



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

[www.st-austins.co.uk](http://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”