

**JOB TITLE:**

**Learning Support Assistant**

**GRADE:** - SAA Band 3 pt 7 – 11 £14,615 - £15,377 (FTE £17,068 - £17,957)\*

\* Subject to a Pay and Grading Review, currently being undertaken.

All staff of St Augustine Academy should:

- Promote and support the distinctive Christian character of the Academy as demonstrated through its ethos and worship, service to the community, promotion of spiritual and moral values and its commitment to community cohesion.
- Understand the concept of in loco parentis and be concerned for the development and well-being of each student as a whole person through pastoral and spiritual leadership.
- Contribute to the whole professional life of the Academy which has successful teaching and learning as its core purpose supported by all staff contributing to Woodard's commitment to each student gaining meaningful enriching experiences.

**JOB PURPOSE:** To support the teaching and welfare of children to enable their progress towards the class/individual targets set.

**RESPONSIBLE TO:** Assistant Principal for Inclusion / Assistant SENCO

**MAIN DUTIES:**

- To ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received from the class teacher to enable students to meet their learning targets.
- To support students in accessing learning activities as directed by the teacher, being aware of and supporting differences to ensure all students have equal access to opportunities to learn and develop.
- To assist teaching staff with learning activities, ensuring health and safety and good behaviour of students, as scheduled by the Assistant Principal for Inclusion or Assistant SENCO.
- To act as a key worker, by negotiation for individual students.
- To be a mentor (form tutor) in the Academy's Chapter system; undertaking activities and tasks associated with this role through the director of the relevant Director of Learning.

- To participate in routine assessment of pupils' reading and spelling ages
- To undertake examination invigilation on occasion where required
- Assist with break/lunch cover of the Learning Support Unit as required.
- To run small group sessions for students with specific needs as required.
- To undertake basic record keeping/sharing in respect of student learning, behaviour management, child protection etc., as directed in order to support the teacher to deliver specific learning programmes set for each child.
- To be aware of and comply with Academy policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure students' wellbeing.
- To contribute to the overall work/aims of the Academy and appreciate and support the role of colleagues and other professionals to enable them to realise its development plans etc.
- To undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
- To be familiar with, and comply with a full range of Academy policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure students' well being.
- To attend departmental meetings by arrangement.
- To participate in the school's annual system of performance management.
- To be alert to the health and safety of the working environment and to advise the Assistant Principal for Inclusion of any health and safety concerns.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of duties but sets out the main expectations of the post.

Signed: ..... Date: .....

Signed: .....  
(Principal)