

Learning Support Assistant (1 year fixed term)

Job Description

Start: September 2025

Pay Scale: H3

Responsible to: Head of Learning Support

Job purpose:

To work as part of the Learning Support Team, to assist in the support and integration of students.

The role is fixed term and is part time, term time plus one week (INSET days).

The school undertakes to support applications for CPD to enable the post holder to fulfil their role to their optimum capacity.

Key Responsibilities and Tasks

- To work as part of the Learning Support department to provide support for students with additional needs.
- To provide 1:1 support for students with exceptional needs e.g. Visual Impairment, Autism Spectrum, Specific Learning Difficulty.
- To support Access Arrangements in examinations.
- To make use of assistive technology to support student learning and to adapt teaching resources to meet students' needs.
- To help students to learn as effectively as possible in lessons and individually, under the direction of the class teacher.
- To check and ensure students' understanding of their work.
- To keep students motivated and on task in the classroom.
- Assist students (as and when appropriate) in areas of need e.g. language, behaviour, reading, spelling, handwriting/presentation.
- To deliver any differentiated work under the class teacher's direction.
- To encourage confidence towards independent learning.
- To attend INSET days and relevant CPD.
- To be aware of and to follow school procedures and policies.

- To support KS3 homework/study area during student lunch break.
- To become a key worker for key students and liaise with them and their families.
- To support the class teacher in planning and delivery of classroom strategies.
- To support lunchtime clubs for students who need help making friends.
- To carry out any other duties commensurate with the grade that may from time to time be requested.

These responsibilities may be amended at any time in the future by the Head Teacher in order to respond to the changing demands and needs of the School, national initiatives and statutory legislation.

Person Specification – Learning Support Assistant

The successful candidate will need to be able to demonstrate that they:

- have a passion for working with young people
- are approachable and able to foster appropriate relationships with students
- have excellent communication and interpersonal skills; able to communicate effectively with parents, staff, students and external agencies
- understand the confidential nature of some of their work and how such information should be shared
- are highly motivated and well organised
- are able to act on their own initiative and follow tasks to completion
- are able to work effectively both individually and as part of a team
- are resilient and able to cope well under pressure
- are willing to contribute to the broader life of the school
- have a sense of humour.