



ST RICHARD REYNOLDS CATHOLIC COLLEGE

ST RICHARD REYNOLDS CATHOLIC PRIMARY SCHOOL
ST RICHARD REYNOLDS CATHOLIC HIGH SCHOOL

Learning Support Assistant Job Description & Person Specification

Main Purpose:

- To enable pupils with Special Educational Needs (SEN) to make appropriate progress across the curriculum.
- To enable children with Special Educational Needs to gain maximum access to the curriculum whilst encouraging independence.
- To support the identity and mission of our Catholic College
- To maintain complete confidentiality on all College matters

Main Tasks

Provide students with support specified by the teacher and SENCO, and encourage independence and responsibility for learning and behaviour.

Assist teachers in assessing a student's needs and create, prepare, adapt and differentiate work and resources to ensure the student is able to access the curriculum.

Promote inclusion throughout the College and establish positive relationships with students.

Encourage students to interact with the College community in an appropriate and positive way.

Help students to build self-esteem through positive interactions, praise and encouragement.

Assist in providing small group activities to support students at lunchtime.

Liaise with class teachers and SENCo to ensure effective communication and continuity of care and support for all pupils including assisting in keeping accurate and objective records: Observing, recording and evaluating identified students' progress as required by class teacher and/or SENCo.

Assist with the development and implementation of SEN support plans and personal care programmes. Contribute to meetings with parents/carers and professionals and provide constructive feedback.

Support students in public and school based examinations.

Supervise and provide particular welfare/personal/therapeutic support for pupils and ensure their safety.

Provide consistent and effective support for colleagues in line with the requirements and responsibilities of the role.

To comply with all SRRCC policies and procedures relating to child protection, health and safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.



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Principal: Richard Burke BSc MA
Diocese of Westminster



ASCENSION
CATHOLIC ACADEMY TRUST

To participate in SRRCC's performance management framework, recognise own contribution, advise and support others and participate in planning meetings, training and development activities including in-service education and training (Inset) and any other meetings as required.

To undertake any other duties as required by the SENCo that are commensurate with the job purpose and grade.

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the College as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

