

# 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

### 1:1 Learning Assistant – Fixed Term

**Name:**

**Salary Scale: Grade 1**

#### Introduction

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 employer. 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.

This job description may be amended at any time, following consultation between the Head teacher and the post-holder. It will be reviewed annually.

#### Core Purpose

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.

#### Duties and Responsibilities:

1. To work as part of a team to provide efficient, safe and enjoyable learning sessions for the pupil you are caring for.
2. Provide general care and welfare for the child including physical care and attention to personal needs.
3. Supervise the pupil around the school premises.
4. Support the child with play activities which have been planned and set up by the class teacher.
5. To promote positive behaviour in pupils, through the use of praise and upholding the rules system and procedures.
6. To maintain close liaison with the class teacher and parents in matters relating to the child.



*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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7. Assist the pupil, where appropriate, with personal hygiene and toileting.
8. Assist the pupil in the serving of snacks and food where necessary.
9. Act as care for the child if they become unwell until appropriate qualified medical assistance is available and/or until parent or guardian collects sick child. Keeping the Headteacher or nominee informed and maintaining records of accidents and first aid given.
10. Update the individual diary for the child after a period of supervising them. Report any issues of concern to the Line Manager and assist in reviews as appropriate.
11. Follow fire and evacuation procedures and check that the pupil is safe.
12. Attend training and meetings as required. Any other duties within the scope, the salary grade, the spirit of the job purpose, the title and grading of the post.

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

Responsible for: individual child with SEND  
Responsible to: Class Teacher, SENDCo, Head Teacher

Agreed by ..... Date .....

Headteacher ..... Date .....



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