

# Job Description

## Learning Support Assistant H3



**Date:** Sept 2025

**Pay Scale:** H3

**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 by working with individuals or small groups of students under the direction of teaching staff, and may be responsible for some learning activities or interventions.

### **Responsibilities:**

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to student responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on student progress and behaviour
- Support the teacher in monitoring, assessing and recording student progress/activities
- Provide feedback to students in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher, including adapting learning and scaffolding, this may be delivered for some students 1:1 outside of the main classroom.
- Support students in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about students with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all students as required

### **Teaching Assistants may also undertake some or all of the following:**

- Work with individual students with special educational needs inside and outside of the main classroom.
- Plan, deliver and monitor the progress of 1:1 and small group interventions such as: The Reading Fluency Project, Protective Behaviours, Social Thinking.
- Work with students for whom English is not their first language
- Assist in the development of individual development plans for students (APDR)
- Attend progress meetings/parent meetings with the SENDCo and parent/carers
- Mentoring/being a key worker for students and keeping accurate records of meetings

# Job Description

## Learning Support Assistant H3



- Support the work of volunteers and other teaching assistants in the classroom
- Support the use of ICT in the curriculum
- Invigilate exams and tests
- Assist in escorting and supervising students on educational visits and out of school activities
- Prepare and clear up learning environment to contribute to maintaining a safe environment
- Support students in developing and implementing their own personal and social development
- Assist students with eating, dressing and hygiene, as required, whilst encouraging independence
- Provide short term cover supervision of classes
- Supporting the SEMH of students and reporting concerns following RPS Safeguarding procedures.

### Person Specification:

Knowledge	Competencies
<p>NVQ level 2 in numeracy &amp; literacy (or equivalent)</p> <p>Intermediate knowledge of ICT</p> <p>Basic knowledge of health, wellbeing and safety</p> <p>Awareness of keeping children safe</p> <p>Basic knowledge of First Aid</p> <p>Awareness of Data protection and confidentiality</p> <p>Understanding of the Schools ethos and values</p> <p>Experience of planning &amp; implementing learning activities</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>