



## Job Description - Learning Support Assistant

### St Anthony's Catholic Primary school

*An Academy School within the Catholic Academy Trust in South Hampshire*

ST ANTHONY'S CATHOLIC PRIMARY SCHOOL

**'Children in our heart, Christ at the centre'**

**'We love, we learn and we live'**

#### Member of Staff:

**Reports to:** The Headteacher and Deputy Headteacher and the class teacher for day-to-day activities.

**General Duties and Responsibilities:** To support and uphold the vision, mission and aims of our Catholic school.

#### Duties

1. Work with individual or groups of children; assist in ensuring pupils are kept on task and complete activities set by teachers.
2. Deal with behavioural and special needs issues in conjunction with the teacher.
3. Help implement lesson plans.
4. Take groups of pupils for defined activities e.g. reading, writing.
5. Contribute with the teacher to lesson content and aims.
6. Support and work with teacher in testing/assessment.
7. Assist pupils to meet their medical, emotional and welfare requirements. This includes providing intimate care when necessary.
8. Work unsupervised and without the close presence of the teacher.
9. Carry out specific specialist responsibility and support other staff in this area when needed e.g. speech therapy.
10. Undertake periodic whole class supervision in the temporary short-term absence of the teacher.
11. In conjunction with the teacher, liaise with parents on pupil progress.
12. Write detailed reports when required if needed by the SENDCo when addressing complicated pupil needs.
13. Under the direction of the SENDCo, work with outside agencies where necessary (e.g. speech therapists, education psychologist) according to the needs of specific pupils.
14. Provide feedback to pupils without reference to the teacher.
15. At all times to be conscious of health and safety, and undertake required training.
16. Cover lunchtime duties.
17. All staff must be aware and operate within the Child Protection and Safeguarding Policy.

Teaching and Learning  
Assessment and Recording  
General Duties

#### You must read and understand and implement the School's Safeguarding Policy

- This job specification may be reviewed at some future date in response to the changing needs of the school or the professional/personal development of the individual concerned, and may be amended at any time after consultation.
- All duties are performed subject to consultation with the Head Teacher and other staff as necessary and in accordance with Personnel Guidelines.