



CHIPPING NORTON SCHOOL

JOB DESCRIPTION

Lead Learning Support Assistant (Cognition and Learning)

Job Title		Lead Learning Support Assistant (Cognition and Learning)			
Reporting To:		SENCo			
Line Management:		Not applicable			
Salary Grade		Grade 5 or 6 Depending on experience	Point		5-13
Hours per week	33.5	Working weeks per year	39	Hours of work	2 days x 0830-1600 3 days x 0830-1530

JOB PURPOSE

The Lead Learning Support Assistant (Communication and Interaction) will be expected to further develop the support and provision for pupils with SEN at Chipping Norton School. This will include working closely under the supervision of the SENCo. They will give general practical support in the classroom or through withdrawal to individual or groups of students. The post holder will be expected to help identified children achieve their potential by overcoming barriers to learning, both inside and outside the school.

Main Responsibilities

- Undertake a specialist role utilising relevant expertise to support the SENCo in ensuring that all students with cognition and learning needs are able to access the curriculum.
- Assist students to reach their full potential and support the implementation of strategies that will help students with cognition and learning needs to integrate in all aspects of school life.
- Give general practical support in the classroom or through withdrawal to individual or groups of students in the school. Identified students will have recognised special needs and may not be achieving their potential.
- Take a lead role with the SENCO to support the learning of students with cognition and learning needs.
- Actively respond to students' diverse needs both in and out of the classroom environment and when circumstances dictate provide support during unstructured times, such as break and lunch times.

- Engage in training opportunities to develop effective practice and understanding of cognition and learning needs.
- Complete standardised assessments of different areas of literacy, which can inform provision and intervention where necessary.
- As part of the transition process, complete assessment and share information regarding new students with key staff.
- Support with the implementation of Exam Access Arrangements, including supporting students to use technology effectively in preparation for exams.
- Work with colleagues in the Learning Support Team to facilitate interventions and implement strategies to achieve the best outcomes for students.

Teaching and Learning

- Monitor learning activities to meet the needs of pupils with SEN.
- Implementing agreed work programmes for individuals, small groups or classes as requested by the SENCo.
- Assist in the educational and social development of students under the direction and guidance of the SENCo.
- Assist in the implementation of SEN profiles, record all group progress and assessment results and help monitor student progress.
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
- Work with other professionals, such as the educational psychology service and advisory staff when necessary.
- Support students with emotional or behavioural difficulties and support the development of their social skills.
- Monitor the progress of students in lessons and provide verbal feedback to staff.
- Undertake such other duties as may be reasonably expected (e.g. examination invigilation).
- Collect and interpret specialist assessment data and provide reports for new students.
- Update the SENCo on the effectiveness of identified Wave 2 and Wave 3 intervention groups.
- Keep parents informed about their child's progress.
- Update staff via the Bulletin of progress and planned interventions.

Working with others

- Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEN.
- Disseminate good practice in SEN across the school and lead by example

Health and Safety

- Undergo basic first aid training and update courses.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with health, safety and welfare.

Standards and Quality Assurance

- Support the aims and ethos of the school.
- Attend team and staff meetings.
- Undertake professional duties that may be reasonably assigned.
- Be proactive in matters relating to health and safety.
- To support the implementation of school policies and procedures, including those relating to confidentiality and behaviour.

- To identify personal training needs and to attend appropriate internal and external in-service training.
- To set a good example in terms of punctuality and attendance.

General

The post holder will be required to:

- Adhere to the school’s Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- Work in accordance with the Data Protection Act.
- Provide a healthy and comfortable working environment, smoking is strictly prohibited.
- This Job Description is not necessarily a comprehensive definition of the post and duties may be varied to meet the changing demands of the school. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

This role includes regulated activity relevant to children.

River Learning Trust and Chipping Norton School are committed to safeguarding and promoting the welfare of all children and preventing extremism. We conduct checks and online searches in accordance with Keeping Children Safe In Education guidance. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children.

For documentation, please see [RLT Safer Recruitment Documents](#) Visit our website www.riverlearningtrust.org for up-to-date policies including our Child Protection and Behaviour policies.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. For further guidance for applicants, click this link: [List of offences that are not filtered](#)

We don't just accept difference; we celebrate "different contributions" and are dedicated to building an inclusive environment where every colleague can thrive. If you require any reasonable adjustments during the recruitment process, please let us know so we can support you to be at your best.

The school reserves the right to consider and interview candidates ahead of the closing date if appropriate. An offer may be made to an exceptional candidate in this instance.

All staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

Please note: We do not accept CVs; please apply via My New Term.

Signed Dated
(Employee)

Signed Dated

..... (Line Manager)
2026

Updated JD June