



Learning Support Assistant

Job title:	Learning Support Assistant
Location:	Emanuel School, Battersea Rise, London, SW11 1HS
Job purpose:	To work under the direct instruction of teaching/senior staff, sometimes in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. To assist and provide support for pupils with EHCPs (Education, Health Care Plans) and ISP (Individual Support Plan), this may involve some intimate care. To run targeted support intervention programmes for small groups and occasional 1-1 support.
Reporting line:	Head of Learning Support
Hours:	8am to 4.30pm, Monday to Friday in term time (35 weeks per year) Occasional Saturday mornings and evenings may also be required.
Salary:	£27,500 per annum (pro rata of circa. £35,000)
Benefits:	• Defined pension contribution scheme, with up to 14% employer contribution and life insurance cover. • The school operates salary exchange, and any employer National Insurance savings are passed back to staff as an additional pension contribution • Salary sacrifice childcare vouchers through TEDS Premier (subject to eligibility criteria) • Free lunches • Simply Health healthcare plan, including flu jabs, online GP service and counselling • Discounts in local shops, restaurants and businesses • Season ticket loans and ride to work scheme • Training and development support
Closing date:	Wednesday 26 th August 2026

Do note that interviews may be held at any stage after applications are received, so candidates are advised to apply as soon as possible.

Key Responsibilities and Accountabilities

1. Duties will include running specific programmes and activities to assist the pupils' individual learning and social needs.
2. Attending to the personal care of pupils which may include intimate care, first aid and welfare matters.
3. Working with direct supervision/instruction in the classroom to promote and safeguard the welfare and learning of pupils.
4. Supporting pupils with understanding instructions and completing classroom tasks within a set frame.
5. To make or modify resources as suggested and advised by the teacher, Learning Support team, Educational Psychologist or other outside agencies.
6. To organise and maintain an inclusive learning environment across the whole school environment.
7. Establishing good relationships with pupils acting as a role model. Providing positive reinforcements, praise and rewards for pupils.
8. To work as part of the team to ensure that the well-being and personal development of the pupil enhances their learning opportunities and life skills.
9. To attend planning meetings with the LS team and Head of Learning Support to develop learning programmes and to assist in the delivery of the individual learning programmes on a daily basis to promote learning, behaviour and communication skills.
10. To provide regular feedback to the Learning Support Team and, where necessary, relevant outside agencies about any pupil's difficulties and progress.
11. To contribute to the pupils' annual review by writing a brief report and attending the meeting. Supporting the School
12. Providing clerical/administrative support
13. Undertaking pupil record keeping as requested
14. Gathering/reporting information from/to parents/carers and pupils as directed

Other duties:

15. Playing an active and full part in the life of the school community, supporting its distinctive mission, ethos and policies while ensuring that staff and pupils follow this example
16. Complying with relevant Emanuel policies and procedures, including safeguarding procedures, at all times.
17. Setting high personal standards of dress and appearance, attendance/punctuality and class discipline/behaviour, upholding the staff code of conduct at all times.
18. Maintaining good order and discipline amongst pupils and being active in implementing the school's policies on rewards and sanctions.
19. Undertaking supervisory (including before and after school and at lunchtimes as required), cover and invigilation duties as directed.
20. Accompanying teaching staff and pupils on visits, trips and out of school activities as required
21. Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
22. Appreciating and supporting the role of other professionals
23. Attending relevant meetings as required

24. Committing to personal professional development, including active engagement in staff training and the performance review process.
25. Undertaking any other task requested by the line manager or a senior colleague that is within the individual's abilities.

This job description should be seen as enabling rather than prescriptive and will be subject to regular review as the needs of the school evolve. You will be required to undertake other comparable duties as the deputy head, headmaster or senior colleague may require from time to time.

Person Specification

The attributes below give an indication of the type of person who may succeed in this role. However, we always consider positively people with backgrounds in different sectors or with the skills/experience that may help them to bring a new perspective to our work. When applying, please do set out clearly how the knowledge, skills and experience that you bring would help you to achieve this important role, whatever your prior experience.

Qualifications and knowledge

- A graduate level of education, would suit a graduate who is considering going into to teaching, speech and language therapy or educational psychology.
- Knowledge of safeguarding and child protection procedures and a commitment to promoting pupil welfare.
- Some understanding of special educational needs (SEN), including learning, behavioural, social and communication difficulties and a willingness to undertake training.
- Basic knowledge of first aid and willingness to undertake training (including intimate care where required).
- Awareness of inclusive education practices and strategies to support a range of diverse learners.

Experience

- Desirable some experience of working with children or young people, ideally within a school or educational setting.
- Desirable some experience supporting pupils with additional needs, including SEN, behavioural or communication needs.
- Desirable some experience assisting in the delivery of structured learning activities or intervention programmes.
- Desirable some experience of working collaboratively as part of a team, including liaising with teachers and external professionals.
- Desirable some experience of maintaining records and providing feedback on pupil progress.
- Desirable some experience of supporting pupils' personal care needs

Skills

- Ability to support pupils' learning, helping them to understand instructions and complete tasks effectively.
- Strong interpersonal skills to build positive relationships with pupils, staff and parents/carers.
- Good communication skills, both written and verbal, including the ability to provide clear feedback.
- Ability to adapt and modify learning resources to meet individual pupil needs.

- Organisational skills, including the ability to manage time effectively and maintain accurate records.
- Ability to work under direction as well as use initiative when supporting pupils.
- Competence in basic IT for record-keeping and administrative tasks.
- Ability and willingness to support named individual pupils with personal care

Personal competencies and qualities

- A caring, patient and empathetic approach to supporting children and young people.
- Commitment to safeguarding, equality, diversity and inclusion.
- A positive role model who promotes good behaviour, respect and high expectations.
- Reliability, punctuality and a strong sense of professionalism.
- Flexibility and willingness to take on a range of duties within the school environment.
- Ability to remain calm and resilient in challenging situations.
- A proactive and collaborative team player who values the contribution of others.
- Commitment to ongoing professional development and learning.

Please note that as part of our safeguarding policy, applicants will be required to undertake screening relevant to the post, including checks with past employers and the Disclosure and Barring Service.