



Diocese of Westminster

Job Profile	Learning Support Assistant (LSA)
Department / Parish / Agency	St Joseph's Pastoral Centre
Reporting to	Lifelong Learning Manager
Cost Centre	98L
Location / Address	St Joseph's Pastoral Centre, Hendon, NW4 4TY
Management of	n/a
Contract type	Permanent, term-time
Hours	Monday: 13:30 – 16:30 Tuesday: 10:00 – 13:00 & 13:30 – 16:30 Thursday: 10:00 – 13:00 & 13:30 – 16:30
Salary	£13.85 per hour
Job reference number	776-98L

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.

Our Values

Catholic social teaching covers all aspects of life, whether economic, political, personal or spiritual. At the heart of Catholic social teaching are the four ethical values of love, truth, justice, and freedom.

We are person-centered and so we place human dignity at the heart of all that we do. 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 and Love.**

Competence

We strive for excellence by continually developing the knowledge, skills, and expertise needed to best support our parishes, agencies, and schools

Reliability

We deliver consistent, high-quality service and can be trusted to fulfill our commitments, making a meaningful difference to those we serve.

Honesty

We act with integrity, fairness, and transparency. We build trust by taking responsibility for our actions, admitting mistakes, and committing to making things right.

Perseverance

We remain resilient, even in the face of challenges. We are committed to continuous improvement and show determination, tenacity, and integrity in all we do.

Love

We show our love through dedication to our parishes, agencies, and schools. We act with empathy, value one another, celebrate success, and offer care and compassion to those in need.

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.

Competencies	Essential/ Desirable
<i>Excellent Communication Skills:</i> Able to communicate clearly and effectively, demonstrating kindness and respect towards all people serving the Diocese i.e. employees clergy contractors etc.	E
<i>Excellent Organisational Skills:</i> able to manage multiple deadlines and maintain attention to detail	E
<i>Collaborative Teamwork:</i> Proven track record of working effectively in teams, contributing ideas, and supporting others, and building positive relationships while also being able to take initiative and work unsupervised when necessary	E
<i>Problem Solving:</i> able to approach challenges creatively and make informed decisions under pressure	E
<i>Adaptability and Flexibility-</i> comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
Ability to work independently and creatively	E
Ability to motivate yourself and others.	E
Experience	
Relevant experience in a similar role	E
Knowledge and experience of working with people with learning difficulties	D
Experience working within a faith-based, non-profit, or charitable organisation	D
Technical Skills	
Qualifications or experience in the course subject area	E
Other Requirements	
Commitment to the mission and values of the Diocese of Westminster	E
Ability to demonstrate sensitivity and respect for diverse groups	E
A desire and commitment to work for the Catholic Church	D
Basic understanding of the Catholic Church and its structure	D