



St Austin's
Catholic Primary School
Riverbank Road
Liverpool L19 9DH
Tel: 0151 427 1800

www.st-austins.co.uk



JOB DESCRIPTION – LEARNING SUPPORT OFFICER

Purpose of Post

To provide general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the class teacher, SENCO and Headteacher.

Key Areas

- Work with Children;
- Team Work;
- Liaise with Teaching staff, SENCO and Headteacher

Hours of Work

Monday to Friday 8.45am – 3.30pm (8.45am – 5.00pm Wednesday)

Pay

NJC PASS 3

Responsible to

Teaching Staff & SENCO

Duties and Responsibilities

- Work with individual children or small groups of children as directed by the Class Teacher / SENCO and Headteacher.
- Provide feedback to the Teacher both oral and recorded.
- Support the teacher in behaviour management and keeping children on task, in line with established school policy.
- Attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid.
- Assist with the display and presentation of pupil's work.
- Assist with the preparation and maintenance of resources.
- Assist with break-time supervision including facilitating games and activities.
- Assist with escorting pupils on educational visits.
- Provide admin support – photocopying, filing etc.

Carry out any other duties to the post as required by the Headteacher/SENCO.



"In our school, where everyone is special,
we will love and serve as Jesus taught"