

Job Description for Learning Support Assistant

Job Title: Learning Support Assistant

Place: Oakhill School

Responsible to: Principal

Line Manager: SENDCO/Class teachers

Purpose of Job: To assist and support pupils with specific learning needs who have a EHC plan and to support other children as required.

Term of Contract: Permanent

Hours: 35 hours per week (term time only)

From 8.30 am until 3.45 pm.

Start Date: September 2026

Liaison with: SENDCO, Principal, Class teachers, and other support staff, outside agencies e.g. Speech and Language Therapists, Educational Psychologists etc.

Responsibilities of the post:

The Learning Support Assistant's (LSA) main role is to provide support for the pupil with an EHCP. The LSA will ensure that the pupil can integrate as fully as possible in the activities generally undertaken by the other children in the class and make progress.

Duties will include running specific programmes and activities to assist the pupil's individual learning and social needs. The LSA will be responsible for implementing the targets in liaison with the class teacher and SENDCO.

Supporting the pupil:

- To provide learning support for the pupil in class or in withdrawal situations, either 1:1 or small groups.
- To develop knowledge of the particular needs of the child and seek advice from SENDCO, class teacher and outside agencies as required.
- To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, games, visual prompt cards etc.
- To make or modify resources as suggested and advised by the teacher or SENDCO, Educational Psychologist or other outside agencies.
- To be involved in the planning and preparation of the day to day class activities.
- To organise and maintain an inclusive learning environment both in the classroom and outside.

- To support the pupil in the playground, being mindful of health and safety in relation to his condition, and encouraging safe interactive play.
- Motivate and encourage the pupil to have a go at activities they may be unsure of.
- Provide positive reinforcements, praise and rewards.
- Facilitate inclusion in small group activities with peers and support interaction between them.
- To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.
- Provide support and facilitate interaction with peers in the classroom and around school.

Supporting the Class Teacher and SENDCO:

- To work as part of the team to ensure that the well-being and personal development of the pupil enhances their learning opportunities and life skills.
- To attend planning meetings with the SENDCO and class teacher to develop learning programmes and to assist in the delivery of the individual learning programmes on a daily basis.
- To monitor and provide regular feedback to the class teacher, SENDCO and relevant outside agencies about the pupil's progress.
- To contribute to the pupil's annual review by writing a brief report and attending the meeting.

Supporting the School:

- To foster links between home and school.
- To participate in relevant professional development as deemed appropriate for the needs of the child.
- To understand and apply the school policies on learning and behaviour, and the Statutory guidelines relating to disability discrimination and special educational needs.
- To maintain confidentiality and sensitivity to the pupil's needs but have regard to the safeguarding procedures of the school and Lancashire Children's Services
- To carry out duties as directed by the SENDCO or Principal,

Person Specification for Learning Support Assistant at Oakhill

You will need to

- Have experience of working with children in a primary or secondary school setting



- Have GCSE or equivalent qualifications in Maths and English.
- Have knowledge and understanding of the different educational, social, cultural and physical needs of pupils.
- Have an interest in how children learn and behave.
- Provide appropriate role models of learning and behaviour both in the classroom and around school
- Have experience of helping children learn to read and write.

You must be able to

- Undertake tasks under the direction of the Class Teacher, SENDCO and Principal.
- Plan and prioritise tasks.
- Be productive and show initiative.
- Communicate effectively and appropriately to pupils with different abilities and backgrounds.
- Motivate pupils to learn.
- Motivate pupils to be sociable.
- Assist with the organisation of the learning environment.
- Maintain records of the pupils.
- Work effectively with other adults in the school and wider community.
- Be a responsible and trustworthy role model.
- Have patience with children who find conforming to rules and expectations difficult.
- Have patience, be flexible and innovative with a clear understanding of how children, who find learning new concepts and remembering taught concepts difficult, might respond.
- Respect and maintain confidentiality but have regard to the safe guarding protocols of information sharing where necessary.
- Be computer literate.
- Attend training courses considered appropriate for the post.