relationships with the pupils to assist pupil progress and attainment and to help pupils deal with their behaviour ➤ Supervise pupils as appropriate and to assist with other school and curricular activities as necessary, at a level that is consistent with the status and grading of the post ➤ Maintain confidentiality ➤ Be aware of safeguarding protocols ➤ Participate in CPD activities. ➤ Form professional and collaborative working relationships with colleagues. ➤ Set a good example to pupils, parents and other visitors to the school through presentation and personal and professional conduct. ➤ Undertake other duties at the same responsibility level as required to ensure the smooth running of the SEN department <p>The above job description may be subject to variation from time to time to meet the needs to the curriculum and the school</p>