



Woolwich Polytechnic
School for Boys



WOOLWICH POLYTECHNIC SCHOOL FOR BOYS

JOB DESCRIPTION

Post: Designated Specialist Provision Learning Support Assistant

To work under the overall supervision of the Head of DSP, and under the guidance of the HLTA. To observe confidentiality at all times.

- To provide high quality support to students with Autism and MLD within the Designated Specialist Provision (DSP)
- To improve the social/emotional and independence skills of students with ASD through specialist knowledge and skills via individual programmes and groups.
- Support pupils with their learning in small groups or in mainstream classes
- To plan and prepare resources to support the learning of students with ASD/MLD
- To prepare visual resources and use them effectively within the learning environment.
- To set up and prepare the DSP students and learning environment daily through consistent structure and routine.
- Develop trusting and supportive relationships with students concerned. To motivate, encourage and develop strengths.
- 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.
- To support students with challenging and unpredictable behaviours.
- To be able to work as a small and specialist team and have a sense of humour
- Use behaviour management strategies in line with the Poly's policy and procedures.
- Perform additional duties as may be necessary to support the day to day running of the department or school
- Have an awareness of the school's Safeguarding procedures and to know the identity of the Designated Safeguarding Lead (DSL)

- 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

PolyMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offer of employment is subject upon the Academy Trust receiving an Enhanced Disclosure and Barring Service Certificate (DBS), which the Academy considers to be satisfactory. If you are successful in your application, you will be required to complete a DBS Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and it is therefore an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

All shortlisted candidates will be subject to a social media check in line with the new Keeping Children Safe in Education (KCSIE) 2022 legislation

Selection Criteria - Learning Support Assistant

Criteria	Essential	Desirable
Experience	Effective use of IT	Previous experience of working with children with ASD Understanding of strategies to support students with ASD Understanding needs/barriers for students with ASD
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	SEN qualifications ASD Level 2