



The Fernwood School

High Achievement with Care & Discipline for All

Learning Support Team

Roles & Responsibilities

Job Description:

Learning Support Assistant (L3)

Adopted:



Learning Support Assistant – Job description

Post Title: Learning Support Assistant

Location: The Fernwood School, Mainstream Secondary School

Hours: Full-time 37 hours per week -Term time only

Contract Type: Permanent

Salary: £23,371 - £25,147 actual salary (F4-1 – F4-4 £26,652 - £28,677 FTE)

Reporting relationship:

Learning support assistants will be a member of a multi discipline team under the supervision of the SENDCO and assistant SENCO.

Job Summary:

We are seeking a dedicated and motivated Level 3 Teaching Assistant to join our team at the Fernwood Secondary school. The successful candidate will provide support to students in mainstream secondary school settings, assisting with in-class support, small group activities, and 1:1 interventions. As a keyworker for a small group of students, you will play a crucial role in fostering students' academic and social development. You will also be expected to participate in Continuous Professional Development (CPD) to enhance your skills and contribute to the overall success of the school.

Key Responsibilities:

- Provide in-class support to students, ensuring they have access to the curriculum and can engage fully in lessons.
 - Seek to enable students to become more independent learners.
 - Contribute to raising standards of achievement for all students.
 - Help to identify and reduce barriers to learning.
 - Help keep the students on task and build motivation.
 - Model good practice.
- Deliver small group or 1:1 interventions for students who need additional help to achieve academic success.
- Act as a keyworker for a small group of students, providing consistent support, monitoring progress, and liaising with teachers, parents, and other staff to ensure the students' needs are met.
- Assist students with personal, social, and emotional development, fostering a positive and inclusive learning environment.
- Help manage classroom behaviour in line with school policies and provide support during group activities.
- Support whole school duties within study support and around school.
- Work with students with special educational needs (SEN), developing pupil passports and adapting teaching strategies where appropriate.
- Attend and participate in school meetings, planning sessions, and staff CPD sessions to improve practice and keep up-to-date with educational developments.
- Maintain confidential records and documentation for the students you support, reporting on their progress and needs as required.
- Liaise with parents / carers as appropriate.
- Make a positive contribution to the wider life of the school.



Essential Skills and Qualifications:

The post holder is required to be an appropriately skilled and qualified professional with strong communication and literacy skills to support in lessons, plan collaboratively with teachers and deliver scripted interventions. They will make a significant contribution to progress across the curriculum for students with identified SEND.

- 5+ GCSE grade Cs or equivalent (including Maths and English)
- The ability to use ICT skills to advance learning.
- The ability to promote high standards of literacy, articulacy and the correct use of standard English
- Experience working with children or young people in a school setting (preferred but not essential).
- A genuine passion for supporting students and making a positive difference to their education and well-being.
- Strong communication and interpersonal skills to work effectively with students, staff, and parents.
- Ability to be patient, flexible, and adaptable in a variety of situations.
- Strong organizational skills and the ability to manage multiple priorities.
- A proactive approach to problem-solving and supporting students' individual learning needs.
- A willingness to participate in staff CPD to enhance professional development.

Desirable Skills and Qualifications:

- A relevant qualification such as a Level 2 or Level 3 Teaching Assistant qualification or equivalent.
- Experience working with students with SEN or additional learning needs.
- Understanding of behaviour management strategies and experience applying them in a classroom setting.