



Learning Support Assistant (“LSA”)

Job Description

Responsible to: SENDCO

Scale: H3 5-6

Working pattern: 32 hours per week, Monday to Friday, TTO (*8.30am to 3.15pm on 3 days and 8:40am – 4:15pm on 2 days)

Main purpose

To work collaboratively with the SENDCO and teaching staff as part of the SEND/Inclusion team to support the learning and development of pupils with SEND. The role focuses on delivering targeted, evidence-based interventions that accelerate progress for vulnerable learners, including pupils with SEND, those eligible for Pupil Premium, and other disadvantaged groups. This includes leading small-group intervention and focus sessions within a designated area (e.g. Literacy, Numeracy, Science, or Social Skills), helping pupils overcome barriers to learning across the four broad areas of need.

N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.

Key responsibilities:

1. Plan, deliver, and evaluate targeted, evidence-based intervention programmes for small groups of pupils, particularly vulnerable learners (SEND, PP, disadvantaged).
2. Take a lead role in a specialist intervention area (e.g. Literacy, Numeracy, Science, or Social Skills), under the guidance of the SENDCO and teaching staff.
3. Adapt teaching approaches, activities, and resources to meet pupils' individual needs and maximise progress.
4. Monitor, assess, and record pupils' progress within interventions, using agreed systems to track impact and inform next steps.
5. Work closely with teachers and the SENDCO to support planning, review outcomes, and refine intervention strategies.
6. Support learning across the curriculum, working with individuals, small groups, and occasionally whole classes.
7. Promote pupils' independence, engagement, and inclusion within lessons and the wider school environment.
8. Support pupils' social, emotional, and mental health needs, particularly within small-group settings, and report concerns appropriately.
9. Provide clear and regular feedback to teaching staff and contribute to reviews of pupil progress.
10. Carry out associated administrative tasks linked to intervention delivery, assessment, and record-keeping.

Whole-school organisation, strategy and development:

1. Responsible for maintaining confidential pupil records.
2. Knowledge and compliance with policies and procedures relevant to child protection and health and safety.
3. Attend team meetings.
4. Participate in the Performance Management Process.

Health and Safety:

1. Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person.
2. Promote the safety and wellbeing of pupils.
3. Responsible for the careful and safe use of standard ICT and all other equipment.
4. Assist with supervising pupils on educational visits.
5. Undertake moving and handling activities as required.



6. Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

Working with colleagues and other relevant professionals:

1. Ability to be a proactive team player with children's learning as a priority.
2. Ability to team-teach and share responsibilities in the classroom.
3. Provides assistance to pupils on social, welfare and health matters.
4. Develop effective professional relationship with colleagues.

Management of staff and resources:

1. Works under the direction of the SENDCO and in cooperation with the classroom teachers.
2. Is creative in making decisions about adaptation of own work supporting pupils; more complex decisions referred to senior staff.
3. Supports pupils in using basic ICT.

Professional development:

1. Undergoes CPD suggested and offered by the SENDCO.
2. Attend training including INSET sessions as advised.

Communication:

1. Communicates effectively with pupils with SEND and their teachers to support learning and development; models and encourages acceptable behaviour.
2. Exchanges information with relevant staff and parents/carers.

Other:

1. The post holder must be committed to the safeguarding and welfare of all pupils.
2. This post is subject to an enhanced Disclosure and Barring Service check