



ST MICHAEL'S CATHOLIC AND CHURCH OF ENGLAND HIGH SCHOOL
A Specialist Science College

Diocese of Hallam and Diocese of Wakefield working in partnership with Barnsley LA



"Following Jesus Together"

Actual salary changed 16.7.10 (incorrect salary published in Barnsley Chronicle)

<p>Job Title and Grading</p>	<p>LEARNING SUPPORT ASSISTANT (POST 1) Salary Scale APT&C Scale 2 Point 11 – Point 13 - £14,733 - £15,444 pro-rata Actual salary £4156 – £4356 Term-time only 12.5 hours per week (11.05 to 13.35 daily)</p> <p>This is a fixed term role to provide bespoke support for a student and student cover and will end when the student leaves the school, or earlier, if circumstances change, as appropriate.</p>
<p>Job Purpose</p>	<ul style="list-style-type: none"> • To ensure the safety and welfare of a student, including the implementation of the care plan • To ensure access to social situations • To provide cover for students experiencing difficulties
<p>Objectives</p>	<ul style="list-style-type: none"> • Support for the student • Support for staff • Support for the curriculum • Support for the school
<p>Major Responsibility Areas</p>	<ul style="list-style-type: none"> • Supervise and support students ensuring their safety and access to opportunities within the school • Undertake student record keeping as requested and other basic record keeping • To liaise with the INCO and parents/carers • Contribute to the overall ethos of the school
<p>Key Tasks</p>	<ul style="list-style-type: none"> • Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual need. • Promote the inclusion and acceptance of all students • Encourage students to interact with others and engage in activities • Encourage students to act independently as appropriate • Be aware of student problems / progress / achievements and report to the Teacher as agreed • Gather / report information from/to parents/carers as directed • Prepare and maintain equipment / resources as directed by the Teacher and assist students in their use • Operation of everyday equipment, check for quality / safety • Be aware of, and comply with, policies and procedures relating to child protection health, safety and security, confidentiality and data

	<p>protection, reporting all concerns to an appropriate person</p> <ul style="list-style-type: none"> • Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop • Appreciate and support the role of other professions • Attend relevant meetings as required • Participate in training and other learning activities and performance development, as required • Supervision of the student at break and lunchtimes, eg clubs, extra-curricular activities • Accompany teaching staff and students on visits, trips and out of school activities as required
<p>Qualifications appropriate to the post</p>	<ul style="list-style-type: none"> • Minimum 4 GCSE's at grade C or above, including English and Maths plus good literacy skills • A minimum of 12 months relevant experience • Working with or caring for children of relevant age • General technical / resource support • Good numeracy / literacy skills • Appropriate knowledge of first aid • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these