



ST FRANCIS SCHOOL

LEARNING SUPPORT ASSISTANT

JOB DESCRIPTION

This job description will be reviewed as part of the Appraisal and Performance Review system, and any changes may be mutually agreed between the post-holder, line manager and Headmaster during the interim.

Directly responsible to:

1. The Headmaster (Overall responsibility)
2. Head of Learning Support (Line Manager)
3. Class Teacher

GENERAL DUTIES OF ALL CLASSROOM STAFF:

- To undertake duties as specified in the relevant Job Description, having due regard to the aims and policies of the school.
- To share in the corporate responsibility for the pastoral care, welfare and discipline of all pupils at St Francis School (including Little Saints Nursery) with reference to the school's commitment to Child Protection and Safeguarding Policies, including the requirements of Keeping Children Safe in Education.
- To support and promote the VISION of the school to make a difference to young minds and lives.
- To embrace fully the MISSION of the school to educate and inspire children to become confident, considerate and compassionate young people who fulfil their potential and who make a positive contribution to society.
- To uphold the core VALUES outlined in the 'St Francis Framework'.
- To promote and fulfil the AIMS of the school.
- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures.
- To ensure that corridors, classrooms, pitches and all other school areas are safe places for the children, reporting any hazards to the appropriate authority.
- To support school functions and activities whenever possible, and to take an active part in the extra-curricular life of the school and its pupils.

QUALIFICATION REQUIREMENTS:

- Previous experience of working with children within a school (desirable but not essential);
- An ability to be flexible and adapt to unpredictable day to day changes that are required of Learning Support Staff;
- Enthusiastic, creative, energetic and adaptable.

PURPOSE OF THE JOB:

- Assist in the education and supervision of an individual student. St Francis uses an inclusive model which means that students with SEN are primarily supported within the classroom.
- Support the access of the student to a broad and balanced school curriculum.
- Support students to maximise achievements and reach their potential

SPECIFIC DUTIES:

1. Assist in the educational, social and emotional development of the student.
2. Work collaboratively with other staff in school (Class teacher, Teaching Assistants, Learning Support Assistants, Learning Support Teacher) in the implementation of an Individualised Education Plan when required.
3. Deliver interventions as directed by the Learning Support Teacher and class teacher.
4. Monitor students' responses to learning tasks and provide feedback to the Learning Support Team and class teacher.
5. Plan and create alternative resources for the student.
6. Clarify or differentiate home learning as required.
7. Assist students to access the curriculum safely. Matters relating to health and safety ultimately remain the teacher's responsibility.
8. Provide support for the student outside the classroom, including access to educational visits and whole school activities, to enable students to
9. fully participate.
10. Attend professional training days in school, when relevant and when required.
11. Attend regular meetings with the Head of Learning Support for training, support and discussion on the individual child's progress and intervention.

LEARNING SUPPORT ASSISTANT

PERSON SPECIFICATION

The following lists provide the Essential (E) and Desirable (D) Skills, Qualities, Experience, Qualifications and Professional Conduct for the post of In Class Support Assistant at St Francis School. The post-holder should: be passionate about *making a difference to young minds and lives*; demonstrate positive attitudes, values and behaviours; and have proper regard for the ethos, policies and practices of the School.

| | Essential | Desirable |
|-----------------------------|---|---|
| Skills | An effective and successful practitioner with high expectations of pupils | Excellent communicator with parents, pupils and colleagues |
| | Strong pastoral skills in the care and welfare of pupils | Ability to reflect on own practice |
| | Ability to support a broad range of pupil ability | |
| Qualities | High levels of energy, enthusiasm and commitment | High personal standards of ethics and behaviour |
| | A hard-working team player with an eagerness to participate fully in the life of the school | Strong belief in honesty and integrity, and in treating others fairly |
| | | Ability to show kindness, to deal sensitively with people and to resolve problems |
| | | Ability to work in all areas of the School (i.e. in Pre-Prep and Prep) as required |
| | | A sense of humour. |
| Experience | | Experience of working within a school |
| | | Previous specific experience of working with children with special needs |
| | | An understanding of Assessment for Learning and Pupil-Centred Learning |
| Qualifications | | A strong level of ICT competence for use in supporting the children's learning in the classroom, for use in administration tasks, and also for on-line professional development |
| | | Understanding of and ability to use the Google Classroom Suite (training will be provided) |
| Professional Conduct | Ability to develop effective professional relationships with colleagues | Maintains high standards of attendance and punctuality |
| | Ability to maintain appropriate relationships and personal boundaries with children | A desire to extend personal knowledge and understanding through CPD |