



ST BENEDICT'S SCHOOL
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SEN Learning Support Assistant

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of the Role:	St Benedict's is recruiting a Learning Support Assistant, predominantly to work with a student with a disability.
Hours of work	Full time role (term time only)
Line Manager:	Senior School SENCO
Main Duties and Responsibilities:	<p><i>Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.</i></p> <ul style="list-style-type: none">• To support pupils in learning within the classroom, in writing and reading and acting as scribe when appropriate.• To provide one-to-one support/ reinforcement in A level Maths and Science.• To work closely with teachers in meeting pupils' learning objectives, in preparation of materials required to assist in differentiation and in assisting teachers in the collation of work prepared by the pupil.• To assist pupils in the organisation of equipment, timekeeping and notes and submission of written work.• To accompany pupils on school trips and excursions.• To assist in departmental administration.• To support the departments' smooth running as directed by the SENCO
Safeguarding responsibilities	The role involves regular contact with children. Promote and safeguard the welfare of children and young persons with whom you come into contact.

Person Specification			
	Essential <i>These are qualities without which the applicant could not be appointed.</i>	Desirable <i>These are extra qualities which can be used to choose between applicants who meet all the essential criteria.</i>	Method of Assessment
Qualifications	GCSE English and Maths, Grade C or above. A levels in Mathematics and/or Science.	Teaching Assistant NVQ Level 3 A degree in a mathematics, science or science-related subject.	Production of the applicant's certificates
Experience:		Experience of working at Senior Level with children with Specific Learning Difficulties. Experience of working within a School with small groups or 1:1	Contents of the Application Form. Interview Professional references
Skills	<ul style="list-style-type: none"> • The ability to establish good rapport with children, parents and colleagues • Flexibility and reliability • High organisational skills • Excellent communication skills • The ability to be proactive and self-motivated • A team player • Ability to prioritise • Good ICT skills 		Contents of the Application Form Interview Professional references
Knowledge	A good understanding of the ethos of St Benedict's School		Contents of the Application Form Interview Professional references
Personal competencies and qualities	<ul style="list-style-type: none"> • Motivation to work in a school. • Interest in Specific Learning Difficulties. • A willingness to support broader aspects of St Benedict's School, the staff and children. 	A genuine interest in education and related matters.	Contents of the Application Form Interview Professional references