

JOB DESCRIPTION: LEARNING SUPPORT ASSISTANT

Job Title:	Learning Support Assistant	Department:	Inclusion
Reports to:	Head of Inclusion	Direct Reports:	NA

Job Scope

To provide learning support to the students and English College's functions by ensuring the smooth day to day management of tasks, whilst maintaining high standards and meeting agreed deadlines.

- Provide one-to-one or small group support to students with specific learning needs, helping them access the curriculum and achieve their learning targets.
- Assist in implementing personalised learning plans, under the direction of the class teacher and Head of Year and Inclusion Leader, ensuring student progress is tracked and recorded.
- Support classroom activities by adapting materials and resources to suit the learning needs of individual students.
- Help maintain a positive and inclusive classroom environment, including assisting with displays that support learning and celebrate student achievement.
- Encourage students to develop their independence, confidence, and social skills through guided learning and structured activities.
- Work collaboratively with teachers, specialists, and parents to ensure a holistic approach to student development and well-being.

EC/ISP Principles

Begin with children and students. Our children and students are at the heart of what we do. Simply, their success is our success. Wellbeing and safety are both essential for learners and learning. Therefore, we are consistent in identifying potential safeguarding issues and acting and following up on all concerns appropriately.

Treat everyone with care and respect. We look after one another, embrace similarities and differences and promote the wellbeing of self and others.

Operate effectively. We focus relentlessly on the things that are most important and will make the most difference. We apply school policies and procedures and embody the shared ideas of our community.

Learn continuously. Getting better is what drives us. We positively engage with personal and professional development and school improvement.

Main Duties & Responsibilities

	<p><i>This is not an exhaustive list of all duties and responsibilities.</i></p> <ul style="list-style-type: none"> ● Provide targeted support to individual students or small groups, helping them to understand and engage with lesson content. ● Assist in implementing and monitoring personalised education plans, ensuring progress is regularly recorded and reported to the teacher and SENCO. ● Adapt and prepare learning materials to meet the needs of students with varying abilities, ensuring all students can access the curriculum. ● Contribute to creating a positive and inclusive learning environment, including assisting with classroom displays and maintaining a stimulating space. ● Foster student independence and social development by encouraging participation in activities and promoting positive behaviour
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Person Specification

Qualifications and related Experience	<ul style="list-style-type: none"> ● Academic qualifications or similar ● Experience working with children, ideally in a classroom or educational setting. ● Understanding of special educational needs (SEN) and strategies to support students with diverse learning requirements. ● Strong communication and interpersonal skills, with the ability to work effectively as part of a team. ● Patience, empathy, and a positive attitude towards supporting student development and well-being. ● Secure literacy and numeracy skills, with the ability to assist students in these areas. Additional qualifications in education or SEN support are desirable..
Competencies: Skills & Abilities	<ul style="list-style-type: none"> ● Is honest, even when this is uncomfortable. ● Has integrity, even when this is difficult. ● Is transparent, consistent and fair. ● Can be flexible when the situation demands. ● Is reflective, always seeking to improve. ● Always assumes positive intent. ● Is incredibly hard working, even if it means going above and beyond. ● Is a team player and can share the load at peak times. ● Is a lifelong learner - engaged in their own professional development ● Takes feedback well, always seeking this as helpful feedback to improve. ● Is a strategic thinker - is able to see the bigger picture. ● Is systems orientated. ● Pays attention to detail - has high standards. ● Has impact - can follow things through to an outcome. ● Is proactive at identifying issues before they arise and suggesting solutions. ● Can propose solutions that are suitable for all key stages - solves rather than narrates problems. ● Is thorough in all that they do. ● Has a sense of humour.

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Safeguarding Statement

The English College and ISP are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to appropriate vetting procedures and satisfactory Criminal Background Checks or equivalent covering the previous 10 years employment history.

ISP is committed to strengthening our inclusive culture by identifying, hiring, developing, and retaining high-performing teammates regardless of gender, ethnicity, age, disability status, neurodivergence, socio-economic background or other demographic characteristics. Candidates who share our vision and principles and are interested in contributing to the success of ISP through this role are strongly encouraged to apply.

Review & Declaration

This job description is subject to review by WSLT, in collaboration with the post holder to ensure that it is kept up to date and relevant. Any changes will be implemented after consultation with the post holder.

Employee Name:		Date:	
Signature:			