



ST JOHN'S CATHOLIC PRIMARY SCHOOL JOB DESCRIPTION

TITLE OF JOB : LSA
LOCATION : St John's Catholic Primary School
GRADE : H2

1. JOB OUTLINE

1 a) REASON JOB EXISTS

To support a group of pupils in their learning.

1 b) DUTIES

- ◆ Developing continuous provision and contributing to Early Years planning.
- ◆ Observing and reporting on progress to the teacher.
- ◆ Supervise, and provide support for pupils with identified special educational needs
- ◆ Assist with the development of SEN support plans and personal care programmes.
- ◆ Implement planned learning activities and teaching programmes as agreed with the teacher
- ◆ Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters
- ◆ Liaise with parents and carers, under the direction of a teacher
- ◆ Use specialist curricular knowledge or experience to support pupils' learning.
- ◆ Attend to child's intimate care needs.

1 c) EQUALITIES

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop

1 d) HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

1 e) Criminal Records Bureau / Disclosure and Barring Service Check DBS

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

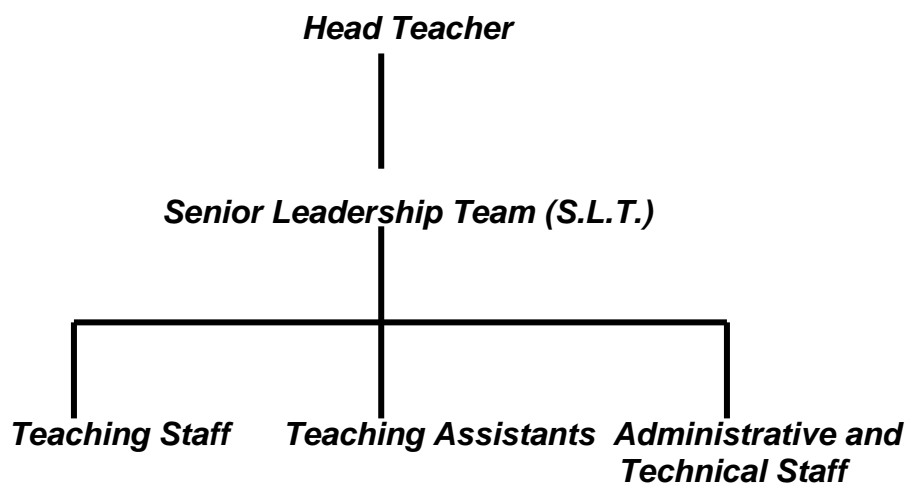
1 f) ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

**** The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

2. ORGANISATION CHART



3. SUPERVISION

The jobholder is managed by a member of the school's Senior Leadership Team and works under the direction of their class teacher. The frequency of meetings is determined by the school's performance management policies and practice.

No supervision of staff.

4. JOB CONTEXT

A jobholder need not be required to fulfil all of the duties identified in the job description. But, in order to justify the pay grade the jobholder must be spending at least 50% of his/her time on higher level duties as specified.

5. CONTACTS

The jobholder works directly with teachers and pupils and has routine and regular contact with parents and carers and with external agencies (such as the Education Welfare Service)

6. KNOWLEDGE, EXPERIENCE AND TRAINING

- ◆ Empathetic to the Catholic Ethos of the school
- ◆ Experience of working with or caring for primary aged children.
- ◆ Experience of working with a range of children with SEND
- ◆ Experience of delivery of quality individual or small group intervention
- ◆ Good working professional relationships with parents, carers and a good level of emotional intelligence
- ◆ Experience of Autism.
- ◆ Numeracy and literacy skills equivalent to NVQ Level 2 or GCSE Grade C in English and Maths
- ◆ Understanding of the curricular requirements of the school, these to include statutory requirements
- ◆ Competence in the use of ICT to support teaching and learning
- ◆ Understand the importance of confidentiality as well as be committed to safeguarding
- ◆ Basic knowledge of first aid.
- ◆ Ability to work in a team
- ◆ Ability to use own initiative where necessary.

7. PHYSICAL EFFORT

The job may involve lifting children after falls or accidents / lifting or moving furniture or educational equipment.

8. WORKING ENVIRONMENT

The job may include clearing up blood or other bodily fluids of children after accident or sudden illness.