



**St. Teresa's Catholic Academy**  
**Learning Support Assistant**  
**JOB DESCRIPTION**



**Salary Range:** Grade 3 SCP 3/5  
**Accountable to:** SENCo

**Core Purpose:**

To support a child in the Juniors and to facilitate learning. Under the direction of the SenCo, KS2 Lead and Class teacher support the needs of the individual pupil both in terms of social and educational development.

**Areas of Responsibility**

- To be aware of specific child's EHC/SEN Support Plan and then follow the recommendations made
- To work with and support a specific child or group of children in their learning and development
- To assist in the preparation of activities, as determined by the SenCo and Class teacher
- To liaise with the SenCo and class teacher on the programmes of work for the child, according to their needs
- To help the child in achieving his/her agreed targets and record the outcomes
- Model excellent communication and interpersonal skills to help with the development of social and self-help skills, with a view to enabling them to work independently
- To support in hygiene and personal care where necessary
- To work co-operatively with the KS2 team to support the needs of other pupils
- To participate in relevant training
- To administer first aid to children
- To respect the confidentiality of all matters relating to children and school
- Record keeping, filing, etc
- To identify and communicate specific pupil concerns related to personal, health, social and learning issues.
- To be fully involved in the life of the school To contribute, when requested, to reviews on pupil progress and meet parents when required
- To undertake any other such duties which would reasonably fit within this job title

**Conditions of service**

This appointment is with the directors of the academy under the terms of the Catholic Education Service contract signed with the directors as employers.

The appointment is subject to the current conditions of service for School Support Staff contained in the School Support Staff Pay and Conditions document and other current education and employment legislation. Supplemented by local conditions as agreed by the Trust Directors

