



Liverpool College

The Staff of Liverpool College are its greatest strength. Their dedication, flexibility, and commitment to the mission of the school ensure its excellence and form the foundation of its future. It is this spirit of service and professionalism which allows the school to inspire young people to achieve their true potential. The expectation of the College is that all staff view their employment at the school in that spirit.

Job Description

Post Title	Learning Support Assistant – Primary Phase (PrePrep)
Salary/Grade	New Spinal Column Point 3-5 (FTE £18,562-£19,312). Actual salary £13,392-£13,932 per annum (pay award pending). Starting point dependent on qualifications and experience.
Working Time	Part time, Term time only (37 weeks): 33.75 hours per week (8.15am–3.30pm daily), with half an hour unpaid ‘lunch’ break with a pro-rata allocation of paid holidays which are deemed to be taken during school holiday periods.
Post status	This is a permanent post, subject to satisfactory completion of a six- month probationary period
Reporting to	Assistant Principal (Safeguarding and Inclusion) and Head of Pre Prep
Liaising with	Vice Principals, Primary Teaching Staff, Primary Inclusion Mentor, SENCO, Subject Coordinators, relevant external agencies
Disclosure level	Enhanced

Summary of the overall purpose of the job

To work as part of the Primary staff team to deliver high quality support to individual and groups of pupils in order for them to make good progress in school.

Working under the direction of the AP (Safeguarding and Inclusion) and the Head of Pre Prep, as well as the classroom teacher the Learning Support Assistant has the following responsibilities:

- **Deliver high quality support for pupils under the direction of the class teacher, in order for pupils to make good progress in their learning.**

Key responsibilities and objectives of the job

- To build and maintain successful relationships with the pupils, treat them consistently, with respect and consideration.
- To support pupil progress.
- To develop an understanding of the individual needs of pupils.
- Work with individual pupils, if/as directed, to reinforce learning of material or skills as described in the Pupil Profile, EHCP or any other plan for those pupils.
- To support the pupils in overcoming any barriers to learning both in and out of the classroom.
- To help build pupils' confidence and enhance self-esteem.
- To make a difference by contributing to the social and educational development of the pupils through support, care and motivation.
- To supervise pupils in school and accompany them on out of school activities, trips and visits where required.
- To provide first aid where required.
- To attend parents' evenings and other meetings if required.
- To communicate effectively with colleagues, parents/carers and relevant outside agencies.
- Take part in relevant whole school and individual professional development and training whilst supporting colleagues in their development.

Teaching and Learning

- To assist in the development of appropriate resources and teaching and learning strategies to make the curriculum more accessible for specific pupils.
- To contribute to the planning and preparation of lessons and keep appropriate records.
- To work on differentiated activities for identified pupils, including the More Able.
- To carry out structured classroom assessment/observation and feedback outcomes.
- To support teachers in the implementation of pupils' individual education and behaviour plans.
- To support progress in all subjects but specifically Maths and English.
- To work in co-operation with the class teacher to support the needs of the pupils and implement effective strategies to meet their needs.
- To work with the pupils outside of the classroom, on occasion and where appropriate.
- To stay up to date with developments in teaching and learning.
- To use the behaviour management policy so that effective learning can take place.

All employees are expected to play a full part in the life of the College community, to support its distinctive mission and ethos as a co-educational 4-19 academy, and to encourage colleagues and pupils to follow this example.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Principal to reflect or to anticipate changes in the job commensurate with the grade and job title.