



Name of School and school badge

Job Description Template – Learning Support Assistant Level 1 (XCET 3)

Xavier Catholic Education Trust Mission Statement

Our mission is to provide an outstanding Catholic education for all the children in our schools. We will follow the example and teachings of Christ and everything we do will be inspired by gospel values. We will strive for excellence in all areas of our work and cherish every child in our care.

Reporting to: SENDCo/ Headteacher

Job purpose

- To support the class teacher with their responsibility for the development and education of children in schools, which may include pupils with special needs.
- To assist an individual teacher, or teachers, in delivering and evaluating programmes and adapting teaching materials to suit the particular requirements of individual pupils and groups.
- To assist in meeting the pupils' need for encouragement, reassurance and comfort and attend to their personal requirements and physical care while encouraging independence at all times.

Key deliverables include:

- Deliver 1-1 and/or group support / intervention and monitor pupil performance, including those who have physical, emotional or educational needs, under the direction of senior staff.
- Carry out routine tasks to organise and maintain the learning environment.
- Ensure all well being, behaviour and personal development of pupils.
- To fulfil safeguarding duties in accordance with school policy and current legislation.
- To promote the school's values and striving towards its Mission through compliance with the school's policies and practices.
- May carry out personal care routines as appropriate.
- May be required to respond to pupils' needs in routine, pre-agreed tasks (including routine medical needs).

Key Accountabilities

Planning & Organising

- Plan own set tasks within the day.
- Ensure materials and equipment are available as and when required.
- May be required to contribute with activity planning.

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Analysis, Reporting and Documentation

- May need to make records of activities/observations for further submission to supervisor as per instructions.

Work with others

- Respond to individual needs and/or answer simple queries politely and ask for assistance where necessary.
- Report any concerns, problems or incidents, eg, safeguarding, behaviour, breakdowns, deficiencies, in accordance with relevant reporting procedures.
- Liaise with parents, visitors, and contractors in a courteous manner, to promote a positive image of the site.

Duties for all

Values: To uphold the values and behaviours of the Xavier Catholic Education Trust.

Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others. To have regard to and comply with safeguarding policy and procedure as appropriate.

The Core National Standards for Supporting Teaching & Learning: To understand and carry out role in line with agreed standards, expectations & qualifications.

Contribute to and influence children's learning and personal development. To have regard to and comply with safeguarding policy and procedure

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Learning Support Assistant Level 1 : Person Specification

- Basic numeracy and literacy, eg, through GCSE qualification in English and Maths or equivalent, or able to evidence ability at an equivalent level
- Able to work towards Vocational Qualifications Level 1 or equivalent experience in relevant field.
- Basic understanding of Health and Safety regulations, procedures and the principles of equality and diversity.
- Basic IT skills
- Ability to operate basic equipment.
- Good listening skills and enthusiasm to learn.
- Accuracy and ability to follow instructions.
- Ability to fulfil all spoken, written and comprehension aspects of the role with confidence through the medium of English in all public facing roles.
- May be required to undertake manual handling and physically demanding work.
- May be required to undertake first aid qualifications