



## 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
Salary/Grade	Spinal Column Point 3 (FTE £18,887) – 5 (FTE £19,650) <b>Actual salary £12,570-£13,078 per annum</b> Starting point dependent upon qualifications and experience
Working Time	Part time, term time only (37 weeks): 30 hours per week (FTE 37 hours), 7.30am to 1.30pm, Monday to Friday, with 29 days paid holidays which are deemed to be taken during school holiday periods.
Post Status	This is a part-time permanent post, subject to satisfactory completion of a six-month probationary period
Reporting to	SENCO and Head of Pre-Prep
Liaising with	The SENCO, Head of Pre-Prep, Pre-Prep Staff, The Most Able Coordinator, Subject Coordinators, Relevant external agencies
Disclosure level	Enhanced

### Summary of the overall purpose of the job

To work in partnership with class teachers to support learning by working with individuals or small groups of children under the direction of teaching staff.

To deliver high quality support in order for pupils to make good progress in school.

**To build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and help build the pupil(s) confidence and enhance self-esteem.**

### Key responsibilities and objectives of the job

- Implement planned learning activities/teaching programmes as agreed with the teacher.
- Adjust learning activities based on pupils' responses as appropriate to achieve effective learning outcomes
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
- Provide information to the teacher for monitoring, assessing and recording pupil progress/activities.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
- Liaise with other staff and parents to provide information about pupils as appropriate.
- Understand and support pupils with special needs, including support for pupils with medical needs.
- Support pupils with Individual Pupil Profiles and Educational Health Care plans.
- To support specific pupils with barriers to learning in and out of the classroom.
- Assist with pupil first aid and welfare duties, looking after sick pupils, liaising with parents/staff etc.

- Undertake break and lunchtime duties.
- 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.
- To work on differentiated activities with identified groups.
- 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 Phonics, Reading, Writing and Maths.
- To work in co-operation with the class teacher to support the needs of specific pupils and implement effective strategies to meet their needs.
- To work with the pupils outside of the classroom, on occasion.
- To stay up to date with developments in teaching and learning of pupils.
- To adhere to 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.***