Holy Cross Catholic Primary School

Job Description

Learning Support Assistant

Pay Scale:	NJC scale point 6
Accountable to:	Senior Leadership Team
Line Manager:	Inclusion Manager
Main Purpose of the Job:	To work as part of an inclusion team across the whole school under the direction of the Inclusion Leader. To deliver, monitor and evaluate a range of intervention strategies to meet the needs of all learners and to maximise their progress and achievement.

Duties and Responsibilities to include:

1. Support and contribute to the religious ethos and aims of the school.
2. Supervise and provide particular support for pupils, ensuring their safety and access to learning activities.
3. Assist with the development and implementation of Individual Education/ Behaviour Plans and Personal Care programmes as required.
4. Plan, deliver, monitor and evaluate structured and agreed learning activities/ teaching programmes across the whole school, adjusting activities to pupil needs.
5. Plan, deliver, monitor and evaluate programmes across all age phases, recording achievement and progress feedback to the Inclusion Leader and teachers.
6. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
7. Monitor pupils' responses to learning activities and accurately record achievement/ progress as directed.
8. Establish constructive relationships with pupils by being responsive to their individual needs.
9. Supervise pupils out of lesson times, including before and after school and at lunchtime as appropriate.
10. Promote inclusion of all pupils ensuring that they have equal access to opportunities to learn and develop.

11. Be proactive in supporting pupils to interact with others and engage in activities in a variety of settings.
12. Promote self-esteem, independence and positive relationships.
13. Provide feedback to pupils in relation to progress and achievement.
14. Accompany pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the Trip Leader.
15. Promote positive pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
16. Establish constructive relationships with parents/ carers.
17. Contribute to the completion of relevant documentation relating to groups or individuals, eg referral/ evaluation forms and preparation for multi-agency meetings.
18. Attend and participate in relevant meetings as required.
19. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentially and data protection, reporting all concerns to an appropriate person.
20. Participate in training and other performance development activities as required.
21. To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the level of responsibilities and grade of the post.

Signed: _____

Name: _____

Date:_____