



St John's College

POSITION DESCRIPTION

LEARNING ASSISTANT

Name

Reports to SENCO, Business Manager

Date reviewed

Primary Objectives To provide a needs based learning support structure so that all students have an equal opportunity to reach their true potential. To support St John's College's special Catholic character and its philosophy of holistic learning.

Key Tasks	Expected Outcomes
Be familiar with school culture, policy and expectations	Students assisted to successfully participate in a mainstream education. Learning Assistants demonstrate an understanding of the School's Special Character, in particular the Marist Pillars along with related school processes and systems for support staff, teachers and students.
Develop and contribute toward positive working relationships with students, staff and caregivers	Use clear and positive communication channels as appropriate. Model effective and professional communication strategies..
Be familiar with the special needs of individuals, small groups and classes of students	Students are motivated to engage in learning by having individual needs met
Assist and support staff with classroom programmes	All students are assisted to positively engage in the programme of learning through encouragement and support. All matters relating to class control and discipline are left to the class room teacher.
Independently plan tasks and activities for students within an agreed programme.	Students receive tailored support and resources which are continuously tested and adapted to meet the student's needs and progress.
To liaise with classroom teachers regarding programme expectations	A clear understanding of learning objectives is used to facilitate student learning progress.
To attend and contribute toward I.E.P. for target students	Learning Assistants provide insight into learning progress
To assist in implementing I.E.P's as required	Students working to their potential in mainstream programmes

Monitor and report on student progress	Progress related to individual needs discussed at Learning Assistant meetings with SENCO
Contribute as a senior member of the Learning Assistant team	Positive contribution through coaching, mentoring, guidance and collaboration to support the team of Learning Assistants to achieve successful outcomes for students.
Provide administrative support as required	Resources, photocopying etc.
Assist on extra-curricular days	Tasks negotiated
Assist as Reader/Writers for designated students.	Support students in internal and external school assessments
Engage in Professional Learning opportunities as recommended by the SENCO	Learning Assistants continually develop their knowledge of learning styles and challenges, along with techniques to support students
Such other duties as may be required from time to time	Learning Assistants contribute as part of the wider College team.

HOURS: 25 hours per week, worked from 9.00am to 3.00pm, term time only