

Learning Assistant (Level 2): Pupil Support (Pupil Premium)



Job Description

Responsible to: Deputy Headteacher (Pupil Premium)

Salary Scale: NJC Point 3 (pro rata)

Hours: 28 hours per week, term time plus training days (39 weeks)

Specific Responsibilities

During morning registration and designated administration time

1. To run a programme of catch-up sessions during registration time in maths and English, with support from the maths and English learning areas and with other learning assistants
2. Assist the year teams in ensuring PP students have something for breakfast

During the school day

With support from the maths and English learning areas, to support the learning of pupils in receipt of Pupil Premium to ensure that they are making expected progress or above expected progress in these 2 areas. This includes:

3. Working within the classroom under the direction of the class teacher to establish good working relationships in the classroom, acting as a role model
4. Being aware of and responding appropriately to individual pupil needs, including breaking down learning objectives and personalising learning and encouraging effective interaction with staff and other pupils
5. Providing specific support, dependent upon pupils' individual needs, ensuring their safety and well-being, whilst promoting full participation in learning activities
6. Promoting inclusion and acceptance of all pupils
7. Encouraging pupils to interact with others and engage in activities led by the teacher
8. Encouraging pupils to act independently, as appropriate, while developing their self-esteem
9. Providing feedback to individual pupils (and other parties, where appropriate) in relation to their progress and achievement
10. Working outside of the classroom to support individual pupils or small groups of pupils when the work has been set by the class teacher to encourage revisiting, embedding or further mastery of an area

Also, to provide support for staff by:

11. Creating and helping to maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and objectives
12. Developing strategies with teachers that will address the specific needs of targeted pupils
13. Gathering and reporting basic information to and from teachers and parents, carers, or other staff - and reporting pupil progress and related issues, in the school's agreed formats
14. Assisting senior staff in the invigilation of examinations, and the administering of routine tests
15. Promoting good behaviour, specifically from targeted pupils, encouraging them to take responsibility for their own actions

Generally, to support the work of the school and its curriculum by:

16. Contributing to agreed programmes of learning activities and assisting with the co-ordination of resources for the targeted pupils
17. Undertaking literacy/ numeracy programmes, recording achievements and progress, while providing appropriate reports and feedback to the teacher
18. Complying with school policies and procedures including those on child protection, health and safety, security, confidentiality, data protection, equal opportunities
19. Supporting the school's Catholic and Lasallian ethos
20. Attending relevant meetings and training, as required
21. Assisting with the supervision of pupils out of directed lesson time, including before and after school, if appropriate, as well as within working hours
22. Accompanying teaching staff and pupils on visits, trips and out of school activities, as required
23. Having an awareness of and upholding the school's Behaviour Policy
24. Completing such additional and reasonable duties as required by the designated line manager(s) and Headteacher

Duties specific to this role will include:

- Organising and coordinating ePEP review meetings and Looked After Children reviews (not leading them).
- reporting back to the deputy headteacher responsible for PP and/or the Year teams on the progress of the pupils
- assisting with the organisation of resources and schemes of work for PP pupils not in school.
- liaising with their families as requested
- liaising with other staff in departments about the needs of the identified pupils
- performing reasonable and relevant duties as requested by line managers.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time, after consultation with the holder of the post.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.

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Person Specification

	Attributes	Essential / Desirable	Stage Identified
Qualifications & Training	<ul style="list-style-type: none"> Appropriate qualifications and experience of working with young people of secondary school age, preferably those on the specials needs register 	E	A
	<ul style="list-style-type: none"> A Level 2 qualification in English and maths 	D	A
Experience and Skills	<ul style="list-style-type: none"> Good organisational skills 	E	A/I
	<ul style="list-style-type: none"> Good literacy and numeracy skills 	E	A/I
	<ul style="list-style-type: none"> The ability to use IT to support work across the whole curriculum 	E	A/I
	<ul style="list-style-type: none"> Experience of multi-agency liaison 	D	A/I
	<ul style="list-style-type: none"> Experience of working with pupils with ASC 	D	A/I
	<ul style="list-style-type: none"> Experience of work with pupils with a variety of needs including MLD, Dyslexia and Dyscalculia 	D	A/I
Personal Attributes	<ul style="list-style-type: none"> Supportive of colleagues, with a good sense of humour and able to work with colleagues as part of a team 	E	A/I
	<ul style="list-style-type: none"> Someone who enjoys working with adults and children alike 	E	A/I
	<ul style="list-style-type: none"> Resourceful, energetic, discrete and patient 	E	A/I
Other	<ul style="list-style-type: none"> Supportive of the Catholic ethos of our school 	E	A/I
	<ul style="list-style-type: none"> The ability to fulfil all spoken aspects of the role with confidence through the medium of English 	E	I

A = Application Stage I = Interview Stage