



Diocese of Westminster

Job Title	Learning Support Assistant (Ceramics)
Department / Parish / Agency	Caritas St Joseph's
Reporting to	Life Long Learning Manager
Cost Centre	98M
Location / Address	Caritas St Joseph's Hendon
Management of	
Contract type	Part time, Permanent
Hours of work	6 hours per week (Mondays)
Salary per hour	£12.02 per hour
Job reference number	393-98M

Job Purpose:

- 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.
- To support Individual students to derive learning from the course and assist the tutor in meeting the objectives of the course sessions.
- 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.

Principle duties and responsibilities:

- 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.
- 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 aspirations of individual students. Maintain written records of person-centred planning, evaluation, and student assessment where appropriate.
- 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.

Our Diocese Values

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centered and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**

Competence

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

Reliability

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

Honesty

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

Perseverance

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other and celebrate colleague’s success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & honest.

Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

Skills/competence requirements	Essential/ Desirable
Ability to work independently and creatively, and as part of a team	E
Ability to motivate yourself and others	E
Good interpersonal skills: both written and oral	E
Commitment to the mission and values of St Joseph's Pastoral Centre	E
Experience	
Knowledge and experience of working with people with learning difficulties	D
Experience in music	D
Qualifications	
Qualifications in music	D