

Job Title: Learning Support Assistant



**Location:** St Meryl School

**Pay grade:** H2 (£22,737 - £23,500)

**Purpose of the role:** • To work with teachers as part of a professional team to support teaching and learning for SEN pupils.

- To provide learning support to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

**Line Manager:**

- SENCo

**Responsibilities:**

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
- Participate in planning and evaluation of learning activities with the teacher and SENCo, providing feedback on pupil progress and behaviour.
- Support the teacher in monitoring, assessing and recording pupil progress/activities.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher and SENCo.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate.
- Understand and support independent learning and inclusion of all pupils as required.
- Work with pupils on therapy or care programmes as recommended by external agencies and under the supervision of the SENCo.

- Attend to pupils' personal needs if applicable, including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters. reporting problems to the teacher as appropriate.
- Physically assist pupils in activities, if applicable (may involve lifting, where mobility is an issue)

**This role MAY also include undertaking some or all of the following:**

- Administration of medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
- Assisting with break-time supervision including facilitating games and activities
- Assisting with and escorting pupils on educational visits
- Support pupils in using basic ICT
- Undertaking moving and handling activities as required.

**Job requirements:**

<b>Knowledge:</b> <ul style="list-style-type: none"> <li>• NVQ level 1 or equivalent (<b>preferable but not essential</b>)</li> <li>• Basic knowledge of ICT</li> <li>• Awareness of Health, wellbeing and safety</li> <li>• Awareness of keeping children safe</li> <li>• Awareness of Data protection and confidentiality</li> <li>• First Aid</li> <li>• Understanding of the Schools ethos and values</li> </ul>	<b>Competencies (essential):</b> <ul style="list-style-type: none"> <li>• Good communication skills (written and verbal)</li> <li>• Good problem solving skills</li> <li>• Ability to work well as a team member</li> <li>• Good active listening skills</li> <li>• Motivation</li> <li>• Resilience</li> <li>• Sensitivity</li> </ul>
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*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

This role will be reviewed annually as part of the School's appraisal process, but also depend on the hours agreed for funding for the pupil holding the Educational Health Care Plan.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

June 2025