

Job Description

Learning Support Assistant H2



Date: September 2025

Pay Scale: H2

Hours: Mon-Fri 8.20am – 3.20pm. Term-time only (38 weeks) plus two training days

Reporting to: Head/Deputy Head of Inclusion

Purpose of the role: To work with teachers to support teaching and learning, providing general and specific assistance to students and staff under the direction, guidance and direct supervision of the classroom teacher.

Responsibilities:

- Work with individuals or small groups of students in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
- Support students to understand instructions support independent learning and inclusion of all students
- Support the teacher in behaviour management and keeping students on task
- Support students in social and emotional well-being, reporting problems to the teacher as appropriate
- Prepare and clear up learning environment to contribute to maintaining a safe environment
- Supporting the SEMH of students and reporting concerns following RPS Safeguarding procedures.

Learning Support Assistants in this role may also undertake some or all of the following:

- Record basic student data
- Attend progress meetings/parent meetings with the SENDCo and parent/carers
- Mentoring/being a key worker for students and keeping accurate records of meetings
- Assist with interventions, such as listening to students read
- Support children's learning- adapting resources/scaffolding learning/chunking activities
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting students on educational visits
- Support students in using ICT
- Invigilate exams and tests
- Assist students with eating, dressing and hygiene, as required, whilst encouraging independence.

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Person Specification

Knowledge	Competencies
NVQ level 1 (or equivalent)	Communication (written and verbal)
Basic knowledge of ICT	Problem Solving
Awareness of health, wellbeing and safety	Team working
Awareness of keeping children safe	Taking initiative
Awareness of data protection and confidentiality	Active Listening
Basic knowledge of First Aid	Motivation
Understanding School ethos and values	