



Lord Williams's School

Sic itur ad astra a tous venaunts

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Job Description

Senior Learning Support Assistant - Learning Support

Job Purpose

Working under guidance, and independently, to provide support in addressing the needs of students who require specific support for SEMH, supporting both their learning and personal development.

Main duties

Support for students

- Use specialist (curricular/learning) skills/training/experience to support students in a range of settings (1B, intervention hubs and mainstream classrooms)
- Work and liaise with KS3 Learning Support team to ensure that all Provision Maps are up to date.
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual SEND needs
- Encourage students to interact and work co-operatively with others to engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to students in relation to progress and achievement
- To lead on initiatives in 1B, for example, Pioneers

Supporting the Line Manager

- Work with KS3 Assistant SENDCo to establish an appropriate learning environment
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports to the Line Manager as required, on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the Line Manager, contributing to reviews of systems/records as requested
- Undertake monitoring of students' work and accurately record achievement/progress
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the Line Manager within your role/responsibility and participate in feedback sessions/meetings with parents/carers
- Provide general clerical/administration support eg produce worksheets for agreed activities etc
- Attend meetings/reviews with parents/carers and internal and external agencies

Support for the curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs
- Support the use of ICT in learning activities and develop students' competence and independence in its use



- Help students to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources
- Intervention planning, evaluating and adjusting lessons/work plans as appropriate
- Liaise with KS3 Assistant SENDCo and members of faculties regarding students' progress and supply of work

Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with other agencies/professionals, in liaison with the Assistant and whole school SENDCo, to support achievement and progress of students
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- General administration related to the remit of the Learning Support Faculty

Other duties

- Attending training courses as necessary
- Undertaking tasks as directed by the KS3 Assistant SENDCo, SENDCo or the School Manager

All staff employed by Lord Williams's School are expected to work within the following policies and procedures:

Health & Safety

- To take reasonable care of own health and safety with due care for others who might be affected by what you do or do not do
- To be familiar with emergency and First Aid procedures
- To use work items provided correctly and in accordance with training and instructions
- To ensure tasks are completed in a safe manner
- To cooperate with all aspects and issues regarding health and safety
- To report any health and safety concerns to your line manager as soon as possible
- To adhere to the School's and health and safety policies and, in particular, child protection policies.

Safeguarding

- Ensure that all School child protection policies are adhered to and concerns are raised in accordance with these policies and using the MyConcern software where appropriate.

Security and data protection

- All employees are expected to work within the confines of the General Data Protection Regulations and to take appropriate measures to ensure the security and confidentiality of data

Other Duties

- The post holder will be expected to attend an annual Performance Management Interview, school and departmental meetings and training or INSET sessions as directed by the KS3 Assistant SENDCo or the School Manager
- To undertake any other reasonable tasks

Reporting lines

The post holder reports directly to the KS3 Assistant SENDCo/whole school SENDCo
The post holder has no responsibility for the management of other staff



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Person Specification

Senior Learning Support Assistant – Learning Support

Essential Requirements:

Experience and qualifications

- Experience in specific area and in a learning environment within a secondary school (S, A, I)
- English and Mathematics at GCSE grade 9-4/A*-C or equivalent (S, A)
- NVQ 3 for Teaching Assistants or equivalent qualification or experience in relevant discipline (S, A)
- Specific training in a specialist area (S, A)
- Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc. (A, I)
- Experience of working with children with additional needs (S, A, I)
- An interest in education (I)
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation (S, A, I)
- Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies (S, A, I)
- Understanding of principles of child development and learning processes and in particular, barriers to learning (S,A, I)
- Ability to plan effective actions for pupils at risk of underachieving (I)
- Full understanding of the range of support services/providers (I)
- Knowledge of schools and issues relating to education (I)
- Knowledge of a particular subject/technical area (A, I)
- Ability to self-evaluate learning needs and actively seek learning opportunities (I)
- Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services (S, A, I)

Skills & Personal Qualities

- Flexibility in terms of hours and location (I)
- Ability to use own initiative and to work independently (I)
- Ability to relate well to adults and students and to work as part of a team, understanding classroom roles and your own position within these(S, A, I)
- Very good communication skills, both verbal and written (S, A, I)
- Effective use of ICT and other specialist equipment/resources (A, I)
- Ability to work under pressure and remain calm in difficult situations (I)
- Ability to prioritise work and meet deadlines (I)
- Ability to plan own workload and be aware of other colleagues' priorities (I)
- Open to change (I)
- Ability to use discretion and have an understanding of the importance of confidentiality (S, A, I)

Safeguarding

- Motivation to work with children & young people / in an educational setting (S, A, I)
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people (A,I)
- Commitment to implement the school's Behaviour Management Policy or to refer to teaching colleagues as appropriate (A, I)

Desirable requirements:

- Specific training and/or knowledge of the synthetic phonic code (S, A)
- Experience of tracking and data analysis (S, A)
- First Aid trained (A)

How this will be tested:

S = criteria used for shortlisting, A = criteria assessed from application form, I = criteria assessed at interview
T = criteria assessed from testing



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Terms & Conditions

Senior Learning Support Assistant – Learning Support

This is a temporary contract to cover a maternity leave, which could potentially be up to April 2027

Salary

The salary for this post is Grade 7. This is equivalent to an actual starting salary of £22,639 per annum based on 34 hours per week term-time only. The full-time equivalent pay is £29,064 to £31,022 per annum.

Progression is by annual increment. Starting salary will be dependent upon qualifications and previous, directly comparable experience.

Hours

The hours are **34** hours per week, term time only.

Pension arrangements

The postholder will be entitled to join the Local Government Pension Scheme (LGPS). The LGPS is a valuable part of the pay and reward package for employees. The key features of the scheme can be found here: <https://www.lgpsmember.org/toj/thinking-joining-key.php>

Terms and Conditions

Thame Partnership Academy Trust employs support staff working at Lord Williams's School on the conditions of service contained in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book), the provisions of which allow for a 26-week probationary period for new employees. On completion of a satisfactory probationary period, the post will be confirmed as permanent.

Location

The successful applicant will be an employee of Thame Partnership Academy Trust and may be required to work on any of its sites.

Other

Thame Partnership Academy Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will be subject to enhanced Disclosure & Barring Service checks along with other relevant employment checks.

Any offer of employment is subject to satisfactory medical, reference and DBS clearance and the requirements of the Immigration, Asylum and Nationality Act.

Jun 2026