



JOB DESCRIPTION

Job Title:	Learning Support Assistant
Grade:	E
Hours:	30 hours per week, 38.6 weeks per year (Term Time, plus 3 Inset days)
Responsible to:	Head of Department
Direct Supervisory Responsibility for:	None
Indirect Supervisory Responsibility for:	None
Important Functional Relationships:	<u>Internal:</u> Teachers, Students, Support Staff <u>External:</u> Parents/Carers

Main Purpose of Job

To support the progress and learning of all students in the department/subject area. To support the department in meeting the learning needs of all students, including those with special educational needs or disabilities. To assist the learning of students in and out of the classroom, individually or in groups. To deliver and report on intervention programmes or activities with individuals or groups, as directed by the head of department. To work in partnership with teachers and other staff to foster effective learning in all students.

Duties and responsibilities:

1. To be aware of and work in accordance with the school's safeguarding policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
2. To plan, prepare, deliver, mark and assess programmes of learning and intervention to support individuals or groups to meet curriculum targets. To implement lesson plans and learning activities, as directed by teachers, head of department, and SENDCO. To support the head of department, teachers, and other staff in making progress towards the department and school improvement plans.

3. To assist individuals and groups of students in developing knowledge, skills and attitudes as defined by the curriculum. To take into account the learning support involved to aid the students to learn as effectively as possible.
4. To establish supportive relationships with students and to promote acceptance and inclusion for all students.
5. To encourage students' social integration and development within the school setting. To promote and reinforce students' self-esteem.
6. To prepare, use, and maintain teaching resources, including wall displays and tidying up classrooms after activities. To assist in maintaining supplies of classroom materials within the department.
7. To assist with lunch and break time supervision of students on a rota basis in accordance with the School's Policy for Playground Supervision.
8. To assess, monitor and record students' health, behaviour, and general well-being. To provide detailed feedback of any information (including concerns) regarding the well-being and educational needs of students to teachers, Heads of Year, safeguarding team, Deputy SENDCO or SENDCO as appropriate. To attend and provide reports for meetings or reviews for students, with staff, parents/carers, and/or external agencies, as required.
9. To act as key worker for identified students, as directed by the head of department, Deputy SENDCO, or SENDCO, maintaining regular communication between school and home, and ensuring information about key students is disseminated with relevant staff or home, recorded, and reviewed in a timely manner.
10. To administer minor first aid (as trained), assist in the dispensing of medically prescribed controlled drugs (as per the approved procedure and training) and to assist with the personal hygiene and physical needs of students with regard to health and safety as required, including incontinent students.
11. To attend to the physical and medical needs of students requiring specialist care, for example assisting with one-to-one feeding, administering medication, etc.
12. To meet the mobility needs of student/s, for example assisting in the use of a wheelchair/hoist, ensuring compliance with safe lifting procedures and associated training.
13. To support teachers in meeting the needs of students with social, emotional, or mental health difficulties. To support teachers and heads of department in the management of students with challenging behaviour so as to prevent harm and disruption to the student or others, within the limits of the post-holder's training and school policies and procedures.
14. To communicate efficiently and effectively all information, reports, records, etc., as required, to ensure the effective running of the department and school.

15. To participate in department meetings, staff meetings, INSET, and other professional development opportunities as required, taking responsibility for self-development and appraisal/performance management in accordance with SMART performance management policy. To be responsible for maintaining own knowledge and understanding of subject/curriculum areas, within the guidance of the head of department.
16. To supervise students on educational visits and outings alongside teachers and other support staff.
17. To carry out administrative tasks associated with all of the above duties, and to maintain high quality records of work, as directed by teacher, head of department, or SENDCO.
18. To provide occasional relief cover in the link or LRC, as directed by the SENDCO.

Responsibilities applicable to all Trust employees

1. To be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust, including safeguarding and child protection, health and safety, equality and diversity, the Code of Conduct, and data protection.
2. To maintain confidentiality of information acquired in the course of undertaking duties.
3. To be responsible for your own continuing self-development, engaging in appraisal, mandatory and other training as appropriate for the role.
4. To undertake other duties appropriate to the grading of the post as required.



PERSON SPECIFICATION

Job Title: Learning Support Assistant

School/Department: Saltash Community School

Attributes	Essential	Desirable	How identified
Relevant Experience	Experience of working with children or young people	Experience of working with students within a classroom environment or similar setting	Application form Interview
Education and Training	GCSE grade 4-9 (A*-C) in Maths and English, or equivalent level 2 qualifications	Completion of the DfE Induction for Teaching Assistants, CLANSA or Cornwall Certificate in SEN, or similar recognised qualification/ training Level 3 or higher qualifications, or equivalent	Application form
Knowledge and Skills	Knowledge of secondary school systems and National Curriculum Good levels of literacy and numeracy Good organisational, communication, and ICT skills	Knowledge of a range of issues relevant to education and child development Knowledge of a particular area of the curriculum or special educational needs	Application form Interview

Any Additional Factors	Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people Able to prioritise between different demands, to work to deadlines, and to self-motivate Friendly, tolerant, positive, and patient attitude, willing to celebrate diversity An interest in learning and education Team-working and problem-solving approach	An interest in developing own practice/ experience as an education professional An interest in relevant subject areas	Interview
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Date Updated: March 2025

Updated by: Senior HR Officer