



Job Description

Post title: Learning Support Assistant	
Department: Learning Support	Date compiled: 21/04/2026
Actual Salary: £13,033.90 per annum (0.50308 FTE) based on 27.25 hours per week, 32 weeks (term time) plus 4 weeks paid holiday Salary (1.0 FTE): £25,908.37 per annum	Hours per week: 27.25 Term time only. Part time, term-time only. Monday, Tuesday, Thursday, Friday: 9.15am to 2.45pm, Wednesday – 9.15am to 12.30pm, Saturday – 8.30am to 12.30pm.

Immediate line manager: Head of Learning Support / Head of Lower School

Job Purpose
 The purpose of the role is to support Lower School pupils who have additional needs, as well as all pupils, with both their learning and also their social interactions. This will be both in-class support and small group/1:1 support.

The role may encompass all of the following duties. The exact duties and responsibilities and balance of workload will be determined in discussion with the post holder’s line manager.

Principal Duties

Teaching and Learning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available and to assist in the development of appropriate resources, schemes of work and teaching strategies, working with the teacher, to ensure the provision supports each identified student’s learning needs.
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of pupil
- Promote, support and facilitate inclusion by encouraging participation of pupil in all activities.
- To provide detailed and regular feedback to teachers on students’ achievement, progress and needs, in support of continuous learning.
- Assess support level required and tailor support level to requirement.
- Support pupils with general organisation including having correct books and equipment for lessons, sports and prep.
- Support some pupils pastorally with particular focus on self-esteem and building friendships.

Personal Development and Pastoral Care

- Ensure that the school safeguarding policy and procedures are followed at all times.
- Inform the Health, Safety and Energy Manager of serious incidents and problems.
- Look after children who are upset or have had accidents.
- Ensure pupils are aware of, and conform to, the agreed standards of behaviour.
- Use effective behaviour management strategies in line with the school’s policy and procedures.



- Promote the wellbeing of all children and report concerns to the appropriate staff members.
- Participate positively and productively in meetings.

Continuing Professional Development

- Attend Meetings, Briefings, INSET and courses, as required.
- Participate in the school CPD and Appraisal process.
- Participate in school-wide CPD initiatives and support the ongoing development of the school.

School Support

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.
- Carry out lunch and break duties in accordance with published rotas.
- Encourage pupils to dress neatly, cleanly and according to school uniform requirements.

Extracurricular Activities

- On trips, support leading staff member, including looking after a small group of children as needed.

Resources

- Make use of school resources and ensure that they are appropriately used.

Other Responsibilities

- Perform any reasonable duties as requested by the appropriate Line Manager.

All staff are expected to comply with the School's Health and Safety policies in the performance of their duties.

Job description drawn up by	Emma Stanley Isaac	Date: April 2026
Approved for department by	Human Resources	Date: April 2026