



JOB DESCRIPTION

JOB TITLE	Learning Support Assistant
DEPARTMENT	Prep School
LINE MANAGER	Assistant Head - Inclusion and Learning Development

SAFEGUARDING

Forest School is committed to safeguarding and promoting the welfare of children.

Safeguarding checks will be undertaken on all successful candidates in accordance with School policy. The safeguarding responsibilities of the post can be found in this job description and person specification.

NB The post is exempt from the Rehabilitation of Offenders Act 1974.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

JOB SUMMARY:

To provide targeted, high-quality support to two pupils with Education, Health and Care Plans (EHCPs), enabling them to access the curriculum, develop literacy and numeracy skills, and thrive socially and emotionally within the classroom.

The role requires a proactive, nurturing, and trauma-informed approach, with a strong understanding of SEMH needs and inclusive practice.

KEY RESPONSIBILITIES:

1. Pupil Support (Academic)

- Deliver structured support for literacy and numeracy in line with EHCP outcomes.
- Implement individual support strategies provided by the SENCo and class teachers.
- Scaffold learning to support independence and reduce over-reliance.
- Adapt resources to meet individual needs (e.g. chunking, visuals, pre-teaching key vocabulary).
- Support the use of assistive strategies or interventions where appropriate.

2. SEMH and Wellbeing Support

- Provide consistent, calm, and emotionally attuned support.

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

- Use trauma-informed approaches to respond to dysregulation and build trust.
- Support pupils in developing self-regulation skills, resilience, and confidence.
- Implement and contribute to behaviour and support plans, including de-escalation strategies.
- Promote a sense of belonging and positive peer interactions.

3. Collaboration and Communication

- Work closely with:
 - SENCo / Deputy Head of Inclusion
 - Class teachers
 - Class Teaching Assistants
 - Other Level 5 teachers
 - External professionals (as appropriate)
- Demonstrate excellent interpersonal skills, building strong, professional relationships with colleagues to ensure a consistent and coordinated approach to pupil support.
- Contribute to feedback on pupil progress, including informal observations.
- Attend relevant meetings (where required within paid hours).
- Maintain clear, professional and responsive communication with staff.

4. Monitoring and Record-Keeping

- Keep brief, accurate records of:
 - Academic progress
 - SEMH observations
 - Key incidents or successes
- Contribute to reviews of EHCP targets.

5. Inclusive Practice

- Promote independence, dignity, and inclusion at all times.
- Support pupils to access all aspects of school life where appropriate.
- Uphold safeguarding, confidentiality, and school policies.

GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any non-teaching staff member at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School staff are professionals who carry out their duties responsibly and with regard for the best interests of the pupils and the school.

Pastoral Responsibilities

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

Every staff member at Forest has collective responsibility for our pastoral processes and policies. Forest staff contribute to the development of the whole child and demonstrate consistent competence, build outstanding relationships alongside the highest expectations.

Our pastoral foundations are as follows:

- Ensure every pupil is known, liked and valued.
- Ensure every pupil feels safe and secure.
- Ensure earliest intervention and a responsibility for personal development.
- Ensure you are incorporating pupil voice into daily decision-making.
- Ensure you have proactive communication with all stakeholders.

Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

- Ensure that all key policies have been read and understood, including KCSIE Part 1
- Attend Safeguarding and Child Protection training, including updates and Prevent
- Complete an annual declaration regarding the status of DBS

Health and Safety

- Be familiar with and implement all School Policies and Procedures.

Other Professional Duties

- Support and foster the aims of the school.
- Make themselves familiar with the contents of the Staff Handbook, the Staff Code of Conduct, the School's aims and policies and endeavour to follow these closely.
- Notify the Line Manager and the Absence Managers as early as possible if they are going to be absent from School.
- Attend relevant training each year, after obtaining the consent of their Head of Department and the CPD Budget holder.
- Take part in the school's performance management scheme and appraisal.

This generic description should be read alongside the Staff Code of Conduct.

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, [Safer Recruitment and Child Protection](#), and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.