



Harlesden Road, Willesden , London,NW10 3RN

Introduction

Newman Catholic College is a diverse and dynamic learning community in North West London. We are an inclusive school of faith where our emphasis is on the development of the whole person.

We are an "Outstanding" Catholic School (CSI Section 48) and have been consistently rated a "Good" school by Ofsted, most recently in May 2022. Newman Catholic College is an inclusive school that has the highest of expectations for all its students. We believe that the motto, *"Everyone Counts, Everyone Contributes, Everyone Succeeds"* best encapsulates the ethos and values of the community we have established.

Learning Support Assistant

Location:	Harlesden Road, London NW10 3RN
Department:	Special Educational Needs
Responsible to:	Inclusion Leader
Hours:	(Term Time 32.50 – 39 weeks)
Salary:	NJC Scale 1 Point 2 £20,258 per annum pro rata including
London Weighting	

Main Purpose of the Post

To help students take a full part in their lessons and make good progress in terms of their learning and social development.

Main Duties and Responsibilities

Supporting the Student

1. To develop knowledge of a range of learning support needs and to develop an understanding of the specific needs of the student to be supported.
2. To assist in the early identification of students who may have a special educational need.
3. Taking into account the learning support involved, to aid the student/s to learn as effectively as possible both in group situations and on his own by, for example
 - Clarifying and explaining instructions.

- Ensuring the student is able to use equipment and materials provided.
 - Motivating and encouraging the student as required
 - Assisting in weaker areas, e.g. language, behaviour, reading, spelling, handwriting/presentation etc;
 - Helping students to concentrate on and finish work set;
 - Meeting physical needs as required whilst encouraging independence;
 - Liaising with class teacher and SEN Leader about individual education plans (IEPs);
 - Developing appropriate resources to support the student.
4. To establish a supportive relationship with the student/s concerned
 5. To encourage acceptance and inclusion of the student/s with special needs.
 6. To develop methods of promoting/reinforcing the students self-esteem.
 7. To contribute to the safeguarding of all students and to operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them.

Supporting the Teacher

1. To assist, with class teacher (and other professionals as appropriate), in the development of a suitable programme of support (IEPs)s for student/s who need learning support.
2. In conjunction with the class teacher and/or other professionals to develop a system of recording the students progress.
3. To contribute to the maintenance of students progress records
4. To participate in the evaluation of the support programme.
5. To provide regular feedback about the student/s to the teacher.

Supporting the School

1. Where appropriate, to develop a relationship to foster links between home and school.
2. To liaise, advise and consult with other members of the team supporting the student/s when asked to do so.
3. To contribute to reviews of students progress, as appropriate.
4. To attend relevant in-service training.
5. To be aware of school procedures.
6. To be aware of confidential issues linked to home/student/teacher/school work and to keep confidences appropriately.

Cover Supervision

- Supervision of work that has been set in accordance with school policy
- Managing the behaviour of pupils whilst they are undertaking work to ensure a constructive environment
- Responding to any questions from pupils about process and procedure
- Dealing with any immediate problems or emergencies according to the school's policies and procedures
- Collecting any completed work after the lesson and returning it to the appropriate teacher
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising

CHILD PROTECTION AND SAFEGUARDING

1. To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation
2. To be also fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role
3. To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Any other duties as specified by the Headteacher.

Application process

Visits to the school are welcome and encouraged. Please get in touch if you would like to arrange this: We would be more than happy to show you around, and answer any questions you may have in advance of the interview.

Newman Catholic College is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults.

Appointment is subject to a clear, enhanced DBS check.

Application forms must be completed and are available from the school website or by phoning the school office on 020 8965 3947. Please note that CVs will not be accepted.

Completed forms should be returned directly to Newman Catholic College at the above address or via email to trohan@ncc.brent.sch.uk.

Please be advised that this vacancy may be closed prior to the advertised closing date should a suitable candidate/s be identified.

Closing date: 05th September 2025 midday

Interview: w/b 08th September 2025

Person Specification for LSA

Skills/Experience	Essential	Desirable	Assessment through		
			Application	Interview	References
Good ICT Skills		✓	✓	✓	✓
Good Communication Skills -including literacy and numeracy	✓		✓	✓	✓
Ability to work under pressure and remain calm in difficult situations	✓			✓	✓
Ability to work effectively with parents/carers/outside agencies	✓		✓		✓
Ability to work as part of a team as well as independently	✓		✓		✓
Experience working with young people 11-18 years		✓	✓	✓	✓
Experience of a school environment		✓	✓	✓	✓
Sense of humour		✓	✓	✓	✓
Good health/attendance/ Punctuality record	✓				✓
Good organisational skills	✓		✓	✓	✓