

# RAINHAM MARK GRAMMAR SCHOOL

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## Job Description for Learning Support Assistants

### Specific Responsibilities

#### Supporting the student(s) by:

- Developing knowledge of a range of learning support needs and developing an understanding of the specific needs of the student(s) to be supported.
- Taking into account the learning support required, aiding students to learn as effectively as possible both in group situations and on their 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
  - helping with communication and social needs
  - helping students to concentrate on and finish work set
  - meeting physical needs as required whilst encouraging independence
  - liaising with class teachers and the Inclusion Manager about student profiles
  - developing appropriate resources to support the students.
- Establishing a supportive relationship with the students concerned.
- Encouraging an acceptance and inclusion of the child with special needs and disabilities.
- Developing methods of promoting/reinforcing the child's self-esteem and independence.
- Accompanying students on outings and visits.
- Providing individual supervision in and out of the classroom for students when a need is identified.

#### Supporting the teachers by:

- Assisting, with subject teacher (and other professionals as appropriate), in the development of a suitable programme of support for students who need learning support.
- Participating in the evaluation of the support programme.
- Providing regular feedback about the students to the teacher/ Inclusion Manager and/or other relevant agencies.

#### Supporting the curriculum by:

- Supporting the delivery of the Literacy and Mathematics strategy along with other aspects of both the National Curriculum and the enhanced curriculum offered by the school.

#### Supporting the School by:

- Where appropriate, developing a relationship to foster links between home and school.
- Liaising, advising, and consulting with other members of the team supporting the pupils when asked to do so.
- Contributing to the administration involved in carrying out reviews of students' progress, as appropriate.
- Attending relevant internal and external training to meet the demands of the role.
- Being aware of the school procedures.
- Being aware of confidential issues linked with home/student /teacher/school work and keeping confidences appropriately.

- Assisting with setting up, storage and retrieval and general maintenance of classroom equipment and teaching aids needed by the student(s) being supported.
- Helping to ensure that the school provides a safe environment for those students with special needs.

### **Other Duties**

- To provide support to the Inclusion Manager with the day-to-day running of the Special Educational Needs and Disabilities Department.
- To assist in the development and distribution of informative material for the purpose of staff training and development.
- General administration tasks for the Inclusion Manager.

## **Learning Support Assistant Person Specification**

### ***Qualifications and Experience***

#### **Essential**

- Educated to at least GCSE grade C or equivalent in English and Maths
- Experience of working with children/ young people

#### **Desirable**

- NVQ 2 for teaching assistant or equivalent qualification or willingness to gain one
- First aid Qualification or willingness to gain one

### ***Knowledge and skills***

#### **Essential**

- Ability to and form good relationships with students, parents/carers and colleagues.
- Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents/carers and other professionals.
- Good standard of numeracy and literacy skills.
- Ability to use range of ICT packages and equipment.

#### **Desirable**

- Working knowledge of behaviour management strategies
- Knowledge of an additional languages
- Working knowledge of relevant policies and procedures, and awareness of relevant legislation eg SEND New code practice

### ***Personal qualities***

#### **Essential**

- A diplomatic and patient approach
- Able to appropriately deal with confidential information /situations
- Able to follow direction from line manager
- Desire to enhance and develop skills and knowledge through CPD