

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