



King's Academy College Park

Learning Support Assistant Job Description

Job Purpose

To provide high-quality, individualised support to pupils with diverse and complex learning needs. The role involves working on a 1:1 basis, supporting small groups, contributing to whole-class activities and supervising during break and lunch times. The aim is to foster pupil development across academic, emotional and social areas while promoting inclusion and independence.

Key Responsibilities

- Assist small groups and individual pupils in accessing learning across the curriculum
 - Deliver learning interventions under the direction of the class teacher and SENCo
 - Modify and adapt teaching materials and approaches to suit individual learning styles and needs
 - Contribute to classroom organisation and provide general teaching assistance as needed
 - Provide tailored 1:1 support to pupils with complex additional needs (e.g. learning difficulties, physical disabilities, communication challenges)
 - Demonstrate excellent delivery of core subjects including numeracy and literacy
 - Support transitions and sensory needs throughout the school day
 - Foster a positive, inclusive, and supportive classroom environment
 - Promote positive behaviour, emotional regulation and self-confidence
 - Contribute to monitoring and assessment of pupil progress
 - Provide break and lunchtime supervision as part of duty rotation
 - Administer first aid after completion of the relevant certified training
 - Utilise technology and adaptive tools to enhance pupils' learning experiences
 - Maintain professional confidentiality and adhere to all safeguarding requirements
 - Undertake relevant training and professional development to remain informed of best practices in SEND support
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Safeguarding Responsibilities

- Demonstrate a personal understanding of duties related to child protection and safeguarding
 - Comply with the academy's Child Protection and Safeguarding Policy and Code of Conduct
 - Report any safeguarding concerns immediately to the designated member of staff
 - Attend all mandatory safeguarding training and refresher courses
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Health, Safety and Security

- Be fully aware of and comply with the Health and Safety at Work Act 1974 and all relevant school policies
 - Follow agreed procedures for safe working practices and ensure a safe environment for pupils and staff
 - Maintain awareness of confidentiality, data protection, and information security requirements
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Equity, Diversity & Inclusivity

- Promote and support an inclusive culture where diversity is valued
 - Contribute positively to the school's commitment to equity and equal opportunities
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Qualifications and Experience (Essential)

- Minimum of GCSE Grade C (or equivalent) in English and Maths
 - Experience working with children in an educational setting
 - Experience supporting pupils with SEND and/or EAL
 - Understanding of strategies to support pupils with complex needs and behaviour
 - Strong communication and interpersonal skills
 - Patience, empathy, and a commitment to pupil development
 - Willingness to undertake additional training (including First Aid)
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Desirable Attributes

- Relevant qualifications in Supporting Teaching and Learning (e.g. NVQ Level 2/3)
 - Experience working with external professionals and implementing specialist strategies
 - Familiarity with assistive technology and differentiated learning tools
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Additional Information

- The duties outlined may be modified by the Headteacher to reflect the needs of the school
- The role will be reviewed annually as part of the Performance Management/Appraisal process

Signed

Date

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Learning Support Assistant – Person Specification

Category	Essential Criteria	Desirable Criteria
Qualifications & Training	- GCSE Grade C or above in English and Maths (or equivalent) - Willingness to complete First Aid training - Evidence of commitment to CPD	- NVQ Level 2/3 in Supporting Teaching & Learning - Training related to SEND or behaviour
Experience	- Experience working with children - Experience supporting children with SEND - Experience in 1:1 and small group support - Experience managing challenging behaviour	- Experience with EAL pupils - Use of assistive/adaptive technology in learning - Experience in home-school communication
Skills & Abilities	- Ability to support learning across a range of ages and needs - Strong interpersonal and communication skills - Ability to work independently and as part of a team - Creativity, patience and flexibility	- Familiarity with inclusive teaching strategies
Personal Attributes	- Positive and caring approach - Resilient, empathetic and self-motivated - High expectations of pupils and self - Commitment to safeguarding, inclusion and equal opportunities	- Interest in continuous learning and development - Proactive in taking on new challenges
Other Requirements	- Willingness to supervise at break/lunchtimes - Commitment to confidentiality - Understanding of safeguarding responsibilities - Willingness to undertake relevant school-based training	- Awareness of school policies and whole-school priorities