



**NOTRE DAME HIGH SCHOOL
JOB DESCRIPTION**

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	Learning Support Assistant (Temporary until 31 August 2020)
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Working Pattern	33.75 hours per Week / Term time only
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Salary Scale	Salary Scale E: £18,426 – £20,344 p.a. pro rata
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Purpose of the Job	To endeavour to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as learning and caring community committed to following Christ's teaching.
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Responsible To	SEN Co-ordinator
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Responsible For	N/a
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Level of Contact with Children & Degree of Responsibility	Level of Contact with Children	High
	Degree of Responsibility for Children	High

Conditions of Employment	<p>The conditions of employment for members of non teaching staff are defined in the current National Joint Council for Local Government Services Document and the Catholic Education Service.</p> <p>To endeavour to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as a learning and caring community committed to following Christ's teaching.</p>
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Purpose of Role:

Under the general direction of the Special Needs Co-ordinator, the Learning Support Assistant will support children with Special Needs (learning difficulties or physical disability).

- (a) within the classroom;
- (b) outside the classroom;
- (c) in developing social and independence skills.

Primary Responsibilities:

- In-class support.
- Out of classroom support.
- Small group reading practice
- Assisting students with their personal needs
- Liaising with teaching staff.
- Liaising with parents.
- Helping curriculum areas with differentiation.
- Club duties.
- Submit information for reviews.

Additional Specific Responsibilities:

- In consultation with the post holder, the Headteacher/Line Manager may request a person to take on any additional responsibility as the school develops and/or the need arises.

General Duties:

- To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors
- To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people.