



St Ignatius College Learning Support Assistant

Job Description

Responsible to:	Inclusion Manager / HLTA
Actual salary range:	Scale 3 points 14-17 (£15,952 to £16,778)
Hours:	8.00 am – 3.45 pm Monday to Thursday (inclusive of 30 minutes lunch break) 8.15 am to 3.45 pm Friday (inclusive of a 30 minute lunch break) Term time plus Inset Days 36 hours per week

To work under the guidance of the Inclusion Manager and HLTA within an agreed system of supervision, to implement agreed work programmes/intervention strategies with groups of students both in and outside the classroom and assist the teacher in evaluating their impact. This will also involve assisting the teacher in planning, and the management/preparation of resources.

Key Responsibilities:

- Work with teachers in planning, evaluating and adjusting work programmes/intervention strategies as appropriate
- Monitor and evaluate students' response to these learning activities through observation and recording achievement against pre-determined learning objectives. Provide feedback to teachers and students
- Responsibility for a caseload of students; providing support to enhance their learning and social well-being
- Be responsible for keeping records and updating systems as required by the teacher. Undertake marking of students' work and recording achievement/progress.
- Promote positive values, attitudes to learning and good pupil behaviour in line with school ATL policy
- Liaise with parents, staff and outside agencies where necessary
- Establish positive and productive working relationships with students and actively promote the inclusion of all students.
- Be aware and comply with policies and procedures relating to child protection, H&S, confidentiality and data protection. Report concerns to appropriate person.
- Attend, and participate in meetings and training activities as required
- Undertake planned supervision of students out of school hours, and supervise students on visits, trips and out of school activities/catch-up sessions
- In class student / teacher support as directed
- To support students before school and after school in homework clubs and or small groups

- To undertake other duties and activities within the scope of the post as directed by the line manager

Additional duties

- Undertaking general administrative duties within the Department, including IEP's.
- Supervise pupils during the lunch period as directed.
- Provide First Aid and Medical Support to pupils during the School Day, ensuring Accidents are reported appropriately.
- This job description sets out only the main duties and responsibilities to this post and does not describe in detail the tasks required to carry them out.
- Such duties and responsibilities may be updated from time to time to reflect any changes to the School. Only significant additional duties or responsibilities as required by the Head teacher / SLT will render the grade of the post liable for re-evaluation.

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Employee Responsibilities

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support School Policies.
- To comply with the school's Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate.
- To comply with the School's Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post.
- To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

Expectations of all Staff (Teaching & Support)

- Support the Headteacher and SLT in creating a culture for learning, high standards of achievement and success for all the students.
- Fulfil your duty of care for all the students in classrooms and around the buildings.
- Carry out all duties and responsibilities in accordance with the school's Mission Statement, contents of the Staff Handbook, policies, current practice and your duty of care for the students' well-being and safety; not to do anything to bring the name or ethos of the school into disrepute.

- Work flexibly as a member of a team, and undertake such other duties as may be required within the scope of this post.
- Deal with enquiries efficiently and sensitively.
- Ensure absolute confidentiality in all matters relating to the students, staff and school business.
- You will ensure that the duties of the post are undertaken with due regard to the School's Health & Safety Policy and to their personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant subordinate legislation.
- Attend and participate in relevant meetings, training, performance development and other activities as required.
- To liaise with parents/carers in a calm and professional manner, dealing with enquiries and complaints, and being mindful of the school's reputation.

The person specification outlines what is desirable for the College; other strong experience and qualifications may be considered.

Person Specification:

- Ideally a graduate in Maths/English/History/Science
- Effective communication and interpersonal skills with both adults and children
- Good ICT skills – can also use ICT effectively to support learning
- Ability to work independently and use own initiative
- A desire to pursue a career in education would also be an advantage. This job description is not designed to be an exhaustive list of duties and responsibilities, but represents the current key areas of work. There will be additional duties and responsibilities explicit in the role. The content of this post will be reviewed in consultation with the post holder when necessary.

Equally, the person specification outlines what is desirable for the college; other strong experience and qualifications may be considered.