

THE HOLT SCHOOL JOB DESCRIPTION



Job Title: Learning Support Assistant	Name:
Reports to: SENCO	Reviewed: November 2025
Grade/Pay Scale: 3	Hours of work: 22hrs per week
Employment Status Permanent	

Job Purpose:

To facilitate learning by supporting the needs of individual pupils and small groups of pupils in accordance with school policy and government initiatives in the pursuit of high standards of pupils achievement.

Departmental/Team Purpose:

The purpose of the school is to meet the educational needs of children and young people within the local community

Organisation Chart:

SENCO

HLTA

LSS

LSA

Summary of Main Contacts: Teachers, pupils, parents, other school staff and professionals.

Safeguarding statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Main Tasks/Accountabilities:

1. Liaise with class teacher/SEN Coordinator on a daily basis to discuss class tasks and enable pupils to become independent learners within their own ability and assisting the teacher with social skills.
2. Attend departmental training and relevant whole school meetings.
3. Regularly report back to the teacher on pupil's progress and areas of concern.
4. Work with small groups or individual pupils, clarifying and explaining instructions, ensuring that pupils are able to use equipment and materials whilst motivating pupils to complete work.
5. To aid the teacher in classroom discipline re-enforcing the teacher's standards of behaviour and tidiness within the classroom.
6. Accompanying groups or individuals around the school e.g. library and school educational trips (if applicable).
7. To work with the SEN co-ordinator and help deliver educational programmes, assist with the development of reading, writing, spelling and listening skills.
8. Preparation of classroom/educational materials and organise supplies of classroom/educational materials and work with small groups of pupils on ICT equipment and programmes.
9. Prepare class lists, worksheets and carry out general examination administration tasks and invigilation of examinations (if required).
10. Help and support pupils create displays etc. for open evenings.
11. To help with special occasions in the school's annual calendar (if applicable).

This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Co-Headteachers may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation

Signed: Date:
Post Holder

Signed: Date:
Co-Headteachers

Person Specification: LSA	Essential	Desirable
Education		
GCSE Maths, English and Science or equivalent	✓	
A Levels or equivalent		✓

Skills		
Patient Calm and able to work under pressure	✓	
Initiative – be able to think on your feet	✓	
Ability to motivate and encourage	✓	
Good communication – orally and written	✓	
Good IT skills		✓

Committed to:		
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”	✓	
Promoting and safeguarding the welfare of students	✓	
CPSD (continuing professional self-development)		✓