



## St Mary's Catholic Primary School

### Learning Support Assistant – Job Description

#### Purpose of Job

- To assist in promoting the learning and personal development of the pupil to whom you are assigned, to enable him/her to make the best use of the educational opportunities available to them.
- To be involved in the planning, development and delivery of intervention strategies to support EHCP outcomes.
- To observe and monitor pupil progress and adapt agreed approaches to pupil's particular needs.
- Provide support and assistance for pupil's pastoral/medical needs (e.g. dressing, going to the toilet, the changing of nappies or the administration of an Epipen)
- To contribute to the overall ethos, work and aims and vision of the school; based around high expectations for all.

Reports to: Class teacher/SENCO.

#### Duties and responsibilities:

- Work as part of a team, assisting the class teacher to ensure quality education for the pupil you are assigned to, alongside their peers.
- Liaise and plan with the teacher to support pupils in their learning
- To aid the pupil as effectively as possible both in group situations and on his/her own by, for example:
  - Clarifying and explaining instructions
  - Ensuring the pupil is able to use the equipment and materials provided
  - Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
  - Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, phonics, handwriting/presentation etc
  - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
  - Liaising with class teacher, SENCO and other professionals about individual support plans (ISPs), contributing to their planning and delivery as appropriate
  - Providing additional nurture to individuals when requested by the class teacher or SENCO
  - Consistently and effectively implementing agreed behaviour management strategies
  - Helping to make appropriate resources to support the pupil
  - To promote independence in pupils
- To attend pupil support sessions led by outside agencies, therapists etc when required; both onsite and at other venues and regularly implement suggested strategies on an ongoing basis.
- To attend and contribute to annual review meetings.
- Provide feedback to the class teacher on pupil progress, pupil welfare, achievements and any issues with learning.
- Be aware of safeguarding procedures, referring such matters to the appropriate designated person for further action.

- Under the direction of the teacher, liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times.
- Promote inclusion and acceptance and encourage self-esteem and independence of all pupils.
- Assist with the reception and departure of the child at the beginning and end of school sessions.
- Assist with maintaining good discipline throughout the school at all times, following school procedures.
- Establish and maintain positive relationships with pupils, interacting with them according to their needs.
- When directed escort and supervise pupils on planned visits/journeys.
- Assist with the preparation of resources and administrative tasks related to the pupil.
- Show a commitment to the school by assisting and attending seasonal events e.g. fairs, concerts and disco's.
- Attend appropriate staff meetings and training days/events as requested.
- Be aware of and support all school policies and procedures; particularly Safeguarding, H&S, Confidentiality and Data Protection.
- Undertake these duties within our policies and procedures and promote St Mary's Equal Opportunities Policy.
- Undertake other duties from time to time as required by the Headteacher.

**Arrangements for appraisal of performance:**

The role of the Teaching Assistant will be monitored through the school's performance management programme and by members of the SLT.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_