



# NICHOLAS BREAKSPEAR CATHOLIC SCHOOL

## JOB DESCRIPTION

## APPENDIX 1

*Each person is a unique creation of God. All of us are gifted. Every aspect of what we think and do should be based upon the Gospel values of Peace, Justice, Truth and Love.*

<b>Role Title</b>	Learning Support Assistant
<b>Team/Department</b>	Learning Support
<b>Reports to</b>	Head of Learning Support
<b>Grade/Scale Point</b>	H2-H3

### **Purpose:**

To work with other members of the Learning Support Department and teachers to raise the learning and attainment of pupils with SEND, whilst also promoting their independence, self-esteem and social inclusion.

To assist pupils so that they can access and participate in the curriculum, make progress in learning and experience a sense of achievement and well-being.

### **Responsibilities:**

#### **Teaching and learning**

- Work with pupils in the classroom to supplement and extend teachers' work
- Supporting pupils' well being and mental health to build resilience and readiness for learning
- Support specific individuals and groups of pupils by scaffolding their learning so that they retain ownership of their work
- Deliver high quality small group structured interventions
- Actively look for opportunities to allow pupils to attempt parts of tasks independently and to experience a mix of success and challenge within a safe nurturing learning environment
- Have good knowledge of barriers to learning and adjustments that can be made to overcome them
- Have good subject knowledge and be confident in using a range of questions and scaffolding during interactions with pupils
- Provide ongoing feedback to pupils in relation to their progress and next steps
- Promote positive pupil behaviour in line with school policies
- Contribute to tracking, monitoring and evaluating the progress of identified pupils



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### **Knowledge and understanding**

- Demonstrate expertise and skills in understanding the needs of all pupils and know how to adapt and deliver support and intervention to meet individual needs
- Access, with the support of the leadership team, relevant professional development to improve personal knowledge, understanding and skills
- Demonstrate knowledge and skills in identifying and assessing the needs of pupils with SEND
- Demonstrate knowledge, understanding and skill in planning and reviewing high quality intervention
- Demonstrate subject and curriculum knowledge relevant to role as a result of good communication, led by subject teachers, so fully prepared for role in the classroom

### **Working with others**

- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.
- Keep staff and other professionals accurately informed of progress or concerns about individual pupils
- Share knowledge about pupils to inform planning and decision making
- Work collaboratively with teachers, other colleagues and external professionals
- Communicate knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision

### **Personal and Professional conduct**

- Have professional regard for the ethos, policies and practices of Nicholas Breakspear Catholic school
- Demonstrate positive attitudes, values and behaviours to develop effective relationships with the school community
- Have regard for the need to safeguard pupils' wellbeing by following statutory guidance along with school policies and practice
- Ability to work in a way that promotes the safety and wellbeing of children and young people
- Respect individual difference and cultural diversity

Signed:

Dated:

<b>Knowledge</b>	<b>Competencies</b>
<p>NVQ 2 for Teaching Assistants or equivalent qualification or experience</p> <p>Knowledge of the SEN Code of Practice</p> <p>Knowledge of high incidence SEND needs and adaptations that can be made in the environment</p> <p>Level 2 Safeguarding</p> <p>Knowledge of safeguarding policies and procedures</p> <p>Experience in dealing with sensitive and confidential issues</p> <p>Health &amp; Safety</p> <p>Good knowledge of ICT packages and systems (word, power point, Excel, SIMS, FMS)</p> <p>Understanding of the School's ethos and values</p>	<p>Excellent communication skills (written and verbal)</p> <p>Skilled at making and sustaining positive relationships with young people and their families</p> <p>Able to work collaboratively with other adults, contributing to a solution focussed approach</p> <p>Triangulating data from a range of sources (e.g. assessment, observation, pupil voice) in order to review and inform future priorities</p> <p>Listening</p> <p>Detail Handling</p> <p>Monitoring</p> <p>Analytical Thinking</p> <p>Confidentiality</p>

