



All Hallows Catholic School

www.allhallows.net

LEARNING SUPPORT ASSISTANT/S Start Date Negotiable

All Hallows are seeking motivated individuals to work directly with students and teachers in the classroom, to join our expanding and flourishing Learning Support Department. Prior experience working with children or an interest in counselling would be an advantage.

Candidates will ideally be educated to A-Level standard in one of English, Maths or Science. Successful applicants must be enthusiastic, flexible, and have a desire to work with students that have a range of learning needs. There are also opportunities for new graduates to gain experience in an education setting that could offer longer term options to train as a teacher.

This is an excellent opportunity to join All Hallows in a challenging but highly rewarding role.

Positions are term-time only (39 weeks per annum), 36.25 hours per week. Salary ranges from £14,793 for entry level graduates, up to £19,180 dependent on experience.

Should you wish to apply, please send your CV and covering letter to Rebecca Peters at r.peters@allhallows.net.

JOB DESCRIPTION: LEARNING SUPPORT ASSISTANT

JOB PURPOSE

To assist learning and teaching within the Learning Support Department at All Hallows.

RELATIONSHIPS

The post holder is primarily responsible to the SENCO, but may also receive guidance and instruction from relevant Heads of Department, the Deputy Headteacher, and the Headteacher. The post holder will also receive guidance and support from the SEN Administrator.

All staff of All Hallows Catholic School should endeavour to maintain the Catholic character of the school in accordance with the directions given by the Governors and subject thereto, the directions given by the Headteacher.

OVERALL RESPONSIBILITIES

The main responsibilities of the Post Holder are as follows:

- To assist students with specific learning needs in various subjects at All Hallows under the direction of the SENCO.
- To assist in providing support to individuals and small groups of students as required.
- To contribute towards creating learning experiences for the students in accordance with the published mission statement and aims of the school, maintaining departmental

policies on methodology, homework, assessment and reporting which reflect these aims.

- To assist in the preparation of materials for teaching.
- To participate in appropriate departmental meetings.
- Such other duties as required by the SENCO as will benefit the school and the post holders' professional development.

ADDITIONAL RESPONSIBILITIES

The Post Holder may be requested to assist with other activities such as:

- Undertaking one-to-one tuition with targeted students.
- Attending on and off-site training activities as required.
- Assisting with non-class based activities such as trips, awaydays, sports activities etc.
- Assisting with form groups and liaising with parents / carers as required.

The Post holder may be required to carry out other tasks or duties as reasonably requested by the Head of Department or Headteacher from time to time.

SAFEGUARDING

All Hallows Catholic School is committed to safeguarding and promoting the welfare of our pupils in school in accordance with the Children Acts 1989 and 2004, and the Education Act 2002. All staff and volunteers must share this commitment and will be expected to undertake training as and when appropriate.

HEALTH AND SAFETY:

The person appointed must at all times work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LA's policies and procedures.

All members of staff are expected to maintain an appropriate professional appearance in accordance with the agreed guidelines published in the Staff Handbook.

GENERAL

This job description is not necessarily a comprehensive description of the post, and may be reviewed and amended at any time in consultation with the post holder. The post holder will be expected to participate in appropriate staff training and development activities.

NOTE

In the event of any disagreement concerning this job description, the matter should be raised with the Headteacher.

Contracts and Administration are organised through the Finance Department.