



ST RICHARD REYNOLDS CATHOLIC COLLEGE

VIDETE BONA DOMINI

Learning Support Assistant – *Job Description and Person Specification*

Main Purpose:

- To undertake one to one and small group support in and out of class.
- To support the teacher to implement the curriculum and respond to the pupil's needs
- To support the values and ethos of our Catholic School contained within our mission statement.

Main Tasks

- To provide SEN support to a child currently in Year 5 with a focus on meeting the outcomes in the EHC Plan
- To establish a good relationship with the child and the rest of the class, using language and communication skills that the pupils can relate to and understand
- To provide emotional well-being support to the child linked to the special educational needs.
- To liaise with the class teach and SENCo in order to provide targeted support to the child
- Encourage pupils to interact with each other in an appropriate and acceptable manner
- Promote positive pupil behaviour in line with school policies by the use of praise and encouragement
- To assist a range of curriculum activities under the direction of the teacher
- To supervise and support a specific child and small groups of children within the class in both adult initiated and child initiated activities, interacting with them to support their learning and development, under the direction of the teacher
- To undertake playground supervision during breaks and lunchtime and to encourage appropriate behaviour and where necessary, challenge inappropriate behaviour; reporting difficulties to a member of the teaching staff
- Work under the direction of the teacher to prepare and maintain an effective learning environment.
- Liaise regularly with the teacher and/or take part in planning meetings, inset days and any other meetings as required and to take part in training activities offered by the school to further knowledge and respond to the changing needs of the college
- Provide consistent and effective support for colleagues in line with the requirements and responsibilities of your role
- To accompany teaching staff and children on visits, trips and out of school activities as required, taking responsibility for a group under the supervision of the teacher.
- To abide by and work towards all the policies within the school.

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.



St Richard Reynolds Catholic Primary School, High School and Sixth Form
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www.strichardreynolds.org.uk • @stRRCCCollege

Principal: Richard Burke BSc MA
Diocese of Westminster

Person Specification

The successful candidate will:

Essential:

- Demonstrate a desire to serve young people
- Have an appropriate NVQ qualification (or equivalent) *at least at level 2, but preferably at level 3*
- Be able to demonstrate good literacy and numeracy skills
- Have experience of working in a Primary school
- Have experience of supporting children with special educational needs
- Demonstrate a willingness and desire to embrace continuing professional development opportunities
- Fully support the mission and identity of our Catholic College.
- Develop effective relationships with children and adults, including other professionals/parents/carers.
- Work constructively as part of a departmental and whole college team,
- Maintain confidentiality on all college matters.
- Respond quickly to the changing needs of college life.
- Be caring, friendly, approachable, open, inclusive, welcoming, proactive and personable
- Be someone who demonstrates dedication, patience, flexibility, humour, and enthusiasm

Desirable:

- Have a sound basic knowledge of IT including use of computer, camera and photocopier to support children's learning
- Hold a valid first aid qualification preferably in paediatric first aid or be willing to be trained to achieve this

If you want to become part of our team and would like further information, please see the recruitment section of our website www.strichardreynolds.org.uk for further details, and then apply by application form with the names of two referees and a supporting letter addressing the person specification above.

St Richard Reynolds Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers and through the Disclosure and Barring Service.