



JOB DESCRIPTION

Role: Learning Support Assistant

Post Holder:

Job details

Reporting to: Head of Learning Support
Department: Learning Support
Contract Type: Permanent
Grade/Scale: H3 – Point 5-6
Hours: 32.5 hours per week
Weeks: 39 weeks per year – term time only plus insets
Days: Monday to Friday
Times: 8.10am – 3.10pm
Annual Salary: £25,583 - £25,989 + £729 fringe allowance
(paid pro-rata for part time hours/weeks)
Annual Leave: 5.6 weeks paid – to be taken in school holidays

Responsible for:

Part 1 - Main Purpose

To work with other members of the Learning Support Department and teachers to raise the learning and attainment of pupils with SEND, whilst also promoting their independence, self-esteem and social inclusion. To assist pupils so that they can access and participate in the curriculum, make progress in learning and experience a sense of achievement and well-being

Part 3 - Duties and responsibilities

Teaching and learning

- Work with pupils in the classroom to supplement and extend teachers' work
- Supporting pupils' wellbeing and mental health to build resilience and readiness for learning
- Support specific individuals and groups of pupils by scaffolding their learning so that they retain ownership of their work
- Deliver high quality small group structured interventions
- Actively look for opportunities to allow pupils to attempt parts of tasks independently and to experience a mix of success and challenge within a safe nurturing learning environment
- Have good knowledge of barriers to learning and adjustments that can be made to overcome them
- Have good subject knowledge and be confident in using a range of questions and scaffolding during interactions with pupils
- Provide ongoing feedback to pupils in relation to their progress and next steps
- Promote positive pupil behaviour in line with school policies
- Contribute to tracking, monitoring and evaluating the progress of identified pupils.



Knowledge and understanding

- Demonstrate expertise and skills in understanding the needs of all pupils and know how to adapt and deliver support and intervention to meet individual needs
- Access, with the support of the leadership team, relevant professional development to improve personal knowledge, understanding and skills
- Demonstrate knowledge and skills in identifying and assessing the needs of pupils with SEND
- Demonstrate knowledge, understanding and skill in planning and reviewing high quality intervention
- Demonstrate subject and curriculum knowledge relevant to role as a result of good communication, led by subject teachers, so fully prepared for role in the classroom.

Working with others

- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.
- Keep staff and other professionals accurately informed of progress or concerns about individual pupils
- Share knowledge about pupils to inform planning and decision making
- Work collaboratively with teachers, other colleagues and external professionals
- Communicate knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.

Personal and Professional conduct

- Have professional regard for the ethos, policies and practices of Nicholas Breakspear Catholic school
- Demonstrate positive attitudes, values and behaviours to develop effective relationships with the school community
- Have regard for the need to safeguard pupils' wellbeing by following statutory guidance along with school policies and practice
- Ability to work in a way that promotes the safety and wellbeing of children and young people
- Respect individual difference and cultural diversity

Other Knowledge

- NVQ 2 for Teaching Assistants or equivalent qualification or experience
- Knowledge of the SEND Code of Practice
- Knowledge of high incidence SEND needs and adaptations that can be made in the environment
- Level 2 Safeguarding
- Knowledge of safeguarding policies and procedures Experience in dealing with sensitive and confidential issues
- Health & Safety
- Good knowledge of ICT packages and systems (word, power point, Excel, SIMS, FMS)
- Understanding of the School's ethos and values



Competencies

- Excellent communication skills (written and verbal)
- Skilled at making and sustaining positive relationships with young people and their families
- Able to work collaboratively with other adults, contributing to a solution focussed approach
- Triangulating data from a range of sources (for example, assessment, observation, pupil voice) in order to review and inform future priorities
- Listening
- Detail Handling Monitoring Analytical Thinking Confidentiality

Last review date: September 2026

Next review date: September 2027

Line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form.

All members of staff are expected to be flexible and to assist with duties outside their normal area of responsibility from time to time.

The nature of the work demands that discretion and confidentiality are of utmost importance at all times.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

This job description will be reviewed annually as part of the appraisal process.