

JOB DESCRIPTION

POST TITLE:	Learning Support Assistant (LSA)
POST RESPONSIBLE TO:	Assistant SENCo
SALARY:	Support Staff Scale Point 4 to 9 (£24,404 to £26,409 FTE, prorated to £21,251 to £22,997)
WORKING HOURS:	Full time (37.5 hours per week), term time only
START DATE:	September 2025
CLOSING DATE:	Monday, 30 th June 2025 at 9am
INTERVIEW DATE:	TBC

JOB PURPOSE:

To provide direct support to students, particularly those with SEND, ensuring they can access learning, participate fully in school life, and develop academically, socially, and emotionally. The LSA contributes to creating an inclusive environment and works under the guidance of senior staff and teachers.

DUTIES AND RESPONSIBILITIES:

Learning Support

- Provide targeted 1:1 or small group support within lessons and during designated withdrawal sessions.
- Assist with the delivery of interventions as directed by teaching or SEN staff.
- Support the implementation of EHCPs, behaviour plans, and support strategies.
- Aid in the preparation of differentiated resources and classroom materials.
- Monitor student engagement and progress, providing support and intervention where appropriate, and reporting concerns to senior staff.

Student Wellbeing & Inclusion

- Support students' personal development, encouraging independence and confidence.
- Respond to the social, emotional, physical, or behavioural needs of individual pupils.
- Build positive relationships with students, modelling respectful interactions.
- Promote inclusion and participation in all aspects of academy life, including extracurricular activities.

Collaboration & Professional Conduct

- Work collaboratively with teachers, SEN staff, and external professionals to deliver effective support.
- Contribute to meetings and reviews where appropriate, offering insights on student progress.
- Uphold safeguarding and confidentiality protocols at all times.
- Participate in training and performance development activities to enhance skills.
- Support the ethos, aims, and values of the academy through consistent professional behaviour.
- Undertake duties as reasonably requested by the SENCo, Assistant SENCo, or senior staff.

PERSON SPECIFICATION FOR LEARNING SUPPORT ASSISTANT

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

REQUIREMENTS	ESSENTIAL (E) or DESIREABLE (D)
The post holder must be able to demonstrate:	
QUALIFICATIONS	
A good standard of educational achievement.	E
GCSE English and Maths at A-C or 4+	E
A relevant Level 3 qualification	D
EXPERIENCE	
Experience of working in a secondary school	E
Experience of establishing positive relationships with young people.	E
KNOWLEDGE AND SKILLS	
Full working knowledge of relevant policies/codes of practice.	D
Excellent accuracy and attention to detail.	E
Ability to communicate effectively and accurately both verbally and in writing.	E
The ability to liaise positively with staff, students and parents/carers and be customer focussed with a friendly and professional manner.	E
The ability and motivation to develop systems and procedures and to constantly improve own practice and identify continuous service improvement.	D
PERSONAL ATTRIBUTES	
An interest in own personal development and willing to develop through appropriate CPD opportunities.	E
Commitment to promoting the overall ethos and values of the Academy.	E
Excellent interpersonal skills. Excellent organisational and time management skills.	E
The ability to be flexible and positive, demonstrating a "can-do" attitude.	E
Ability to work with autonomy and to act on own initiative but also work constructively as part of a team.	E
Ability to maintain confidentiality.	E

All offers are subject to satisfactory references, enhanced DBS checks and successful completion of a contractual probationary period.