



# ST BERNARD'S HIGH SCHOOL

*A Catholic Academy*

## JOB DESCRIPTION

<b>Title of Post:</b>	<b>Learning Support Assistant</b>
<b>Core Purpose:</b>	<p>To work with, and support, the teaching staff in fulfilling the social, emotional and academic needs of students in the School who have been identified as having Special Educational Needs.</p> <p>To provide specific support for named students with learning difficulties on the Special Educational Needs register.</p>
<b>Responsible to:</b>	SENCO
<b>Liaison with:</b>	Pastoral and academic staff
<b>Working Time:</b>	Full time – term time only
<b>Salary Scale:</b>	Scale 4-6
<b>Disclosure level:</b>	Enhanced
<b>Main Duties</b>	
To work with and support the teaching staff in fulfilling the social, emotional and academic needs of students in the School who have been identified as having Special Educational Needs.	<ul style="list-style-type: none"> <li>To attend reviews as directed by SENCO.</li> <li>Attend Learning Support departmental meetings.</li> <li>Play an active role in the department team as directed by the SENCO.</li> <li>To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>Develop good relationships with the students and adults in the school.</li> </ul>
To provide specific support for named students with learning difficulties on the Special Educational Needs register	<p>Under the direction of SENCO and/or Subject Teacher:</p> <ul style="list-style-type: none"> <li>Encourage good relationships between students.</li> <li>Support the use of ICT in the classroom and develop student competence and independence in its use.</li> <li>Promote positive behaviour in line with school policies and help keep students on task.</li> <li>Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources.</li> <li>To participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on the student's progress and behaviour.</li> <li>Monitor and record the student's activities as appropriate, writing records and reports as required.</li> <li>To support learning by arranging/providing resources for lessons/activities under the direction of the teacher.</li> <li>To attend to the student's personal needs including help with social, welfare, physical and health matters.</li> <li>Liaise with other staff and provide information about the student as appropriate.</li> <li>To assist with escorting the students on educational visits.</li> <li>To assist in the evacuation of the students in the event of an emergency.</li> <li>To assist the SENCO, Subject Teacher and/or Head Teacher in the collection of data for information purposes.</li> </ul>



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## JOB DESCRIPTION (Continued)

Additional duties:	<ul style="list-style-type: none"><li>• 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.</li></ul>
Other specific duties:	<ul style="list-style-type: none"><li>• To support the school in meeting its legal requirements for worship.</li><li>• To promote the school's corporate policies.</li><li>• To continue personal development as agreed.</li><li>• To actively engage in the staff review and development process.</li><li>• To undertake any other duty as specified by the School Pay and Conditions not mentioned in the above.</li></ul>

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 senior staff to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. 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.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

I am in agreement with this job description.

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Post Holder

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Line Manager