

Saracens Bell Lane

Learning Support Assistant

Job Description

The Learning Support Assistant plays a vital role in supporting the social, emotional, academic and physical development of pupils at Saracens Bell Lane. The post holder will contribute to a safe, inclusive, trauma-informed and nurturing learning environment where all pupils are supported to make expected or better progress.

The role is grounded in the understanding that all behaviour is communication, and that strong, trusting relationships and restorative approaches are central to effective learning and wellbeing.

The Learning Support Assistant will uphold the school's values and aims, promote high expectations, inclusion and wellbeing, and work flexibly, when required, across the school - including Early Years and SEND.

Relational, Pastoral and Trauma-Informed Support

- Build **warm, respectful and professional relationships** with pupils, responding sensitively to individual needs, experiences and backgrounds.
- Act as a **trusted adult**, supporting emotional regulation, self-esteem, independence and a sense of belonging.
- Promote **restorative approaches**, supporting pupils to reflect on behaviour, repair relationships and develop self-management skills.
- Recognise and respond to behaviour as **communication of unmet needs**, applying school behaviour and safeguarding policies calmly and consistently.
- Support pupils with **personal and intimate care needs** (including toileting, hygiene and dressing) in line with training, dignity, safeguarding and school policies.

Pupil Support and Inclusion

- Support pupils within the whole class, small groups or one-to-one, maintaining awareness of the wider learning environment and class.
- Provide **targeted support for pupils with EHCPs**, acting as a **Team Around the Child** where required and liaising with staff, parents and external agencies.
- Promote the **inclusion, acceptance and active participation** of all pupils, including those with SEND.

- Support the development of **communication, social and life skills**, particularly for pupils with additional needs.
- Encourage positive peer interactions and engagement in **play, adult-led and independent learning**.

Learning Support and Classroom Practice

- Work in partnership with teachers to create and maintain a **calm, safe and purposeful learning environment**.
- Prepare for lessons by reviewing lesson plans ahead of learning sessions, preempting needs and organising resources.
- Support lesson delivery and **adapt learning activities** under teacher guidance, including:
 - Breaking learning into manageable steps
 - Using concrete resources and manipulatives
 - Providing alternative recording methods (visuals, symbols, photos, recordings, practical outcomes)
 - Modifying language, instructions or resources
 - Providing appropriate scaffolding or extension
- Facilitate **independent learning**, encouraging pupils to take increasing responsibility for learning, organisation and behaviour.
- Provide feedback to pupils and share timely, accurate feedback with teachers.
- Observe, assess and record pupil engagement and progress accurately.
- Capture evidence using **digital Learning Journals**, particularly for pupils not yet able to demonstrate progress through written work.
- Use a range of evidence methods including **observations, photographs, annotated work, practical tasks and pupil voice**.
- Maintain clear, organised records to inform planning, interventions and review meetings.
- Support the monitoring and updating of **ISP targets and Educational Health Care Plan outcomes** in collaboration with teachers, the Inclusion Team and external professionals.
- Maintain an up-to-date **Learning Support Assistant file** detailing supported pupils, strategies and progress.

- Develop a secure understanding of the **National Curriculum** and relevant frameworks (e.g. **Engagement Model**).
- Familiarise yourself with learning objectives and age-related expectations to provide purposeful support.
- Reflect on practice, identify development needs and engage positively in **training and professional learning**.

IT and Digital Systems

- Demonstrate confidence in using **digital tools** to support learning, assessment and communication.
- Use school systems such as **Google Drive, Gmail, Class Dojo** and other platforms for resources, communication and evidence.
- Support pupils in the **safe and appropriate use of technology**.

Wider School Responsibilities

- Work in line with all school policies relating to **safeguarding, child protection, health and safety, confidentiality and data protection**, reporting concerns promptly.
- Promote **equality, diversity and inclusion**, ensuring all pupils feel valued and supported.
- Contribute positively to the **ethos and wider life of the school**, working collaboratively with teachers, SEN staff, therapists and external professionals.
- Attend meetings, INSET days and training as required- implementing learnt training in practice.
- Supervise pupils during **breaktimes, lunchtimes and before/after school**, where required.
- Support pupils on **educational visits and off-site activities** under teacher supervision.
- Assisting with **routine administrative tasks**

These key accountabilities outline the main areas of the role: they are not a comprehensive list of tasks to be undertaken.

This job description may be varied from time to time in response to specific needs within the school and at the direction of the Principal.