WEST HATCH HIGH SCHOOL
a Specialist Business and Enterprise School
"THE BEST THAT I CAN BE"
Headteacher: Mrs V. Schaefer BA (Hons), MA, PGCE (Cantab), MCCT

Learning Support Assistant

Required ASP

Fixed Term contract until 31st August 2028 (in the first instance)
Scale 5, point 10-13
(Full Time Equivalent, £28,608 - £30,023 + £1080 Fringe)
37 hours per week (Mon-Thu 8.00 am- 4.00 pm, Fri 8.00 am -3.30 pm)
39 weeks per year (Term time plus 1 week CPD)
Actual Salary Pro Rata £25,452 - £26,665

We are seeking a dedicated and enthusiastic Learning Support Assistant to support students with SEND through inclusive physical education (Target Team) and tailored learning activities. Working closely with the SENDCo, PE department and teaching staff, you will help pupils develop confidence, independence and achieve their individual learning and EHCP outcomes both in and beyond the classroom.

Experience of working with children with learning difficulties and emotional issues would be welcome but full training will be given.

We offer the following benefits:

- Newly built sports hall with fully fitted gym available for staff use,
- Swimming pool available for staff use,
- TOIL scheme allowing staff to build time to take some term time days off,
- The Headteacher is passionate about staff workload and wellbeing and holds regular wellbeing meetings with staff.
- Flexible working requests will be considered.

At West Hatch we believe in building strong relationships with students and going the extra mile to support students' successes both in and outside of school.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

Further details about this post and an Application Form are available by visiting our School website at www.westhatch.net.

If you require additional information and to apply please e-mail recruitment@westhatch.net

Closing date: 9 am at Monday, 23rd November 2026

Based on the quality and quantity of applications received, West Hatch High School reserves the right to close this vacancy sooner than the specified closing date. Therefore, early applications are encouraged

West Hatch High School

THE BEST THAT I CAN BE

JOB DESCRIPTION Learning Support Assistant

Responsible to: Mrs V Schaefer – Headteacher

Line Manager: SENCO

Grade: Scale 5 (points 10-13)

Purpose of Job: To work in partnership with class teachers to support designated pupils and others in lessons in line with the school curriculum, codes of practice and school policies and procedures, to ensure that pupils make progress at least in line with all pupils nationally.
Where necessary, to provide support to pupils in a particular curriculum area.

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Duties and responsibilities:

- The running of small group PE classes covering sports such as archery, boccia, tennis, gym routines, swimming and other inclusive sports supported by deputy Inclusive PE member of staff for year 7,8 and 9.
- Taking small groups on trips to competitions through Essex Inclusive PE.
- The arranging of external professionals to volunteer sessions for training or those that can be bought in with a small budget.
- The monitoring of progress for these students under the inclusion framework.
- Support students in mainstream PE lessons to maximise inclusion alongside peers where appropriate outside of Target.
- Promote positive self-esteem, resilience and independence through physical activity.
- Support students with anxiety, sensory needs or social communication difficulties during PE lessons, clubs and competition.
- Maintain accurate records of participation, achievement and progress against EHCP outcomes where applicable.
- Contribute to annual reviews and SEND progress meetings by providing evidence of physical, social and emotional development.

- Liaise with the SENDCo, pastoral teams, teaching assistants and PE staff to ensure a joined-up approach.
- Communicate regularly with parents/carers regarding progress, achievements and opportunities.
- Provide particular and skilled support and feedback to pupils with severe learning, communication, social, emotional and mental health, sensory or physical difficulties
- Continually assess pupil's progress within lessons and alleviate misconceptions where necessary to reduce barriers to their learning.
- Provide particular and skilled support to all pupils in a particular learning area (e.g. ICT, National Curriculum subject)
- Take an active role in the preparation of resources where required
- Working with individuals or small groups of children under the direction of teaching staff
- Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group
- To collaborate with class teachers to implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Establish positive relationships with supported pupils
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Promote positive pupil behaviour in line with school policies and support teachers in keeping pupils on task
- Deliver programmes that support and improve pupils literacy, reading and/or numeracy; for example through phonics and other reading programmes, including programmes which run before school, at break and during whole school lunch.
- Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required
- To attend to pupils' personal needs including help with social, welfare, physical and health matters, including minor first aid.
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- Act as a key worker for selected pupils, performing activities as outlined in the SEN policy and plan.
- To supervise pupils for specified periods, including before school, break-times and during whole school lunch, when the post holder should facilitate games and activities
- To assist with escorting pupils on educational visits where required
- To understand and apply school policies in relation to health, safety and welfare
- Attend relevant training and take responsibility for own development
- Attend relevant school meetings as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Any other reasonable request under the overall direction of the Headteacher

Professional standards:

- Carry out your role in a professional, positive and proactive manner.
- To undertake any reasonable instruction.
- Deal courteously with colleagues, pupils, parents and the public.
- Come to work suitable dressed, in accordance with the Schools Dress Code.
- Maintain strict confidentiality with regard to issues relating to pupils, parents, other staff and school business.
- Set a good example to students.
- Be supportive at all times of the school's aims and ethos.
- Work as part of a team to support the team and school objectives.
- Be familiar and comply with school policies as set by the Governing body.
- Aim for high standards of punctuality and attendance.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

November 2026

West Hatch High School

Learning Support Assistant- Person Specification

	Examples	Essential	Desirable
Qualifications & Experience	NVQ level 2 in learning support or equivalent qualification/experience.	✓	
	Good literacy and numeracy skills.	✓	
	Good general standard of education –GCSE or equivalent.	✓	
	Recent and significant experience of working in a large 11-18, or 13-18 comprehensive school to GCSE level .	✓	
	Evidence of your commitment to your own high quality professional development.	✓	
	Desire to complete teacher training.		✓
	A willingness to contribute to the wider life of the school.		✓
Skills, knowledge and aptitude	Understanding of child protection policies and procedures.	✓	
	Knowledge of relevant codes of practice and school policies.	✓	
	Recent knowledge and understanding of how safeguarding is met in your subject.	✓	
	Knowledge of basic ICT to support learning.	✓	
	Ability to write basic reports.	✓	
	Basic knowledge of first aid.	✓	
	Ability to understand and support children with developmental difficulty or disability.	✓	
Experience	A proven track record of successful in working with secondary age children.	✓	
	Working effectively as part of team and contribute to group thinking.	✓	
Personal Qualities	Ability to be proactive and initiate action.	✓	
	Ability to work under pressure and meet deadlines.	✓	
	Awareness and commitment to equality issues.	✓	
	Ability to work productively as part of a team and take part in collective decision making.	✓	
	A sense of humour and a passion that encourages others to think positively and teach creatively.	✓	
	The ability to manage a challenging workload and maintain a work life balance.	✓	
	Ability to support the work of volunteers and other teaching assistants in the classroom.	✓	
	Demonstrate creativity and an ability to resolve routine problems independently.	✓	