

Learning Support Assistant Job Description

Reporting to: Assistant Headteacher
Salary Scale: NJC D2

Main Purpose:

To support the learning and development of students by assisting in the delivery of tailored educational programmes, promoting inclusion, and encouraging independence.

Duties and responsibilities:

Student Support:

- Develop an understanding of a range of learning needs and the specific requirements of the students supported;
- Support students' learning individually and in small groups by:
 - Clarifying and explaining instructions;
 - Ensuring effective use of resources and materials;
 - Encouraging motivation, focus and engagement with learning;
 - Assisting with communication, social interaction and emotional well-being;
 - Meeting physical needs while promoting independence;
 - Supporting students to complete tasks and meet learning goals.
- Establish positive and supportive relationships with students.
- Foster inclusion and encourage acceptance of students with SEND among peers.
- Promote student confidence, self-esteem, and autonomy.
- Accompany students on school trips and off-site activities as required.
- Provide supervision for students during learning activities and unstructured times when needed.

Teacher and Curriculum Support:

- Collaborate with subject teachers and other professionals to implement and review Individual Education Plans (IEPs).
- Assist with interpreting and applying guidance from IEPs and external reports.
- Contribute to planning, delivery, and monitoring of targeted support programmes.
- Maintain accurate records of student progress and behaviour.
- Participate in reviews and evaluations of interventions.
- Provide regular updates and feedback to teaching staff, the Inclusion Manager, and external agencies where appropriate.
- Support delivery of the National Curriculum, particularly in literacy and numeracy, as well as the school's broader educational provision.

School and Departmental Support:

- Support the day-to-day operations of the SEND department under the direction of the Inclusion Manager;
- Help prepare teaching materials and maintain classroom equipment for use with SEND students;
- Ensure a safe and supportive learning environment for all students;
- Liaise with parents/carers when appropriate, fostering strong home-school links;

- Attend internal and external training sessions relevant to the role;
- Maintain confidentiality and uphold school safeguarding procedures at all times;
- Contribute to team meetings and share best practices with colleagues.

Additional Duties:

- Assist with administrative tasks within the SEND department when required;
- Help develop training resources and documentation for staff development.

Employee Name:

Signature:..... **Date:**.....

..... **Date:**.....

Signed On behalf of Rainham Mark Education Trust

Person specification

CRITERIA	Essential	Desirable
Education and Qualifications		
Studied to a minimum standard of GCSE (grade A*–C) or equivalent, in English and maths	x	
Good level of literacy and numeracy		x
NVQ Level 2 Teaching Assistant or willingness to work towards		x
First Aid Training		x
Skills and Knowledge		
Experience of working/work experience within a school setting		x
An understanding of the needs of students with SEND		x
Ability to work as part of a team	x	
Competent in the use of IT	x	
Flexible and approachable	x	
Able to support children in their learning	x	
Personal Attributes		
Energy, enthusiasm and resilience	x	
Ability to inspire, motivate and challenge students	x	
Reliability and integrity	x	
Professionalism – appearance and interpersonal skills	x	
Suitable to work with children	x	
A commitment to safeguarding students and to inclusive education	x	
Flexible, reliable and drive	x	
Commitment to supporting the full life of the school	x	
Able to appropriately deal with confidential information/situations	x	