



Woolwich Polytechnic  
School for Girls



## WOOLWICH POLYTECHNIC SCHOOL

### JOB DESCRIPTION

#### **Post: Learning Support Assistant/Admin Assistant**

To work under the overall supervision of the SENCO and/or Head of Department, as appropriate, under the daily guidance of the lead LSA. To observe confidentiality at all times.

- Provide administration support to the SEND department including typing letters, maintaining data bases, use of SIMS to generate reports and letters
- Maintain records
- Support pupils with their learning in small groups or in mainstream classes
- Work alongside teaching staff to support pupils with literacy, numeracy, behaviour and/or special educational needs
- Be a co-tutor
- Work directly alongside subject teachers to deliver a broad, balanced curriculum, differentiated as necessary
- Develop trusting and supportive relationships with students concerned. To motivate, encourage and develop strengths whilst improving upon weaknesses
- Communicate effectively and sensitively with students to support their learning
- Promote and support the inclusion of all students in the learning activities in which they are involved
- Use behaviour management strategies in line with the Poly's policy and procedures
- Provide assistance for SEND pupils during internal and public examinations through: invigilating; reading; transcribing; amanuensis
- Adhere to your individual timetable, including attending all timetabled lessons unless otherwise directed

- Record daily, using the planner provided, a brief outline of each lesson noting the students' progress or difficulties
- Perform additional duties as may be necessary to support the day to day running of the department
- Have an awareness of the school's Child Protection procedures and to know the identity of the Child Protection Officer
- In carrying out your duties, have due regard to the provisions of the Health & Safety at Work legislations
- In dealing with members of the school's community to be mindful at all times of the school's Equal Opportunities policy

***We value diversity and are committed to safeguarding and promoting child welfare. The successful candidate will be subject to DBS and any other relevant employment checks.***

## 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	

	<p>To be able to work as a team member</p> <p>Have a good sense of humour</p> <p>Be committed to safeguarding and promoting the welfare of children and young people</p>	
Qualifications	GCSE English and Maths or equivalent numeracy and literacy qualification	A suitable degree