



Recruitment  
Information Pack

# Learning Support Assistant (2 days)



Start Date: ASAP



## Vision

To be a community that develops personal growth, excellence and achievement for all

## End Goals





Thank you for your interest in the position of Learning Support Assistant (2 days).

Our school has been on a continuous upward trajectory for a number of years. In the summers of 2022 and 2023, our Year 11 cohorts achieved Progress 8 scores putting us in the top 10 in the county. In the summer of 2024, based on student progress, we placed in the top 8.1% of schools nationally. Our SEND students significantly out-perform their peers nationally.

As a community that develops personal growth, excellence and achievement for all, we are incredibly proud of everything the school has become and what we have achieved in the last few years: our well-rounded young people who have gone on to purposeful and challenging further education, some of the best GCSE results in the county and our recent Ofsted report.

We are also hugely proud of our staff who are relentlessly hardworking, supportive of one another and passionately committed to securing the best possible life chances for the young people we serve.

Our SEND Team does whatever it takes to support our children with additional needs: whether reinforcing the learning of small groups of students, supporting in the Learning Centre, delivering interventions or adding additional pastoral capacity. This role is an exciting opportunity for you to join our team and help further our vision. It will require huge amounts of perseverance and a constant drive for innovative excellence but will also be incredibly rewarding and will offer exciting progression for the future.

I look forward to receiving your application.

A handwritten signature in black ink, appearing to read 'Alex Lewis'.

Alexander Lewis- Headteacher





## LONG STRATTON HIGH SCHOOL

### Job Description

<b>Name:</b>	
<b>Job Title:</b>	Learning Support Assistant
<b>Salary range / job grade:</b>	SCP 5/6
<b>Responsible to:</b>	SENCO, Assistant SENCO
<b>Responsible for:</b>	Supporting students with a Special Educational Need to access the curriculum
<b>Effective Date:</b>	

Role and Context	
<b>Purpose:</b>	Under the guidance of the SENCO and within the overall ethos of the school, undertake social, life skills and learning programmes and activities to support individuals or groups of students, to enable access to learning for students and assist in the management of students in the learning centre, the intervention room and the classroom.
<b>Organisational Relationships:</b>	Responsible to the SENCO and other qualified teaching staff as necessary.  Liaise with teachers, other support, health and education specialists, parents, visitors and volunteers and appreciate/support their roles.
<b>Principal Accountabilities or Activities:</b>	<p><b>Support for Students</b></p> <ul style="list-style-type: none"> <li>• To attend to the personal and social needs of students and any other special requirements depending on the nature of a student's special needs and, wherever possible, making these part of the learning experience.</li> <li>• Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities.</li> <li>• Assist with the development and implementation of Individual Education/ Behaviour Plans, Personal Care programmes and Social Skills programmes.</li> <li>• Promote inclusion and acceptance of students while encouraging constructive relationships.</li> <li>• Provide feedback to students in relation to progress and achievement under the guidance of the SCO, or other qualified teacher.</li> </ul> <p><b>Support for Teachers</b></p> <ul style="list-style-type: none"> <li>• Assist with the management, development and planning of learning resources and activities.</li> <li>• Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work.</li> <li>• Use strategies, in liaison with the teacher, to support students to achieve learning goals.</li> <li>• Monitor students' responses to learning activities and accurately record achievement/ progress as directed and provide detailed and regular feedback to teachers on students' achievement, progress, problems, etc.</li> <li>• Promote good students behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their behaviour.</li> <li>• Administer routine tests and invigilate exams and undertake routine marking of students' work and provide clerical/admin support, e.g. photocopying, typing, filing, money and administer coursework.</li> </ul>



	<p><b>Support for the Curriculum</b></p> <ul style="list-style-type: none"> <li>• Undertake structured and agreed learning activities/teaching/ intervention programmes, including literacy, numeracy and social skills programmes, adjusting activities according to student responses, including undertaking literacy and numeracy programmes, recording achievement and progress and feeding back to the Head of the Specialist Resource Base, or other teacher.</li> <li>• Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use, including supporting the use of ICT in learning activities and developing students' competence in its use.</li> </ul> <p><b>Support for the School</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.</li> <li>• Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required.</li> <li>• Assist with the supervision of students out of lesson times, including before and after school and accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.</li> <li>• Support with duties supervising students at break time.</li> <li>• Undertake other similar activities that may fall within the grade and scope of the post as directed by the Headteacher.</li> </ul>
<p><b>General Duties:</b></p>	<ul style="list-style-type: none"> <li>• To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.</li> <li>• To be a trained first aider and fire marshal</li> <li>• To maintain Staff and Student confidentiality</li> <li>• To undertake training as appropriate</li> <li>• To participate in the performance management programme</li> </ul>
<p><b>General Information and review:</b></p> <ul style="list-style-type: none"> <li>• The job specification details the main outcomes required and should only be updated to reflect <b>major changes</b> that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>• This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.</li> <li>• All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.</li> <li>• Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.</li> </ul>	

**Signature:**

**Date:**

## **SEND Learning Support Assistant- Person Specification**

	Criteria	Essential	Desirable	Application Form	Certificates	Selection Process	Reference
Qualifications	Good general level of education with NVQ 2 or 3 (or equivalent) in Maths and English.						
	NVQ2 in teaching assistance or equivalent qualification or experience.						
	Training in or experience of a particular curriculum or learning area e.g. bilingual, sign language, dyslexia, ICT, Maths, English						
	Evidence of recent continuing professional development.						
Skills and Experience	Effective use of ICT to support learning.						
	Knowledge of relevant policies/codes of practice and awareness of relevant legislation.						
	General knowledge of national curriculum and other relevant basic learning programmes.						
	Basic understanding of principles of child development and learning.						
	Ability to self-evaluate learning needs and actively seek learning opportunities.						
	Ability to relate well to children and adults						
	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.						
	A working knowledge of a School Information Management System.						
	Record of good time management skills and ability to prioritise work effectively.						
	Ability to meet targets and deadlines and prioritise a workload of self and others to manage a variety of activities concurrently.						
	Excellent communication and interpersonal skills and the ability to convey accurate information and respond well to individuals at all levels.						
	Ability to identify own training and development needs						
	Professional approach to duties and presentation.						
	The ability to demonstrate respect for diversity and to promote equal opportunity for all and inclusion.						
Other	Hold a full driving licence.						
	A helpful, calm and organised manner.						



Excellent teaching and the strongest relationships are the foundation stones of our school and staff have the highest expectations of our students. There are no limits to what they can achieve when we all (students, staff and families) work in collaboration.

# Learning Support Assistant (2 Days)



Closing Date: 9:00am 11<sup>th</sup> February 2026

Interviews will be conducted as soon as we  
have a strong field.