



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Learning Support Assistant
<b>REPORTS TO:</b>	SENCo
<b>SALARY:</b>	NJC Scale 4
<b>HOURS:</b>	36 hours per week, term-time only Monday to Thursday 7:45am to 3:30pm and Friday 7:45am to 3:15pm or Monday to Thursday 7:30am to 3:15pm and Friday 7:30am to 3:00pm
<b>DATE:</b>	September 2026

### **Purpose of the job**

- To work under the direct instruction/guidance of teaching staff to undertake work/care/support programmes
- To enable access to learning for students
- To assist the teacher in the management of students and the classroom - work may be carried out in the classroom or outside the main teaching area.

### **Support for students**

- To supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities.
- To assist with the development and implementation of Individual Education /Behaviour Plans and Personal Care programmes.
- To attend to the student's personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- To supervise and support students ensuring their safety and access to learning.
- To establish good working relationships with students, acting as a role model and being aware of and responding appropriately to individual needs while setting high expectations.
- To promote the inclusion and acceptance of all students.
- To encourage students to interact with others and engage in activities led by the teacher.
- To set challenging and demanding expectations and promote self-esteem and independence.
- To provide feedback to students in relation to progress and achievement under the guidance of the teacher.
- To undertake manual handling and lifting of pupils when assisting with toileting and personal hygiene.
- To use specialist (curricular/learning) skills/training/experience to support students
- To support students consistently while recognising and responding to their individual needs.

### **Support for Teachers**

- To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work.
- To use strategies, in liaison with the teacher, to support students to achieve learning goals.
- To assist with the planning of learning activities.
- To monitor and evaluate pupils' responses to learning activities through a range of assessment and monitoring activities against pre-determined learning objectives.
- To provide objective and accurate feedback and reports as required on students achievement, progress and other matters ensuring the availability of appropriate evidence.

- To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- To establish constructive relationships with parents/carers.
- To administer routine tests and invigilate exams and undertake routine marking of students' work.
- To provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.
- To be aware of student problems/progress/achievements and report to the teacher as agreed.
- To undertake student record keeping as requested.
- To support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- To gather/report information from/to parents/carers as directed.
- To provide detailed and regular feedback to teachers on students achievement, progress, problems etc.
- To prepare the classroom as directed for lessons and clear afterwards and assist with the display of students' work.
- To support the teacher in managing student behaviour, reporting difficulties as appropriate.
- To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- To undertake marking of students' work and accurately record achievement/progress.
- To promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

### **Support for the Curriculum**

- To assist in the preparation and development of agreed curriculum activities.
- To implement local and national learning strategies e.g. literacy, numeracy etc. and make effective use of opportunities provided by other learning activities to support the development of students' skills.
- To support the use of IT in learning activities and develop students' competence and independence in its use.
- To help students to access learning activities through specialist support.
- To determine the need for, prepare and maintain general and specialist equipment and resources.

### **Support for the School**

- To 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.
- To be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To assist with the supervision of students out of lesson times, including before and after school and at lunchtimes.
- To accompany teaching staff and students on visits, trips and out of school activities as required.
- To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
- To recognise your own strengths and areas of expertise and use these to advise and support others.
- To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To undertake planned supervision of students' in out of school hours learning activities.

### **Health and Safety**

1. To be familiar with the school's policies that refer specifically to health and safety regulations and implement it as applicable within the department
2. To ensure that health and safety policies and practices, including risk assessments, throughout the department are in line with national requirements and updated where necessary.
3. To have regard to health and safety across the school in all aspects of work, in line with the school's policies and keep up to date with all relevant policies and risk assessments

**Other duties and responsibilities**

Any other duties commensurate with the general level of responsibility of the post that the headteacher may from time to time ask the post-holder to perform.

These duties may be modified by the headteacher, with agreement, to reflect or anticipate changes in the job.

Ruislip High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure is required for all posts.

Signed: \_\_\_\_\_ Post-holder Dated: \_\_\_\_\_

Signed: \_\_\_\_\_ Line Manager Dated: \_\_\_\_\_

**The job description is formally reviewed annually and therefore may be revised in line with the level of responsibility.**