

Pope Paul Catholic Primary School

Baker Street

# Potters Bar

###### Hertfordshire

###### EN6 2ES

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Headteacher:

Mrs Liz Heymoz

**Learning Support Assistant Job Description June 2025**

**Pay grade – H2 £22,737 -£23,500**

**Hours:**

**Mondays to Fridays 8.30am -3.30pm 6.5 hours per day or**

**Mondays to Fridays 8.30am -1pm 4.5 hours per day**

**Term time only Permanent Contract**

**The post-holder will have the opportunity to work as part of our Meal Time Supervisor Team from 12 noon -1pm. This will be discussed as part of the interview process.**

**Purpose of the role:** To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

**Responsibilities:**

* Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
* Support pupils to understand instructions support independent learning and inclusion of all pupils
* Support the teacher in behaviour management and keeping pupils on task
* Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
* Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment
* Support the Catholic life of the school
* Accompany children on visits out of school.

**Teachings Assistants in this role may also undertake some or all of the following:**

* Record basic pupil data
* Support children’s learning through play
* Assist with break-time supervision including facilitating games and activities when required
* Support pupils in using basic ICT
* Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
* Provide short term supervision for a class

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| **Knowledge**  NVQ level 1 (or equivalent)  Basic knowledge of ICT  Awareness of Health, wellbeing and safety  Awareness of keeping children safe  Awareness of Data protection and confidentiality  Basic knowledge of First Aid  Understanding of the Schools ethos and values | **Competencies**  Communication (written and verbal)  Problem Solving  Team working  Active Listening  Motivation |

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the PMD process*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*