

# THE SELE SCHOOL



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## JOB DESCRIPTION

<b>Job Title:</b>	Learning Support Assistant
<b>Grade:</b>	H3-H4 Depending on experience
<b>Hours:</b>	30 hours per week (8.45am – 3.15pm)
<b>Working Weeks:</b>	39 (38 working weeks Term Time + 5 inset days) pro rota
<b>Responsible to:</b>	SENCO

### **Job Purpose**

As a core member of our teaching support team, you will use your subject expertise to ensure every student succeeds. Working under the guidance of the class teacher, you'll provide both whole-class assistance and targeted interventions for small groups or individuals. You'll play a key role in helping students find their confidence by providing them with the support they need to thrive in school and beyond.

### **Core work**

- Lead support for students with SEND, including those with EHCPs
- Accountable for progress against EHCP and intervention targets
- Primary role is in-class support and structured interventions

### **Supporting Our Vulnerable Students**

- You'll use your subject expertise to creatively adapt the curriculum, ensuring every student—no matter their starting point—finds a clear pathway to success
- Collaborating closely with our SENCO, and teaching staff to bring targeted support plans, including 'Assess, Plan, Do, Review' to life, turning EHCP goals into meaningful daily achievements for our students.
- Lead small group or 1:1 sessions that don't just teach "the answers," but build the specific subject skills and social confidence our SEN students need to thrive.
- Use your understanding of SEND to help students engage with their peers, ensuring everyone feels included and active in the classroom.
- Use smart "scaffolding" to help students do more for themselves and celebrate their wins as they become self-reliant.
- Give students clear, encouraging feedback that helps them see exactly how much they're growing and what they've achieved.

### **Support for the Teacher**

- To work with relevant subject staff to plan how best to support identified students in making progress. This will involve meeting with subject staff outside of lesson times so as to develop differentiated materials to be used in mainstream lessons
- To record progress and achievement in lessons and intervention groups and to be able to share this with subject teachers and SENCO.
- Work within The Sele School's established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- To attend and contribute to EHCP Annual Reviews where necessary

### **Support for the Curriculum**

- To help plan and deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Delivery of small group interventions
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

### **Support for the School**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Work fluidly across different departments as required, bringing a flexible approach to ensuring every student receives the specific support they need to succeed.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the SENCO, to support achievement and progress for pupils.
- Recognise own strengths and areas of specialist expertise and use these to advise and support others.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- To support the school with extra duties during unstructured times.

### **Principal Contacts**

- SENCO
- Class Teachers

### **Equal Opportunities:**

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

### **Health and Safety**

It will be the duty of every employee while at work to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection; and report all concerns to an appropriate person.

### **Safeguarding**

The Governing Body of The Sele School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in all aspects of their work.

### **Disclosure and Barring Service**

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 Disclosure and Barring Service as part of Hertfordshire County Council's pre-employment checks.

### **Additional Information**

This job description sets out the main duties of the post at the date when it was drawn up. The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

### **Contacts**

The jobholder works directly with teachers and pupils and has routine and regular contact with parents and carers and with external agencies and other professionals.

*The duties and responsibilities listed above describe the post as it is at present. The postholder is expected to accept any reasonable alterations that may from time to time be necessary; this may include working across different departments if needed.*

*April 2026*