



St John's College

POSITION DESCRIPTION

LEARNING ASSISTANT (GRADE B)

Name

Reports to SENCO, Business Manager

Date reviewed September 2026

Primary Objectives To assist a student with low vision and hearing to participate fully in the life of the College. To support the St John's College special Catholic character and its philosophy of holistic learning.

Key Tasks	Expected Outcomes
PRIMARY ROLE Assist and support a named student who has low vision and hearing	Student is supported to participate fully in learning and assessment activities with a focus on being an independent learner.
SECONDARY REQUIREMENTS Be familiar with school culture, policy and expectations	Student 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 and support the learning needs of other students in the class as appropriate.	Student can engage productively 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 professional support. All matters relating to class control and discipline are left to the class room teacher.
To liaise with classroom teachers regarding programme expectations and student academic needs	A clear understanding of learning objectives and curriculum demands are used to facilitate student learning progress.
To liaise with SENCO on a regular basis to ensure student learning resources and equipment are fit for purpose.	Learning Assistants provide insight and documented reports into learning progress and future needs.

To assist in implementing and modifying Learning Plans 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
Attend Learning Assistant meetings	Positive contribution and collaboration with other Learning Assistants to assist in successful outcomes for students.
Provide administrative support as required	Resources, photocopying etc.
Assist on extra-curricular days	Tasks negotiated
Assist as assessment support 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