

St John's Catholic School for the Deaf



Job Title : Learning Support Assistant

Responsible to : Deputy Head Teacher

Job Purpose :

- Working under the instruction of the class teacher to enable access to learning for all pupils through general classroom and school support, intervention programmes and IEPs
- To be an integral part of the school, working in close partnership with all the staff

- Salary : NJC Scale, pts 11 – 13, pro rata (actual salary £11,032 - £11,281)
- This is a temporary contract until July 2019

Hours of Work (F/T)

- 24 hours per week, school term times only
- 8.55 – 3.35 Monday – Wednesday (½ hour lunchbreak)
- 8.55 – 2.55 Friday (½ hour lunchbreak)

Summary of responsibilities and personal duties:

- To support, assist and supervise children in or outside the classroom under the direction of the teacher
- To provide opportunities for small group work and individual support in addressing targets identified in IEPs (individual education plans) and statements of special educational needs
- To promote and reinforce students' self- esteem, independence and participation within the school community
- To be sensitive to the issues surrounding students who may exhibit challenging behaviour, are disaffected, have learning difficulties and complex needs
- To participate in the planning process as directed by the teacher and to assist in the planning, recording and implementation of IEPs
- To assist in the delivery of intervention and support programmes as required
- To deliver cover work in the teacher's absence
- To support class teachers in the creation and maintenance of effective classroom environments
- To provide assistance, as required, in the development of learning resources within the school
- To prepare resources and display student work appropriately
- To support students on off site visits
- To maintain confidentiality for all areas of St John's, its staff and its work
- To participate in training as appropriate and maintain an up to date knowledge of teaching practices
- To assist in assessment, recording and reporting procedures as required by teaching staff and senior management
- To assist at break / lunchtime as required

- To provide physical assistance to pupils where necessary, which may include the provision of intimate and personal care
- To work as a flexible, collaborative team member with and under the guidance of a number of teaching staff
- To adhere to school policies and procedures
- Any other duties as requested by the school's management that are deemed to be within the skills and capabilities of the post holder
- **St John's School for the Deaf and all its personnel are committed to safeguarding and promoting the welfare of children and vulnerable adults. All staff are expected to share this commitment**

PERSON SPECIFICATION

Skills and Attributes	Essential	Desirable
Good standard of literacy and numeracy, equivalent to GCSE grade C or above	✓	
Good all-round IT skills	✓	
Committed to safeguarding and promoting the welfare of vulnerable children	✓	
Committed to the values and implementation of the "Every Child Matters" agenda	✓	
Dedicated to creating exciting and innovative learning opportunities	✓	
Able to work hard and commit to the further development of the school	✓	
Resilient, compassionate, flexible and reflective	✓	
Experience in working with pupils with special needs	✓	
Experienced and qualified BSL communicator		✓
Have a current driving licence and willingness to drive pupils and other staff in a school vehicle.		✓

St John's Core Values – Mission Statement in Action	Essential	Desirable
Focus on the needs of each child and respond flexibly to them	✓	
Listen carefully and communicate relevant information clearly and effectively	✓	
Respect and value everyone, and the school's Catholic ethos	✓	
Be honest, open, act with integrity and respect confidentiality	✓	
Work reliably to a high standard and within agreed procedures	✓	
Have an organised approach, plan effectively and work accurately to meet deadlines	✓	
Understand and respect the role of all colleagues and work collaboratively with them	✓	
Committed to professional development and use the learning / skill to continually improve at St John's	✓	
Always act in the best interests of the school and its pupils	✓	