

# Saint Thomas More Catholic Primary School

Part of the Holy Cross Catholic Multi-Academy Company



120 Knoll Drive, Stivichall, Coventry, CV3 5DE  
Telephone: (024) 7684 9910 Fax: (024) 7684 9911  
E-mail: [admin@st-thomasmore.coventry.sch.uk](mailto:admin@st-thomasmore.coventry.sch.uk)  
Website: [www.stmschool.co.uk](http://www.stmschool.co.uk)  
Twitter: @STMschCoventry Facebook: @STMCov  
Headteacher: Mrs Sarah Collins



## Job Description

**Job Title: 1-1 SEND Learning Assistant  
Grade 2**

This appointment is with the Holy Cross Catholic MAC under the terms of the Catholic Education Service contract signed with the Holy Cross Catholic MAC as employers. The Governors will appoint a person who can show by example and from experience that they support the Catholic ethos of the school. The appointment is subject to the current conditions of service for Teachers other than Headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.

### Mission Statement

***"Learn and Grow as God's Holy People, in an outstanding learning environment"***

St Thomas More is a Catholic Primary School. We place our children at the heart of all we do, inspired by the love, life and teachings of Jesus and the Roman Catholic Church.

We believe that parents are the first and foremost educators of their children and that we are called to support them in their God given task. Each child in our school is valued and encouraged to achieve human wholeness - spiritually, morally, emotionally and academically in a happy, secure Catholic Christian environment.

We will always do our best to provide the best possible education for every child.

### **1) Job purpose**

- 1.1 As a Learning Assistant at Saint Thomas More School the core purpose of the job is to be responsible, under the direction of the Headteacher, SENDCo, or Class Teacher, individually or as a member of the team, for securing the safety, welfare and good conduct of a SEND pupil throughout the school day, in accordance with the laid down procedures and practices of the Governing Body and Local Authority.

### **2) Main duties and responsibilities**

- 2.1 Supervise, support and deliver the teaching activities of the child you are caring for individually or within a group to ensure their safety and facilitate in their physical development.
- 2.2 Use appropriate skills to undertake those activities necessary to meet the physical and emotional needs of the child you are caring for.



*Achieving together in faith*

**Holy Cross Catholic Multi-Academy Company**  
Heathcote Street  
Radford Coventry CV63BL

*HCC MAC is incorporated in England & Wales as a company limited  
by guarantee with registered number: GB12084073*

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- 2.3 Monitor individual pupils' progress, achievements, problems, condition and development needs, acting accordingly in response and reporting to the responsible teacher as appropriate.
- 2.4 Use appropriate skills when actively engaged in pre-determined educational activities and work programmes to encourage the intellectual and social development of the child you are caring for.
- 2.5 Assist the teacher in the development and implementation of Individual Education / Behaviour Plans and Personal Care Programmes for the child you are caring for.
- 2.6 Assist the teacher with the planning of learning activities in the classroom, preparing or modifying work for the child you are caring for as directed.
- 2.7 Use strategies in liaison with the teacher, and under the guidance of other agencies to support the pupil you are caring for to achieve learning goals and behave appropriately.
- 2.8 Establish constructive relationships with the pupil you are caring for providing appropriate feedback to their learning and behaviour.
- 2.9 Prepare and maintain equipment and teaching resources for the child you are caring for.
- 2.10 Maintain close liaison with the class teacher, parents, SENDCo and other agencies working with the child you are caring for.
- 2.11 Promote pupil independence in learning, social and mobility skills, reinforcing the pupils' self-esteem through praise and encouragement, setting challenging and demanding expectations and promoting self-esteem and independence. Assist with personal hygiene and serving of food where appropriate and necessary.
- 2.12 Promote appropriate, safe and meaningful relationships between the child you are caring for and staff/their peers.
- 2.13 Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.



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- 2.14 Assist the teacher in liaising with other professional staff and reporting information to / from parents and carers, contributing to meetings to discuss children's progress as appropriate.
- 2.15 Be aware of and comply with all school policies but most notably those that relate to:
- Safeguarding and child protection;
  - Health and safety;
  - Security;
  - Confidentiality;
  - Data protection
- 2.16 Report any concerns in relation to the policies outlined in 2.15 to the appropriate person.
- 2.17 Support and contribute to the school's Catholic ethos.
- 2.18 Assist with the supervision of pupils outside of lesson times, such as during play and lunch times, as necessary.
- 2.19 Participate in personal and professional development activities to meet the changing demands of the job.
- 2.20 Attend and participate in relevant meetings as required.
- 2.21 Any other reasonable request of the class teacher, headteacher or leadership team.

### **3) General points**

- 3.1 All duties and responsibilities must be carried out with due regard to the school's health and safety policy.
- 3.2 Post holders will be accountable for carrying out all duties and responsibilities with due regard to the school's equalities policy.

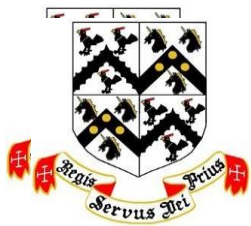


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- 3.3 Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- 3.4 There is no requirement for a learning assistant to attend work outside the contractual hours of work for the post. Any attendance of a learning assistant at an activity which is outside the contractual hours of working will be subject to prior mutual agreement between the learning assistant and the headteacher (or a teacher acting on the headteacher's behalf). This will include the basis upon which attendance will be undertaken (e.g. time off in lieu or paid time at the appropriate rate). If an individual attends an out of school activity in a purely voluntary capacity such an arrangement will be dealt with as an entirely separate matter to this employment.

Agreed by: ..... Date: ...../...../.....

Head teacher: ..... Date: ...../...../.....

**Review date:** This job description may be amended at any time, following consultation between the Head teacher and the Post-holder. This job description will be reviewed in September 2022.

"Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)"

All staff are accountable for promoting and safeguarding the safety and welfare of children.

Accountable for: Specific child with EHCP

Accountable to: Class Teacher, SENDCo, Head teacher



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