



LORETO COLLEGE COLERAINE
Voluntary Grammar School

Spirituality and Excellence

Job Description

LEARNING SUPPORT ASSISTANT
(August 2026 – June 2027)

General

Loreto College is a Catholic Co-educational Voluntary Grammar School catering for 11-18 year old pupils. The current enrolment number is 1010. As a Catholic School the College is committed to transmitting the values and moral perspectives consistent with a Christian conscience and the teaching of the Catholic Church. All staff are expected to support the aims and ethos of the College and in their behaviour and lifestyle are expected to uphold these values.

Job Specific

Hours to be confirmed
Scale Point – NJC (Former Ancillary and General Staff)
SCP Pt 5-6

The post involves assisting pupils with additional needs although occasionally support may be required for other pupils. The post will be for one year initially (to June 2027), although this may be extended according to the needs of the school in subsequent years.

Responsible and Reporting to

The person appointed will be responsible to the SENCO and ultimately the Principal.

Main Duties and Responsibilities:

- 1 General care of statemented pupils, as directed by the SENCO and class teacher.
- 2 Classroom duties including:
 - (a) planning and preparation for class and setting up of various items of apparatus as required for different subjects;
 - (b) being present in appropriate classes of the pupils and assisting with the class at the direction of the teacher.

The appointee will be allocated to the pupils at different time/classes as required. This allocation will reflect those areas/subjects where additional support is needed.

- 3 General duties including:
 - (a) providing Learning Support in literacy and numeracy on a one-to-one basis for the pupils as required,
 - (b) getting to know the pupils well in order to maximise the assistance that can be given and the benefits the pupil will receive,
 - (c) becoming familiar with the conditions and individual needs of the pupils in your care and to be proactive in identifying, in advance, when additional support might be required,
 - (d) supervision of pupils during the pupils' break-time or lunchtime where required.
 - (e) dealing with minor first aid issues if qualified,
 - (f) assisting pupils between classrooms,

- (g) encouraging the pupils to become involved in other school activities where there is opportunity to socialise with peers,
- (h) liaising closely with teachers, Form Teachers, Head of Year and the SENCO.

It is recognised that by the nature of this work a degree of flexibility is required and accordingly staff may be requested to carry out certain duties in addition to those set out above. Specifically, where contact with the pupils is not required the person appointed will be expected to:

- Undertake Learning Support in literacy and numeracy for small groups as required
- Undertake routine office duties at the direction of the Office Manager and/or the Principal
- Any other reasonable duties as identified by the Principal/SENCO

Essential Criteria

All applicants are expected to uphold the values contained in the Aims of the College and actively support its ethos. Applicants should have:

- 5 GCSEs (Grade C or higher) to include Maths and English (or equivalent)
- ability to relate well with children and adults
- an ability to use skills, expertise and experience to work independently to support pupil learning with individual children, small groups and whole class
- good written and oral communication skills
- ability to work flexibly either on own or as part of a team
- sensitivity to the needs of vulnerable children and their parents

Desirable Criteria

Preference may be given to candidates who are able to demonstrate:

- a relevant qualification as detailed in Appendix 1 or relevant experience working as a classroom assistant or a 3rd level degree qualification
- good A-level grades or equivalent.
- experience of working with children with general and specific learning difficulties
- effective use of ICT to support teaching and learning
- enthusiasm and ability to use initiative
- ability to contribute to meetings and liaise with other agencies
- a willingness to work co-operatively with a wide range of professionals
- a willingness to undertake further appropriate training as required by SENCO or Senior Leadership Team

Personal

The person appointed should be able to demonstrate commitment and enthusiasm for this post. He/She should have the energy and initiative to develop the post in the best interests of the pupils and the College in general. The person appointed will be open to sharing ideas and exploring new methods and will be able to enthuse and motivate pupils. He/She will have the quality of learning and teaching at all times as his/her focus. He/She will show commitment to achieving high standards and to continuing personal and professional development. He/She will show a high level of confidentiality and discretion combined with a calm and positive approach.

Professional Development

As a “learning for-all” school the College is committed to facilitating the professional and personal development of staff as outlined in the Staff Development Policy. Staff are expected to take overall responsibility for their own professional development both within the school and in external courses/training.

The College reserves the right to enhance these criteria for the purpose of short-listing.

Appendix 1

- NVQ III in Child Care and Education
- * NNEB Diploma in Nursery Nursing
- NNEB Diploma in Post Qualifying Studies now Advanced Diploma in Child Care Education
- A teaching qualification recognised by DENI to teach in a school
- Nursing: SRN (applies only in instances where the classroom assistant is responsible for one or more statemented child/children)
- Nursing: SEN (applies only in instances where the classroom assistant is responsible for one or more statemented child/children)
- BTEC National Certificate in Caring Services
- Certificate in Social Services now Diploma in Social Work
- Open University Special Needs in Education Diploma
- BTEC National Certificate/Diploma Nursery Nursing now Childhood Studies
- * Post primary Classroom Assistant course

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