

# SECONDARY LEARNING SUPPORT ASSISTANT

## JOB DESCRIPTION

### Primary Objective of Role

We are seeking to appoint an experienced, dynamic, and enthusiastic Learning Support Assistant (LSA) to join our talented, collaborative, and pupil-centred team. The successful candidate will work under the guidance of the Director of Learning Support to provide individual and small-group support for pupils across the Secondary School who may have a range of complex learning needs.

You will play an important role in promoting inclusion and fostering independence, self-esteem, and confidence in pupils, ensuring they are fully supported to access learning and achieve their potential.

### Accountability and Responsibilities

#### Safeguarding and promoting the welfare of students

- Be responsible for safeguarding and promoting the welfare of all pupils that you come into contact with.
- Incorporate the school's vision, mission and core values into normal working practice.
- Follow the reporting procedure contained in the Safeguarding Policy with regards to raising concerns about the welfare of any pupil.
- Act in accordance at all times within the school's policies and procedures, including but not limited to, the Code of Conduct Policy, Health & Safety Policy and the Human Resources Policy Manual.
- Ensure that the School Nurse is made aware of any medical problems a pupil may have.

#### Main Duties

- Provide academic and pastoral support for individual pupils, including those with special educational needs, ensuring their safety and access to learning.
- Support the implementation of Individual Learning Plans and Study Skills Programmes under the direction of the Head of Learning Support.
- Establish positive and constructive relationships with pupils, promoting inclusion, respect, and acceptance within the classroom.
- Encourage pupils to engage with others and participate fully in learning activities led by the teacher.



- Set challenging yet achievable expectations that build self-esteem, resilience, and independence.
- Provide clear feedback to pupils and staff on progress and achievement.
- Support the use of ICT in learning activities and promote pupils' digital competence and independence.
- Create and maintain a purposeful, orderly, and supportive learning environment, assisting with the preparation and display of pupils' work.
- Support pupils during examinations as required.
- Monitor pupils' engagement and progress, maintaining accurate records and sharing observations with relevant staff.
- Promote positive behaviour, dealing promptly and professionally with incidents or conflict in line with College policy.
- Build constructive relationships with parents and carers, where appropriate, to support pupils' progress and well-being.
- Contribute to a culture of high expectations, teamwork, and continuous improvement within the Learning Support Department.
- Support school-wide events and initiatives that promote inclusivity and well-being.
- To promote fun and enjoyment in learning through whole-school events and activities.
- Attend departmental and whole-school meetings as required and participate in training and professional development sessions.
- Staff may occasionally be required to attend the College during weekends or holidays for purposes of training (INSET), examinations, or preparation for the new academic year

## Safeguarding

Doha College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including reference checks with previous employers and a criminal records check. Teaching staff will also be subject to a Barred List and Prohibition from Teaching Check. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

## Diversity, Equality and Inclusion (DEI)

As an equal opportunities employer, Doha College is committed to a culture of diversity, equity and inclusion. We believe that a diverse staff body reflects and supports the diversity of our students and wider society and leads to a cognitive diversity that promotes excellence in all areas.

## PERSON SPECIFICATION

### Key Requirements

E=Essential D=Desirable

#### Qualifications

- Minimum Secondary/High School Level education (E)



- Bachelor's degree is preferred (D)
- Relevant qualification will be an advantage (D)

## Experience

- Experience of working with or caring for children with Special Educational Needs such as Motor Difficulties, Learning Difficulties and Speech Difficulties
- Previous experience working in a similar role is desirable
- Experience of working in a school environment is desirable
- Experience of working with young people and having an understanding of their needs
- Experience of working with children with English as an Additional Language

## Skills, Knowledge and Abilities

- Knowledge and understanding of the effective teaching and learning styles for SEND pupils and how to implement them.
- Supportive and sensitive to children with specific needs.
- Positive approach to problem solving.
- Ability to work effectively in a team.
- Excellent interpersonal and communication skills (written and verbal).
- Must be organised, accurate and thorough.
- Knowledge of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection is essential.
- Must be organised, accurate and thorough

