



Woolwich Polytechnic
School for Girls



WOOLWICH POLYTECHNIC SCHOOL FOR GIRLS

Learning Support Assistant

JOB DESCRIPTION

Main Purpose

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes. To enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

Key Accountabilities Support for Pupils:

- Deliver pastoral and learning support for all pupils assigned.
- Supervise and provide particular support for pupils with behavioural, emotional and special educational needs, ensuring their safety and access to learning activities.
- Assist teachers in supporting classes and devising strategies which encourage the learning of pupils.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the general progress and well-being of individual students assigned.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- Under the direction of a teacher, work with small groups of children and take responsibility for their learning.

Support for the Teacher:

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals, assisting with the planning of learning activities.
- Assist in implementing the Code of Practice, including helping to identify and follow up students with SEN, through process of assessment.
- Assess, record and report objectively on the development, progress and attainment of pupils, ensuring the availability of appropriate evidence, including communicating and consulting with the parents of pupils.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish and maintain constructive relationships with parents/carers by supporting their role in pupils' learning, providing constructive feedback on pupils' progress and achievements and facilitating their support for their child's attendance.
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
- Provide clerical/admin, support e.g. photocopying, typing, filing, money, administer coursework etc.

Support for the Curriculum:

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3 and early years
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources as required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School:

- To work collaboratively with colleagues as part of a professional team, to promote positive values, attitudes, and behaviour for learning to improve learning capacity of all pupils
- Establish constructive relationships and communicate with other agencies/professionals.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Attend and participate in regular meetings. Other:
- To undertake such other duties as reasonably correspond to the general character of the post and commensurate with roles of this level within the Academy.

Selection Criteria - Learning Support Assistant

Criteria	Essential	Desirable
Experience	Effective use of IT	Previous experience of working with children Previous experience of working in a school
Professional Skills	The ability to deal positively with children and parents Willingness to attend training courses to enhance development and performance	
Personal Skills	The ability to work with staff at all levels and have good communication skills Understand the need for confidentiality when dealing with sensitive information Understand the needs of those pupils who have learning difficulties Confident, yet sensitive and discreet in dealing with visitors, parents and students Good Behaviour Management skills Flexible and reliable To be able to work as a team member Have a good sense of humour Be committed to safeguarding and promoting the welfare of children and young people	
Qualifications	GCSE English and Maths or equivalent numeracy and literacy qualification	A suitable degree

