



JOB DESCRIPTION

JOB TITLE:	Learning Support Assistant
DIVISION/SECTION:	New Horizons Academy
RESPONSIBLE TO:	Head Teacher
RESPONSIBLE FOR:	No Management Responsibility
DISCLOSURE:	Enhanced DBS check with Children Barred List

About us

We are a small independent special needs school for children aged 11-16 with a big heart. We have an incredible community, where creativity, compassion, and connection are at the centre of everything we do. Our students experience the world in beautifully unique ways, and our mission is to help them navigate a society that isn't always built with them in mind - with empathy, respect and belief in their potential.

We know our children well and care about them deeply. With small class sizes, a nurturing environment, and a personalised approach, we take time to listen and adapt to each individual. Every child's interests, strengths, and needs help share their journey with us.

We believe in hands-on, holistic learning that is practical, therapeutic, and creative. Our students are fun, complex and endlessly inspiring. We want them to leave school feeling empowered, valued, and confident that they can achieve their goals and make a difference in the world.

Purpose of the Role

To provide learning and care support for pupils with special educational needs (SEN) to help work towards the outcomes on their education and health care plans (EHCPs). This will involve working with teaching staff to plan and deliver activities and support the pupil with routines, transitions and behaviour management.

This is a crucial role, where you will be supporting our teaching and learning staff and contributing to the maintenance of a positive learning environment for all of our students.

Main Duties and Responsibilities

- Build a positive relationship with pupils, promoting high self-esteem, independence and social inclusion
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention
- Assist with the development and delivery of individual education, support and care plans
- Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase pupil achievement
- Contribute to the planning of differentiated learning activities for pupils, delivering activities both inside and outside the classroom
- Support the teaching of a broad and balanced curriculum aimed at helping the pupils achieve their full potential in all areas of learning
- Promote, support and facilitate inclusion by encouraging participation by the pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Use ICT skills to advance our pupil's learning
- Through observations, provide regular feedback to teachers on pupil's progress and barriers to learning
- Monitor, record and report on progress and attainment
- Read and understand lesson plans shared prior to lessons, if available
- Share knowledge and understanding of the the pupils with other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Communicate effectively with other members of staff, pupils and parents/carers
- Keep other professionals accurately informed about performance, progress and any areas of concern
- Work collaboratively within the scope of the role, with teachers and other other colleagues
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective personal relationships with colleagues
- Take full responsibility for your own training and development, completing work set and fully committing to learning opportunities
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the annual appraisal process

This is not an exhaustive list of duties, you may be expected to carry out other duties within the scope of the role

General Responsibilities

- Complete your induction within your probationary period
- Contribute at all times to a positive working and learning environment. Maintaining professionalism and co-operating as part of a team
- Take responsibility for your own training and development, completing work set and fully committing to learning opportunities
- At all times promote our children's rights and safeguard our children's and young people's welfare
- Adhere at all times to safety legislation and policy
- Promote equal opportunity for all, embracing diversity and challenging discrimination
- Respect the cultural, religious and personal practices and needs of the children and young people
- Be flexible in your approach in order to meet the needs of the children and young people in our care.
- Ensure the highest standards of confidentiality at all times
- Know, understand and follow all policies and procedures
- Take accountability for your own standard of practice

New Horizon Academy and NH Care are committed to safeguarding children, vulnerable adults, young people, their families, our staff, volunteers and carers. Everything we do promotes the safety and wellbeing of the children and young people we work with as well as that of children and young people in general. To create a safeguarding environment and culture, everyone in the organisation must:

- Read the safeguarding guidelines and understand what it means for them
- Hear and respond to the concerns of children, young people and families
- Act in a way that promotes safeguarding everywhere
- Question, and where necessary, challenge accepted relationships and behaviours
- Think about how our routines and habits affect the children and young people, and challenge our current practices
- Work to create an environment where we can share mistakes, make suggestions and celebrate success

PERSON SPECIFICATION

	Essential/ Desirable	Method(s) of Assessment
Experience, Qualifications and Training		
GCSE or equivalent level, including at least Grade 4 (previous Grade C) in English and Maths	E	A, C
Experience of working in a school environment or other educational setting	E	A, I
Experience of working with children/young people with special educational needs (SEN)	E	A, I
Experience in planning and delivering learning activities	E	A, I, O
Skills and Abilities		
Good literacy and numeracy skills	E	A, I, O
Good organisational skills	E	A, I, O
Ability to build effective relationships with pupils and adults	E	I
Skills and expertise in understanding the needs of pupils	E	A, I
Knowledge of how to help adapt and deliver support to meet individual needs	E	A, I, O
Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils	D	A, I, O
Excellent verbal communication skills	E	I
Active listening skills	E	A, I
Knowledge and understanding of child protection, safeguarding, data protection legislation, practices and processes	E	A, I
Good IT Skills, preferably with using ICT to support learning	E	A, I, O
Personal Attributes		
Excellent team player	E	I
Calm and Patient	E	I
Emotionally Resilient	E	I
Ability to stay calm under pressure	E	I

Ability to adapt to a pupil's needs in the moment	E	I
Supportive, Nurturing and Firm when required	E	I
Flexibility in approach	E	I
Sensitivity and understanding to foster positive relationships with pupils	E	I
Commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	E	I
Capacity to inspire, motivate and challenge children and young people	E	I
Commitment to ensuring confidentiality at all times	E	I

Key:

A = Application Form

I = Interview

C - Certificate/Document

O = Other (inclusive of presentations, observations, visits, aptitude test, work based exercises)

New Horizon Academy and NH Care is committed to the safe recruitment of staff and to safeguarding and promoting the welfare of children and young people. The above Key explains how the role requirements will be tested and assessed during the selection process. We will assess the following at the interview, and 'other' stages:

- Your motivation to work with children and young people
- Your ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Your emotional resilience in working with challenging behaviours
- Your attitudes to the use of authority and maintaining discipline

Safeguarding Statement

New Horizon Academy and NH Care are fully committed to promoting the rights of children and young people and ensuring that their welfare is safeguarded at all times.

Equality, Diversity and Inclusion

At New Horizon Academy and NH Care we value the strength that comes from a wide range of backgrounds and perspectives. We are dedicated to creating an inclusive environment where everyone feels respected, supported, and empowered to thrive. We warmly welcome applications from individuals of all communities and walks of life.