Holy Family Catholic Multi Academy Trust

Job Description

Job Title:	Learning Assistant
Location	St John Plessington Catholic College
Responsible To:	SENDCO
Salary Grade:	Band D, scale point 6-7 £26,847 - £27,274 (FTE), (£21,032 - £21,367 actual)
Contract:	This is a full-time, fixed term contract initially until 31st August 2027. This post is 32.5 hours per week, 39 weeks per year (term time only plus INSET days, holidays to be taken in non-term time).

Key Purpose of Job

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for students. Work may be carried out in the classroom or outside the main teaching area.

Key Responsibilities of the Post

1. Support for students

- To promote students' development in a safe, secure, challenging environment
- To have regard for the safety and well-being of the student at all times
- To meet the physical/medical needs of the student according to a student's individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures provided appropriate training has been given by an appropriate person
- To develop an understanding of the student's specific needs in order to help them learn as effectively as possible
- To participate in students' play and extend and stimulate language through conversation
- To focus on individual students to ensure their needs are being met within the group
- To encourage inclusion within the classroom
- To display students' work to reflect their achievement
- To encourage good personal hygiene and assist with necessary self-help skills (feeding, toileting, dressing etc.)
- To encourage students to interact with others and engage in activities led by the teacher
- To assist in the supervision of students on outings and visits

- To support the development of students' social and communication skills
- To facilitate small group interventions as directed by the SENDCO (homework club, social skills etc.)
- To support the provision of Access Arrangements for internal and external exams and assessments (reader, scribe, supervised rest breaks)

2. Support for Teachers

- To liaise with teachers regarding the daily/weekly programme of activities and events
- To work with other staff delivering Individual Education and Health Care Plans
- To set out, prepare, use, tidy and clean equipment after use and assist in the general preparation and tidying of the classroom
- To gather information from parents/carers as requested
- To assist parents working in schools
- To be aware of student problems/progress/achievements and report to the teacher as agreed
- To support student record keeping as requested
- To provide clerical support e.g. photocopying. filing, receiving and passing money to the school secretary
- To work within established disciplinary policy to anticipate and manage behaviour constructively, promoting self-control and independence

3. Support for the School

- To work alongside other professionals in assessing children's progress/needs
- To attend appropriate staff meetings as required
- To support parents working in schools
- To assist with the general supervision of students during break times and/or when required
- To work as a member of the staff team in all relevant activities to develop the school
- To ensure knowledge of all whole school policies and implement them as relevant to their role in the life of the school, promoting the ethos of the school
- To be aware of all Health & Safety issues
- To assist with the general supervision of students during break times and/or when required
- To treat all information relating to a student as strictly confidential, and refer all enquiries, other than from professional, to the Headteacher
- To support and encourage students on Childcare courses, Work Experience etc.
- To be a proactive member of the school and class team
- To attend relevant professional development to update knowledge

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4. Support for the Curriculum

- To prepare and undertake specific activities and supporting students to understand instructions and in respect of any learning strategies
- To support students in using basic ICT as directed, developing student's competence and independence in its use
- To set out, prepare and maintain equipment, indoors and outdoors

GENERAL

- The Learning Assistant may be called upon to perform other duties that the Head teacher considers reasonable, that are commensurate with the grading and designation of the post

Supervision / Line Management Responsibilities of the post

- None

Working Environment & Conditions of the post

Normal office environment

Other Duties

a) To undertake additional duties as required, commensurate with the level of the job
b) To contribute to the effective working of the HFCMAT
c) Maintain positive, professional relationships with students, parents/carers and teachers
d) To participate in induction training, staff review processes and professional development opportunities
e) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice
f) The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings and school vehicles
g) The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled
h) The post-holder is expected to familiarise themselves with, and adhere to, all relevant Trust Policies and Procedures
i) The post-holder must comply with the Trust/School's Health and Safety requirements specifically for the school they are based
j) The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced

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Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

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Person Specification

Area	Job requirements	Essential/ Desirable	Evidence
A. Qualifications and Professional Development	GCSE English and Maths (grade C or above) or equivalent	E	A, C
	Willingness to identify and take part in relevant self-development opportunities	E	A, C, I
	Relevant qualifications	D	A, C
	First aid training as appropriate	D	A, C
B. Experience	Working with or caring for children in an educational setting	E	A, I, R
	Experience of working in an environment where due regard for confidentiality and discretion is paramount	E	A, I, R
	Working with professionals from other agencies and in multi agency context	D	A, I, R
	Experience of working with children having a range of special needs	D	A, I, R
	Experience in supporting pupils who require Access Arrangements	D	A, I, R
	Experience in delivering small group interventions e.g. social skills	D	A, I, R

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C. Knowledge/ Skills	Understanding of Safeguarding, Keeping Children Safe in Education and the Data Protection Act	D	A, I
	Ability to work as part of a team, understanding classroom roles and responsibilities and own position within these roles	E	A, I
	The ability to respond effectively and build good relationships with pupils and parents	E	A, I
	Good level of written and verbal skills	E	A, I
	Ability to exercise discretion and maintain confidentiality	E	A, I
	Good organisational skills with the ability to multitask	E	A, I
	Good IT skills in particular Excel, Word and email	E	A, I
	Good interpersonal / communication skills	E	A, I
	Ability to overcome communication barriers with children and students	E	A, I
	Ability to listen effectively	E	A, I
	Ability to maintain accurate and up to date records	E	A, I
	Demonstrate an ability to cope with stressful / conflict situations	E	A, I
	Basic understanding of child development and learning	E	A, I
	General understanding of national/foundation stage curriculum and other basic learning programmes/strategies	D	A, I
D. Other Conditions	Satisfactory pre-employment checks including DBS	E	C

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Key to Evidence:

A – Application Form & Letter

C - Certificates

I – Interview

R - Reference