**HILL HOUSE SCHOOL**

**JOB DESCRIPTION**

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| **Name**  |  | Date | Sept 2025 |
| **Job Title** | Learning Support Assistant |
| **Post** | Learning Support Assistant |

**TERMS AND CONDITIONS OF EMPLOYMENT**

The post is subject to the following conditions:

a Details as laid out in the contract of employment issued on behalf of the Governing Body.

b The other conditions set out in this job description and agreed aspects of professional development relating to targets and criteria for successful development.

c Commitment related to directed hours, as detailed in the job description.

**GENERAL ROLE DESCRIPTION**

The post requires you to assist individuals or small groups at senior level at Hill House

You will be expected to take on the responsibilities listed below:

a Endorse and support the aims and philosophy of the school.

b Have a positive attitude towards the children and their work and to encourage the same attitude in others.

c Foster positive relations with colleagues and to encourage a supportive staff.

d Promote parental interest and understanding.

e Participate in established rotas.

f Assess, record and report on the progress of each pupil in the class, in relation to the relevant polices of the school.

g Take a full part in the pastoral care and discipline of the pupils in your care.

**SPECIFIC PERSONAL RESPONSIBILITIES**

1. Assist in the delivery of learning activities for individuals and small groups, as specified by the Head of Learning Support.
2. Develop positive working relationships with individual pupils encouraging them to take an interest in their work and maintain motivation.
3. Maintain good relationships with pupils and act as a good role model encouraging them to develop good relationships with others, develop their self-reliance and self-esteem and motivation to maintain good behaviour and engagement in their studies.
4. Undertake supervisory duties as appropriate, including at lunch and morning break, maintaining a firm and fair authority.
5. Hold the ELSA qualification or be willing to undertake the training.
6. Support the Head of Learning Support
7. Provide appropriate support and strategies for specific learning difficulties.

**DIRECTED TIME**

Dates of staff meetings and staff professional development days are produced each term and these are classed as directed time: all staff are required to attend. In addition, meetings associated with staff development and appraisals are included, so too are consultation periods for parents and social engagements involving parents/children.

**REVIEW**

This job description will be reviewed in conjunction with the Staff Professional Development Programme. It may also be amended at any time after consultation with the post‑holder.

I acknowledge that I have received the job description and recognise the consultation process explicit in the details.

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| **Job Holder** |  | **Date** |  |

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| **Headmaster** |  | **Date** |  |