

**JOB DESCRIPTION:
LEARNING SUPPORT ASSISTANT
(Teaching Assistant)**



1. Introduction

- 1.1 This appointment is with the governors of the school. The post-holder will, by personal example, ensure that the Catholic ethos and Mission of the school permeates all aspects of the life of the school.
- 1.2 This job description may be amended at any time, following consultation between the head teacher and the post-holder and will be reviewed regularly.

2. Core Purpose

The core purpose of the Learning Support Assistant is to support the class teacher in ensuring that the school provides high quality teaching and learning that leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development.

- To foster the welfare of all assigned pupils, liaising, if in the best interests of pupils or in the meeting of statutory obligations, with the Class Teacher, other educational professionals, medical, social and other support services. To use appropriate skills to undertake those activities necessary to meet the physical and emotional needs of children, including those with special educational, physical or emotional needs.
- To support delivery, recording and analysis of assessment and contribute towards whole school evaluation as a member of a phase team.
- To work under the direction of the class teacher to supervise and support the teaching activities of individuals or groups of children.
- To monitor individual pupil's progress, achievements, problems, condition and development needs, reporting to the responsible teacher as appropriate.
- To use appropriate skills when actively engaged in pre-determined educational activities and work programmes to encourage the intellectual and social development of pupils.
- To assist the teacher in the development and implementation of adapted learning, behaviour support plans, Health Care Plans and Personal Care Programmes for individuals and groups of children.

Key Areas of Responsibility

- Assist the teacher with the planning of learning activities within the classroom, preparing or modifying work for individuals or groups as directed.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Establish constructive relationships with pupils, providing feedback to them in relation to progress and achievement as directed.
- Monitor and maintain the learning environment; prepare and maintain equipment and teaching resources for lessons and activities.

- Ensure that pupils are able to use equipment and materials safely.
- Undertake supervision and discipline of pupils following school policy, promoting positive behaviour and the behaviour policy.
- Promote pupil independence in learning, social and mobility skills, reinforcing the pupil's self-esteem through praise and encouragement.
- Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
- Assist the teacher in liaising with other professional staff and reporting information to and from parents/carers, contributing to meetings to discuss a child's progress as appropriate.
- Support the use of IT in learning activities and develop pupils' competence and independence in its use.
- Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids and the display and presentation of pupils' work, supporting the creation of an exciting and stimulating environment for teaching and learning.
- Provide support to the classroom teacher by undertaking photocopying, filing, recording and collecting monies as directed.
- Assist at an appropriate level with the provision of general care and welfare of pupils which may include:
 - Assist with personal hygiene routines eg toilet training, changing of incontinent children, dressing and undressing;
 - The changing of soiled clothing and its disposal in an appropriate way;
 - Assisting with children's injuries and, where appropriately qualified, administering first aid, following school procedures;
 - Assist with the administering of medicines following school policy;
 - Assist with the identification and monitoring of children's general health and welfare.
 - Escorting pupils home from school when necessary (with another member of staff).
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Assist with the supervision of pupils at lunchtimes.
- Assist class teacher with preparation and supervision of activities within and away from the school, such as PE, swimming, educational visits, Masses, assemblies, school fetes.
- Participate in personal and professional development activities to meet the changing demands of the job.
- Attend and participate in relevant meetings as required.

St Mary and St Benedict Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Agreed by

Date.....

Headteacher

Date