

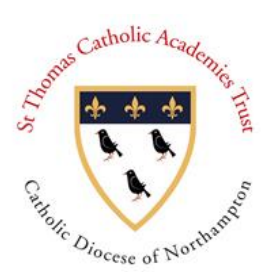


Learning, Growing
And Living with Jesus

St. ANTHONY'S CATHOLIC PRIMARY SCHOOL & NURSERY

In the Diocese of Northampton

Head Teacher: Mrs S Oppé, LLB, MA
Farnham Rd, Farnham Royal, Slough, Berkshire SL2 3AA
Tel: 01753 645828 | Email: post@stanthonysslough.sch.uk



"The glory of God is
a human being fully alive"

General Learning Support Assistant Pay Scale Level Two, Scale Range 3-4

Job Description

To take a pro-active role in the support of the educational, social and physical needs of all pupils; to have high expectations and support the curriculum and the school through assisting the teacher in the practical organisation of class activities and small group work.

To work with all staff to maintain and develop the Catholic character and ethos of St Anthony's, in the spirit of the Mission Statement of the school,

Learning Growing and Living with Jesus

Responsible to:

- ❖ Senior Leadership Team, Classroom Teacher and Inclusion Manager.
- ❖ Working under the direction of the teacher

Principal Responsibilities:

- ❖ To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the Curriculum.
- ❖ To consider the learning support involved to aid the children to learn as effectively as possible and, to be committed to high standards and high expectations.
- ❖ To establish supportive relationships with the pupil/s concerned and to encourage acceptance and inclusion of all pupils
- ❖ To encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils' self-esteem.
- ❖ To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning classrooms after activities. To ensure that basic classroom materials are available for use.
- ❖ To assist with lunch and break time supervision of children on a rota basis, in accordance with the School's Policy for Playground Supervision
- ❖ To accompany children on educational visits and outings, as supervised by the Teacher.

St Anthony's Catholic Primary School & Nursery has a commitment to safeguarding, and the welfare and wellbeing of children.

St Thomas Catholic Academies Trust; Registered Company Number: 9660515
Registered office: St Joseph's Catholic High School, Shaggy Calf Lane, Slough, Berkshire, SL2 5HW



- ❖ To record pupil activities and achievements, as directed. To feedback any information (including concerns) regarding the well-being and educational needs of children to the Teacher or SENDCO as appropriate.
- ❖ To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information.
- ❖ To work supportively with all children, irrespective of their abilities and needs.
- ❖ To supervise an individual or small group of children within a class under the overall control of the teacher.
- ❖ To administer minor first aid (as trained) and to assist with the personal hygiene and physical needs of children with regard to health and safety, including changing children, when necessary.
- ❖ To carry out administrative tasks associated with all of the above duties and to adapt work materials when necessary, as directed by the teacher.
- ❖ To liaise with parents, where appropriate.
- ❖ To contribute to review meetings and to Individual Education Plans, where appropriate.
- ❖ To remain aware and work within all relevant school working practices, policies and procedures.
- ❖ To be aware of and work in accordance with the school's safeguarding and child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
- ❖ To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).

General Responsibilities applicable to all staff:

- ❖ To demonstrate and promote the values of St Thomas Catholic Academies Trust at all times.
- ❖ To work effectively with other members of staff to meet the needs of all pupils.
- ❖ To work with professionalism, in line with the Trust's Code of Conduct.
- ❖ To attend staff meetings and Trust-based INSET, as required.
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and adhere to all applicable Trust policies and procedures.
- ❖ To maintain, at all times, the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature, acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Please Note:

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The post holder may be required to undertake such work as may be determined by the Head Teacher/ Line Manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the post holder.