



Senior Learning Support Assistant

Job Description

Job Purpose

Working under guidance, and independently, to provide support in addressing the needs of students who require particular help to overcome barriers to learning.

Main duties

Support for students

- Use specialist skills/training/experience to support students in a range of settings (Learning Support, Compass, mainstream classrooms)
- Assist with the development and implementation of SEND support plans
- Deliver agreed interventions to small groups of students as directed by the Line Manager
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual SEND needs
- Encourage students to interact and work co-operatively with others to engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to students in relation to progress and achievement
- Liaise and work closely with the Exams department to ensure that SEND students get appropriate support in line with access arrangements for examinations.

Supporting the Line Manager

- Work with the Line Manager to establish an appropriate learning environment
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required to the Line Manager on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the Line Manager, contributing to reviews of systems/records as requested
- Undertake marking of students' work and accurately record achievement/progress
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the Line Manager within your role/responsibility and participate in feedback sessions/meetings where appropriate
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/administration support e.g. administer coursework, produce worksheets for agreed activities etc



Support for the curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Help students to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources
- Lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Liaise with KS 4 Co-ordinator and members of faculties re: students' progress and supply of work

Support for the school

- 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
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the Line Manager, to support achievement and progress of students
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Supervise students on visits, trips and out of school activities as required
- General administration related to the remit of the Learning Support Faculty

General Responsibilities

All staff employed by Lord Williams's School are expected to work within the following policies and procedures:

Safeguarding

Ensure that all school safeguarding and child protection policies are adhered to and concerns are raised in accordance with these policies.

Health and Safety

- Take reasonable care of their own Health, Safety and Welfare and that of others who may be affected by what they do or do not do.
- Be familiar with emergency and First Aid procedures.
- Co-operate with all issues involving Health, Safety and Welfare.
- Use work items provided correctly and in accordance with training and instructions.
- Not interfere with or misuse anything provided for protection of Health, Safety or Welfare.
- Report any Health, Safety or Welfare concerns to their line managers as soon as is practicable.
- Ensure tasks are completed in a safe manner.



Security and Data Protection

Work within the confines of the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Data (Use and Access) Act 2025 to ensure the security and confidentiality of data.

Other Duties

Attend an annual Appraisal Interview, school and Departmental meetings and training or INSET sessions as directed by the Special Educational Needs & Disabilities Co-ordinators or the Head of Learning Support.

Undertake any other reasonable tasks

Reporting Lines

This post reports to the site based Special Educational Needs & Disabilities Co-ordinator and Head of Learning Support.

This post has no responsibility for the management of other staff.

Equal Opportunities Statement

The school's policy is to employ the best personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age.



Person Specification

Essential requirements:

Education / Training / Knowledge

Experience in a learning environment within a secondary school (S, A, I)

English and Mathematics at GCSE grade 9-4/ A*-C or equivalent (S, A)

Training in a specialist area (S, A)

Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, Maths, English, CACHE etc. (A, I)

Experience of working with children with additional needs (S, A, I)

An interest in education (I)

Working knowledge of relevant policies/codes of practice and awareness of relevant legislation (A, I)

Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies (A, I)

Understanding of principles of child development and learning processes and in particular, barriers to learning (A, I)

Ability to plan effective actions for students at risk of underachieving (I)

An understanding of the range of support services/providers (I)

Knowledge of schools and issues relating to education (I)

Ability to self-evaluate learning needs and actively seek learning opportunities (I)

Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services (I)

Personal Skills and Qualities

Ability to use own initiative and to work independently (I)

Ability to relate well to adults and students and to work as part of a team, understanding classroom roles and your own position within these (S, A, I)

Very good communication skills, both verbal and written (S, A, I)

Effective use of ICT and other specialist equipment/resources (A, I)

Ability to work under pressure and remain calm in difficult situations (I)

Ability to prioritise work and meet deadlines (I)

Ability to plan own workload and be aware of other colleagues' priorities (I)

Open to change (I)

Ability to use discretion and have an understanding of the importance of confidentiality (I)

Flexibility in terms of hours and location (I)



Safeguarding

Motivation to work with children & young people / in an educational setting (S, A, I)

Ability to form and maintain appropriate relationships and personal boundaries with children & young people (A,I)

Emotional resilience in working with challenging behaviours (A,I)

Commitment to implement the school's Behaviour Management Policy and/or to refer to teaching colleagues as appropriate (I)

Desirable:

Education / Training / Knowledge

Experience of tracking and data analysis (S, A)

First Aid trained (A)

How this will be tested: *A = application form* *I = at interview* *S = criteria used for shortlisting*



Terms & Conditions

Salary

The salary for this post is Grade 7. This is equivalent to an actual starting salary of £21,874 per annum based on 31.8 hours per week term-time only. The full-time equivalent pay is £30,024 - £32,046 per annum.

Progression is by annual increment. Starting salary will be dependent upon qualifications and previous, directly comparable experience.

Hours

The post is for up to **31.8** hours per week to be worked over 5 days, Monday to Friday in line with the school day.

Monday & Thursday 8.15am – 3.45pm*

Tuesday, Wednesday & Friday 8.15am – 2.50pm*

*includes an unpaid lunch-break

This post is term time only. There is also an entitlement to paid holidays, based on length of service. Leave may only be taken during school holidays.

Terms and Conditions

The Thame Partnership Academy Trust employs support staff working at Lord Williams's School on the conditions of service contained in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book), the provisions of which allow for a 26 week probationary period for new employees.

Location

The successful applicant will be an employee of Lord Williams's School and as such may be required to work on either or both of its sites.

Safeguarding

Lord Williams's School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant employment checks.

Any offer of employment is subject to satisfactory medical, reference and DBS clearance and also to The Asylum and Immigration Act ID checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>



Lord Williams's School is an academy managed by Thame Partnership Academy Trust, which is a company limited by guarantee, registered in England and Wales, with registered company number 8154932 and its registered address at Lord Williams's School, Oxford Road, Thame, Oxon, OX9 2AQ