



HEATHSIDE SCHOOL
HAMPSTEAD

1:1 Learning Support Assistant

Job Description and Person Specification

Summary of the role

We are seeking a compassionate, patient and skilled 1:1 Learning Support Assistant to join our supportive and dedicated team at Heathside School.

In this vital role, you will work closely with an individual pupil in Year 1, with an Education, Health and Care Plan (EHCP), helping them to access the curriculum, develop independence, and achieve their personal goals. You will collaborate with teaching staff, therapists, and parents to ensure consistent and holistic support.

This role is ideally suited to someone with experience of working with pre-verbal children and an understanding of adaptive technologies used to support communication and learning.

Job Description

The duties and responsibilities of the School Secretary include, but are not limited to:

- Support the pupil's academic, emotional, and social development within and beyond the classroom.
- Work with the class teacher to plan and deliver tailored learning activities.
- Supervise and support the pupil during therapy sessions, implementing speech and occupational therapy exercises.
- Maintain accurate records and contribute to pupil progress reviews.
- Communicate effectively with colleagues, parents, and external professionals.
- Promote positive behaviour, resilience, and emotional wellbeing.
- Uphold the school's values and contribute to a safe, respectful learning environment.



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Person Specification

Qualifications, Skills & Experience

Essential

- GCSEs in English and Maths (Grade C/4 or above).
- Experience supporting children with additional needs.
- Strong communication and interpersonal skills.
- A positive, patient and empathetic approach.
- Ability to work collaboratively as part of a team.
- High levels of professionalism, discretion, and integrity.
- Commitment to safeguarding and inclusive practice.

Desirable

- Experience working with pupils with EHCPs or communication difficulties.
- Familiarity with ASD, sensory processing needs, or anxiety in children.
- Understanding of the SEND Code of Practice (0–25).
- Confidence with ICT and adaptive technologies.

What We Offer

- A nurturing and inclusive school community.
- Opportunities for professional development and training.
- The chance to make a real difference in a child's learning and life.
- A supportive and experienced SEND and pastoral team.

Safeguarding Statement

Heathside School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) check and satisfactory references.