



Job Profile: Learning Support Assistant

Salary: SC2

Responsible to: SENCO/ASD Lead Teacher

Purpose: To serve the mission of St John Bosco College by supporting a high-quality education to raise student achievement. To support teaching staff to maximise the delivery of learning and teaching. To provide pastoral care and spiritual growth opportunities to all students; To provide general support to teaching staff in the management of students within and beyond the classroom environment.

Main Duties & Responsibilities:

Support for Students

- To, following training, administer medication in accordance with the procedures for LEA and school policies;
- To supervise and support students ensuring their safety and access to learning;
- To establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs;
- To promote the inclusion and acceptance of all students;
- To encourage students to interact with others and engage in activities led by the teacher;
- To encourage students to act independently as appropriate.

Support for Teacher

- To prepare classroom as directed for lessons and clear afterwards and assist with the display of students' work;
- To be aware of student problems/progress/achievements and report to the teacher as agreed;
- To undertake student record keeping as requested (student information);
- To support the teacher in managing student behaviour, reporting difficulties as appropriate;
- To provide clerical/administrative support, e.g. photocopying, typing, filing etc.

Support for the Curriculum

- To support students to understand instructions;
- To supporting students in undertaking literacy and numeracy tasks as directed by the teacher;
- To supporting students in using basic ICT as directed;
- To prepare and maintain equipment/resources as directed by the teacher and assist students in their use.

Support for the School

- To be aware and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop;
- To contribute to the overall ethos/work/aims of the school;
- To appreciate and support the role of other professionals;
- To attend relevant meetings as required;
- To assist with the supervision of students out of lesson times, including before and after school and at lunchtimes;
- To accompany teaching staff and students on visits, trips and out-of-school activities as required.

Pastoral Care

- To deal with or report, to the nearest member of the teaching staff, incidents which are seen or reported regarding students' welfare;

Continuing Professional Development

- To take responsibility for personal professional development, in conjunction with the line manager, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school;
- To undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

Safeguarding

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004, the London Child Protection Procedures and Working Together in relation to child protection and safeguarding children and young people as this applies to your role within the council. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your work role. To ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/or child protection.

Other

- To carry out any other duties at the direction of the Headteacher or as laid out in St. John Bosco documentation.

Person Specification

- Commitment to supporting the distinctive nature of a Catholic school
- Relevant professional qualifications
- Good levels of literacy and numeracy
- Competence with ICT packages generally used in the classroom
- Recent and relevant professional development
- Willingness to further develop professional skill
- Ability to enthuse, inspire and develop students under the Catholic ethos
- Ability to challenge, motivate and empower students
- Ability to recognise the needs of students and raise standards
- Ability to manage resources efficiently
- Commitment to promoting the educational principles of St. John Bosco
- Genuine enjoyment of working with young people
- Commitment to inclusion for all
- Excellent communication, interpersonal and organisational skills
- Commitment to working as a team player
- Commitment to supporting and promoting the extra-curricular life of the school
- Boundless enthusiasm and a positive outlook
- Capacity to work very hard under pressure
- Personal integrity and the drive to do what is best for the students
- Commitment to ensuring that St John Bosco College becomes the best school in the country