# OUR LADY IMMACULATE CATHOLIC PRIMARY SCHOOL

# LEARNING SUPPORT ASSISTANT – Job description 2024

**Line of responsibility**

The Teaching Assistant is directly responsible to the class teacher.

**Strategic purpose**

To support in the teaching and learning of children under the direct supervision of the class teacher and Key Stage Leader.

**Operational Responsibilities**

* Undertake activities with individuals or small groups of children in order to facilitate their physical, emotional and educational development within a safe environment, usually in the presence of a teacher.
* Enable pupils to become independent learners within their own ability, and provide positive support under the direction of the teacher, motivating and encouraging pupils while establishing a supportive relationship.
* Work to establish a supportive relationship with parents in order to facilitate effective communication and partnership between school and home.
* Carry out pre-determined educational activities and work programmes ensuring that specific guidelines are followed.
* Support the SEND coordinator in maintaining systems and procedures for the efficient tracking and monitoring of pupils with additional educational needs across the school.
* Contribute to the development and implementation of school support plans /play plans and individual behaviour plans for pupils.
* Keep and update records as agreed with the class teacher/SENDCO and contribute regularly to the review systems.
* Meet the physical, emotional and behavioural needs of pupils. Encourage independence, acceptance and integration of pupils with special needs, while ensuring compliance with school policies/practice in equal opportunities, inclusion etc.
* Provide feedback to teachers and other professionals on pupils’ progress in the evaluation of the support programme and noting pupils' achievements or problems.
* Prepare classroom/educational materials, organise supplies of materials and support pupils with these and other specific educational aids following school health and safety regulations.
* Prepare class lists, collect and record payments of pupils’ monies and carry out the organisation and collation of pupil reports (if required) and supervise the display of pupils' work.
* Provide supervision during break times and lunchtimes as required.
* Attend after school staff meetings and INSET training and help with special occasions in the school's calendar, if required by the headteacher.
* Escort pupils on educational visits/trips in a group with the teacher (if applicable).

**Conditions of employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

* The postholder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the Governing Body.
* To uphold the school's policy in respect of child protection matters.
* S/he shall be subject to all relevant statutory and institutional requirements.
* The postholder may be required to perform any other reasonable tasks after consultation.
* This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so constructed.
* This job description is not necessarily a comprehensive definition of the post.
* This post will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder. This may include working within an alternative key stage.
* All staff participate in the school’s performance management scheme.