



Diocese of Westminster

<u>Job profile</u>	Learning Support Assistant (Our Ceramics)
<u>Location:</u>	Caritas St Joseph's
<u>Reference No:</u>	0036-9017
<u>Reporting to:</u>	Life Long Learning Manager

Job Purpose:

1. To provide support to all students at the Centre, ensuring that they are treated with respect at all times, with a specific focus on the dignity and gifts of each individual.
2. To support Individual students to derive learning from the course and assist the tutor in meeting the objectives of the course sessions.
3. To assist in the communication of the student and offer practical assistance to ensure that students are able to access the course activities; to perform as independently as possible; and exercise choice.

Principal duties and responsibilities

1. To support the students in and outside the classroom, working in line with the St Joseph's Pastoral Centre ethos and policies of good practice.
2. To work in line with the specific course plans for each class [standing in for the teacher when necessary], and to show initiative in developing these to meet the needs and aspiration of individual students. Maintain written records of person centred planning, evaluation and student assessment where appropriate.
3. To work in accordance with St Joseph's Pastoral Centre's Health & Safety policies, confidentiality policy, POVA {Protection of Vulnerable Adults} procedures, and risk assessments.

<u>Person specification:</u>	LSA- Our Ceramics (part time)
<u>Contract Type:</u>	Permanent
<u>Salary:</u>	£ 11.41 ph
<u>Hours of work:</u>	3 hrs, Monday from 1:30pm to 4:30pm (41 wks) (+agreed additional hours: training, staff meetings)

Skills, aptitudes, attribute

1. Knowledge and experience of working with people with learning difficulties is desirable.
2. Ability to work independently and creatively, and as part of a team.
3. Ability to motivate yourself and others.
4. Good interpersonal skills: both written and oral.
5. Commitment to the mission and values of St Joseph's Pastoral Centre.
6. Qualifications or experience in music desirable.

Confidentiality

1. It is expected that all St Joseph's Pastoral Centre employees and volunteers will understand that our work is confidential and that personal details about people we work with and their families should not be divulged to members of the public.

Value Base

1. The post holder is expected to become familiar with the ethos and value base of St Joseph's Pastoral Centre and work within that framework. He/she must be prepared to operate within a Catholic organisation, with the understanding that the agency works with all people, regardless of religious beliefs.

Other

The post is subject to an enhanced check by Disclosure and Barring Service

N.B This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties as required