



Liverpool College

The Staff of Liverpool College are its greatest strength. Their dedication, flexibility, and commitment to the mission of the school ensure its excellence and form the foundation of its future. It is this spirit of service and professionalism which allows the school to inspire young people to achieve their true potential. The expectation of the College is that all staff view their employment at the school in that spirit.

Job Description

Post Title	Learning Support Assistant (Pre Prep (Infant) School)
Salary/Grade	Spinal Column Point 3 -5 (FTE £18,065 - £18,795). Actual salary £8,178-£8,508 per annum. Starting point dependent on qualifications and experience. The actual salary includes a pro-rata allocation of paid holidays which are to be taken during school holiday periods
Working Time	Term time only (37 weeks): 21.25 hours per week (8.30am – 12.45pm daily on weekdays)
Reporting to	Head of Pre Prep School
Liaising with	Head of Pre Prep, Pre Prep Staff, SENCO, The Most Able Coordinator, Subject Coordinators, Relevant external agencies
Disclosure level	Enhanced

Summary of the overall purpose of the job

To work as part of the Pre Prep teaching team and deliver high quality support to pupils in order for them to make good progress in school. Working under the direction of the Head of Pre Prep the Learning Support Assistant has the following responsibilities:

- **Deliver high quality support for pupils in-class, under the direction of the class teacher, in order for pupils to make good progress in their learning.**
- **Teach Phonics, English and Maths sessions and interventions to individuals and small groups, which enable pupils to make progress.**
- **To support school policy.**

Key responsibilities and objectives of the job

- To have a good understanding of the KS1 English and Maths curriculum.
- To support pupils in and out of the classroom.
- To build and maintain successful relationships with pupils, treat them consistently, with respect and consideration.
- To help build pupils' confidence and enhance self-esteem.
- To work in partnership with class teachers, Learning Support Assistants and Teaching Assistants in order to support pupils and enable them to make good progress.

- To make a difference by contributing to the social and educational development of specific pupils through support, care and motivation.
- To deliver individual and small group lessons and interventions particularly focused on developing pupils' Phonics, Maths and English skills.
- To accompany and supervise pupils on out of school activities, trips and visits.
- To provide first aid where required.
- To help with the development of the classroom environment in order to support pupils' learning.
- To attend parents' evenings and other meetings if required.
- To liaise with parents/carers and relevant outside agencies.
- Take part in relevant whole school and individual professional development and training whilst supporting colleagues in their development.

Teaching and Learning

- To assist in the development of appropriate resources and teaching and learning strategies.
- To carry out structured classroom assessment/observation and feedback outcomes.
- To support teachers in the implementation of pupils' individual education and behaviour plans.
- To support progress in Phonics, Reading, Writing and Maths.
- To work in co-operation with the class teacher to support the needs of pupils and implement effective strategies to meet these needs.
- To stay up to date with developments in teaching and learning.
- To adhere to the behaviour management policy so that effective learning can take place.

All employees are expected to play a full part in the life of the College community, to support its distinctive mission and ethos as a co-educational 4-19 academy, and to encourage colleagues and pupils to follow this example.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Principal to reflect or to anticipate changes in the job commensurate with the grade and job title.