

Job Description – King's Academy Ringmer

DEPARTMENT	Student Support
JOB TITLE	Learning Support Assistant
GRADE	KGA Pay Scale, Band 2, Points 2 to 3, TTO 30 hours per week (equivalent to 5 days a week)
RESPONSIBLE TO	SENCO

MAIN PURPOSE OF THE JOB: To support students with Special Educational Needs and/or Disabilities

Main Duties

- To work under the instruction/guidance of SENCO/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all students
- Work may be carried out in the classrooms or outside the main teaching area
- To support students with SEND to enable them to access a particular curriculum area.
- To be able to adapt and support in other curriculum areas as directed by the SENCO
- Within the classroom, to prioritise support as follows:-
 - For students with an Educational Care and Health Plan (EHCP)
 - For students who have SEN support (K).
 - For students who are in receipt of students premium (PP6)
- To liaise with class teachers, SENCO and other professionals about additional needs' plans (ANPs), contributing to the planning and evaluation as appropriate
- To monitor the student's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes
- To be able to provide effective feedback to student(s) on achievements in order to reinforce and develop self reliance and self esteem, including marking children's work
- To deliver specific programmes of intervention to individuals and groups of students with SEND.
- Administer routine tests and support with exam special arrangements during all exam periods as required.
- To assist students underachieving in specific areas of need, e.g. speech and language, social communication, behaviour, reading, spelling, numeracy, handwriting/presentation, as directed by the SENCO

Preferred skills

- Able to quickly establish supportive relationships with student(s)
- Able to promote the acceptance and inclusion of the student(s) with SEND, encouraging students to interact with each other in an appropriate and acceptable manner

- Able to motivate and encourage the student(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs
- Able to help students develop independent learning skills and manage their own learning.
- Able to use appropriate praise, commentary and assistance to encourage the student to concentrate and stay on task
- Able to develop appropriately differentiated resources to support the student(s) learning
- Able to consistently and effectively implement agreed behaviour management strategies
- Able to provide additional nurture to individuals when requested by the class teacher or SENCO
- Able to meet students' physical needs while encouraging independence.

General Duties

- To support the student(s) in developing social skills both in and out of the classroom
- To act as a key worker to a particular student/group of students and liaise, advise and consult with class teachers, other members of the SEN team, including the SENCO, supporting the named students(s).
- To support the use of ICT in learning activities
- Ensuring the student(s) is/are able to use equipment and materials provided
- To provide regular feedback on the student(s)' learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted.
- Under the direction of the teacher, carry out and report on systematic observations of students to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
- When working with a group of students, understand and use group dynamics to promote group effectiveness and support group and individual performance
- Accompany teaching staff and students on visits and trips as required and take responsibility for a group under the supervision of the teacher.
- To use the academy's system for recording progress, behaviour and achievement.
- To know and apply academy policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
- Where appropriate to develop a relationship to foster links between home and academy, and to keep the academy informed of relevant information
- To be aware of confidential issues linked to home/student/teacher/academy
- To contribute towards reviews of student(s)' progress as appropriate
- To be aware of confidential issues linked to home/student/teacher/Academy.
- To comply with legal and organisational requirements for maintaining health, safety and security of yourself and others in the learning environment.
- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down.
- To know and apply Academy policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc.
- To provide consistent and effective support in line with the requirements and responsibilities of your role.

Safeguarding

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the academy Child Protection and Safeguarding Policy and Staff Code of Conduct and Behaviour Policy.
- Ensure all issues relating to students are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements

Health, Safety & Security

- Ensure a personal awareness of and compliance with, policies and procedures related to health, safety, and security, confidentiality, and data protection
- Ensure concerns are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices

Equality, Diversity & Inclusivity

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity

Other Specific Duties - To positively engage in the performance review process and in your own professional development including induction and in-service training opportunities and appraisal. To attend and participate in staff and departmental meetings/development as appropriate. To make your own contribution to the community life of the Academy.

Employees will be required to safeguard and promote the welfare of children and young people, and follow academy policies and the staff code of conduct.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the postholder's role within the Academy.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

King's Academy Ringmer is committed to equality of opportunity. We positively welcome applications from all sections of the community.

King's Academy Ringmer is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All posts within our Multi Academy trust are exempt for the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and complete an Enhanced Criminal Records Disclosure via the Disclosure and Barring Service (DBS)

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

August 2026

Person Specification - King's Academy Ringmer

DEPARTMENT	Student Support
JOB TITLE	Learning Support Assistant
GRADE	KGA Pay Scale, Band 2, Points 2 to 3, TTO 30 hours per week (equivalent to 5 days a week)

Knowledge

- 1.1 A good standard of education particularly in English and Mathematics
- 1.2 Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
- 1.3 Knowledge of SEN Code of Practice
- 1.4 Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the students

Experience

- 2.1 Experience of supporting children in a secondary classroom environment, including those with special educational needs
- 2.2 Experience of using Information Technology to support students in the classroom

Skills & Abilities

- 3.1 Ability to use language and other communication skills that students can understand and relate to
- 3.2 Ability to establish positive relationships with students and empathise with their needs
- 3.3 Ability to demonstrate active listening skills
- 3.4 Ability to consistently and effectively implement agreed behaviour management strategies
- 3.5 Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs, encouraging the student to stay on task
- 3.6 Ability to monitor the students' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes
- 3.7 Ability to carry out and report on systematic observations of students' knowledge, understanding and skills
- 3.8 Ability to assist in the recording of lessons and assessment as required by the teacher
- 3.9 Ability to offer constructive feedback to students to reinforce self-esteem
- 3.10 Ability to work effectively and supportively as a member of the academy team
- 3.11 Ability to work within and apply all academy policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc

Personal Qualities

- 4.1 Willingness to participate in further training and developmental opportunities offered by the academy and county, to further knowledge
- 4.2 Willingness to maintain confidentiality on all academy matters

Desirable Criteria

5.1 NVQ Level 2 for Learning Support Assistants or equivalent