



JOB DESCRIPTION

Learning Support Assistant

Title of Post:	Learning Support Assistant
Responsible to:	Class Teacher and SENCo
Contract:	Term Time Only (plus one inset day in September). Fixed Term Contract (2 nd September 2024 to 18 th July 2025)
Hours:	33.50 hours per week
Salary:	Grade H1 (4) to H4 (9) plus fringe allowance (<i>salary dependent on experience</i>)

Main Purpose of the Job

- To assist in the support & inclusion of children with Special Educational Needs at Loreto College.

Main Areas of Responsibility

Supporting the Pupil

1. To develop knowledge of a range of educational needs and to develop an understanding of the specific needs of the children to be supported.
2. To enable pupils to access the curriculum, both in group situations and individually. For Example:
 - Clarifying and explaining instructions.
 - Ensuring that the pupil can use the equipment and materials provided.
 - Motivating and encouraging the pupil as required.
 - Assisting the pupil in specific areas of weakness, e.g. reading, spelling, handwriting, presentation.
 - Helping the pupil to concentrate, enabling them to complete the task.
 - Assisting pupils physically as required, whilst encouraging their independence.
 - Liaising with the subject teacher and SENCo about the students' targets.
 - Delivering specific programmes as directed by the SENCO or other relevant professional, e.g. Speech and Language Support, Occupational Therapy, Life Skills, Lexonik, Arrow, Catch Up Numeracy.
3. To establish a supportive relationship with the children concerned.
4. To empower pupils to work independently.
5. To encourage acceptance and inclusion of pupils with Special Educational Needs.
6. To develop methods of promoting/reinforcing the pupil's self-esteem.
7. Attending to pupils' personal needs including social, health, hygiene, first-aid and welfare matters.

Supporting the Subject Teacher/ Head of Department

1. To contribute to the maintenance of the children's progress records via EduKey.

2. To provide regular feedback about the pupils to the subject teacher.
3. To support discipline in the classroom by encouraging pupils to adhere to instructions.

Supporting the School

1. To be supportive of the ethos of the school.
2. To be aware of school procedures.
3. To be aware of the school Safeguarding procedures and policy and to follow it.
4. To contribute towards the review of the pupil's progress, as appropriate.
5. To develop a relationship between home & school, where appropriate.
6. To attend relevant in-service training.
7. To accompany teachers and pupils on out-of-school activities and to take responsibility for a group, under the direction of a teacher

Supporting the Curriculum

1. To develop an awareness of the requirements of the school curriculum.
2. To support specific aims in lessons as planned and directed by the subject teacher.
3. To develop an awareness of the curriculum targets and support working towards them.
4. To train to act as a reader/scribe for those students who need this Access for their exams

Contracted Hours

Attendance at the weekly staff meeting, which will take place at 3.25pm for one hour on one day per week after school is compulsory.

This is a term time only contract plus the first inset day in September, 33.50 hours per week (daily hours 8.25am to 3.25pm plus 1 hour to attend the weekly departmental meeting after school). This contract includes a probationary period.

Job descriptions are reviewed annually.

Applicants need to complete the Catholic Education Service (CES) Application form and in the personal statement section explain why they believe they are suitable for the role, taking note of the person specification. The contact details for two referees should also be included and these will be contacted *before* the interview.

Loreto College is an equal opportunities employer. Applicants from under-represented groups are encouraged to apply.