**Our Lady’s Catholic High School**

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| **Job Description** |
| **Post Title:** Learning Support Assistant Grade 4 SCP 4 - 6 |
| **Scope of Work – appropriate for this post:** Under the teachers clear guidance, in respect of their work with individuals or small groups, to support the education, personal and social development of pupils in the class including those with special needs and/or bilingual needs to establish positive relationships with pupils and assist them to complete structured learning activities. The role would be to ensure pupils remain on task and to report progress to the teacher. |
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| **Accountabilities/Responsibilities – appropriate for this post:****Support for Pupils**1. Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of pupils to complete tasks.
2. To undertake activities to assist in monitoring the personal social emotional needs of pupils.
3. To develop positive relationships with pupils to assist pupil progress and attainment.
4. To assist in the devising of pupil’s individual targets and their monitoring and review.
5. Support pupils as part of a planned inclusion programme.
6. To assist in the development of varying skills that support pupil’s learning.
7. To assist in the specific medical/care needs of pupils when specific training has been undertaken.

**Support for the Teacher**1. To assist in the monitoring/recording of pupil progress and developmental needs.
2. To assist in the production of learning resources.
3. To undertake classroom administrative tasks including the maintenance of records.
4. To assist in pupil supervision and assist in the management of pupil behaviour.
5. To provide information to the class teacher to assist in the planning of work programmes.
6. To liaise with the school’s nominated person in respect of pupil absence.
7. To assist with the arrangements for out of school learning activities including the administration of work experience.
8. To provide clerical and administrative support including the collection and recording of money.
9. Administer routine tests, assist in invigilation of exams and undertake routine marking of pupils work.

**Support for the School**1. To work within school policies and procedures.
2. To contribute to the provision of an effective environment for learning.
3. To support the promotion of positive relationships with parents and outside agencies.
4. To attend skill training and participate in personal/performance development as required.
5. To take care for their own and other people's health and safety.
6. To be aware of the confidential nature of issues.

**Support for the Curriculum**1. To assist the delivery of educational and developmental work programmes.
2. To support the use of ICT in learning activities.
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Please note that under the Criminal Justice and court Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position. An individual is disqualified from working with children if he/she is included on certain lists held by the Criminals Records Bureau, or has been disqualified from working with children as part of a sentence.