



Job Description

Post title: Learning Support Assistant	
Department: Learning Support	Date compiled: June 2026
Salary (Actual): £17,371 - £24,461 per annum depending on experience Salary (1.0 FTE): £25,092.85 - £31,000 per annum	Hours per week: 37.5 Term time only. FTE value: 0.69
Immediate line manager: Head of Learning Support Job Purpose The purpose of the role is to support learning and emotional well-being. This should be at an appropriate level, which includes being able to assess when support is not required. The role may encompass all of the following duties. The exact duties and responsibilities and balance of workload will be determined in discussion with the post holder's line manager. Principal Duties <u>Teaching and Learning</u> <ul style="list-style-type: none"> • Contribute to assessment and planning to help maximise pupil performance. • Read and understand lesson plans shared prior to lessons, if available and assist in the development of appropriate resources, and teaching strategies, working with the teacher, to ensure the provision supports the student's learning needs. • Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of the pupil. • Provide detailed and regular feedback to teachers on students' achievement, progress and needs, in support of continuous learning. • Monitor pupil performance and pass observations on to the class teacher, parents and the wider Multi-Disciplinary Team as appropriate. • Assess support level and tailor resources and support as required. • Support the young person with general organisation including having correct books and equipment for lessons, sports and prep. • Support the young person with techniques and strategies to encourage independence. • Ensure other key staff are aware of Traumatic Brain Injury (TBI), how it affects the student's learning and how best they can support the student to maximise academic performance. 	



- Support young person pastorally with particular focus on self-esteem and maintaining friendships.

Personal Development and Pastoral Care

- Ensure that the school safeguarding policy and procedures are followed at all times.
- Inform the Health and Safety Manager of serious incidents and problems.
- Ensure pupils are aware of, and conform to, the agreed standards of behaviour.
- Use effective behaviour management strategies in line with the school's policy and procedures.
- Promote the wellbeing of all children and report concerns to the appropriate staff members.
- Participate positively and productively in meetings.

Continuing Professional Development

- Attend meetings, briefings, INSET and courses, as required.
- Participate in school-wide CPD initiatives, the appraisal process, and support the ongoing development of the school.

School Support

- Be aware of and adhere to the school's policies, practices and procedures, so as to support the school's values and vision.
- Encourage pupils to dress neatly, cleanly and according to school uniform requirements.

Extracurricular Activities

- On trips, support leading staff member, including looking after a small group of students if needed.

Resources

- Make use of school resources and ensure that they are appropriately used.

Other Responsibilities

- Perform any reasonable duties as requested by the appropriate Line Manager.

All staff are expected to comply with the School's Health and Safety policies in the performance of their duties.

Job description drawn up by	Emma Stanley Isaac	Date: 5 June 2026
Approved for department by	Human Resources	Date: 5 June 2026