



## **JOB DESCRIPTION AND PERSON SPECIFICATION**

### **Job Title: Learning Support Assistant**

**Scale:** 4-5

**Hours:** 36 hours per week, term time only

**Location:** New Regent's College

**Line Managed by:** Student Support Lead

**Responsible to:** Headteacher

### **Purpose of the Role**

To work collaboratively with teachers and other professionals to support high-quality teaching and learning across the school. The LSA will plan, prepare and deliver learning activities for individuals, groups, and occasionally whole classes under the direction of a teacher. The postholder will promote positive behaviour, engagement, and wellbeing, contributing to the holistic development and progress of students within the PRU.

### **Key Responsibilities**

- Support the planning, delivery and evaluation of engaging learning activities across a range of subjects and key stages.
- Lead specific interventions or small-group programmes designed to meet students' academic, social and emotional needs.
- Take responsibility for delivering lessons or cover in the short-term absence of a teacher.
- Adapt and differentiate resources to ensure learning is accessible for students with SEND and diverse learning profiles.
- Act as a keyworker for allocated students, supporting attendance, behaviour, wellbeing and academic progress through mentoring and regular check-ins.
- Support students in managing transitions, regulating emotions and re-engaging with learning through reset or reflection processes.
- Contribute to assessment, recording and reporting on pupil progress, behaviour, and attitudes to learning.
- Supervise students during break, lunch, before and after school duties, ensuring safety and positive conduct.
- Participate in exam invigilation and the preparation of examination spaces in line with school and awarding body procedures.
- Work collaboratively with colleagues and external agencies to support reintegration, personalised learning and multi-agency planning.

- Deliver enrichment activities for students.
- Promote and model inclusive, trauma-informed and restorative approaches in all interactions with students.
- Support the induction and mentoring of LSAs or new staff as directed by line management.
- Maintain professional conduct, confidentiality and adherence to safeguarding and behaviour policies.
- Undertake other reasonable duties as required and commensurate with the grade of the post.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
Educated to at least Level 3 (5 A*–C GCSEs or equivalent) or HLTA qualification or equivalent relevant experience of providing higher-level support for students' learning needs.	✓	
Evidence of ongoing professional development (e.g. SEND, SEMH, behaviour, or safeguarding training).	✓	
First Aid qualification.		✓
<b>Experience</b>		
Experience as an LSA, HLTA, or equivalent role in a PRU, special school or mainstream setting.	✓	
Experience supporting students with SEMH, SEND, or behaviour needs.	✓	
Experience delivering small group and 1:1 intervention.	✓	
Experience acting as a keyworker or mentor.	✓	
Experience supporting exam processes or invigilation.		✓
<b>Skills and understanding</b>		
Strong communication, organisational, and interpersonal skills.	✓	
Understanding of trauma-informed, restorative, and inclusive practice.	✓	
Ability to plan, deliver, and evaluate learning activities with minimal supervision.	✓	
Knowledge of strategies to support literacy, numeracy, and social-emotional development.	✓	
Understanding of the PRU context and the needs of learners at risk of exclusion.	✓	
Competent in the use of ICT to support learning and assessment.	✓	
<b>Qualities</b>		
Positive, proactive attitude to work and life.	✓	

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Resilient, reflective, and calm under pressure.	✓	
Flexible and able to adapt to changing priorities.	✓	
Reliable, professional, and an effective role model for students.	✓	
Committed to inclusion, equality, and the values of the school.	✓	
Willingness to contribute to wider school life and enrichment activities.	✓	

**Safeguarding Commitment:**

New Regent's College is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo an enhanced DBS check and all other relevant pre-employment checks.