Learning Support Assistant

12 or 13 hours per week,
38 weeks per year (term time only),
2 days per week

From September 2026

Dr Challoner's High School

Job Description – LEARNING SUPPORT ASSISTANT (SEND)	
Responsible to	SENDCo
Pay scale	Pay range 3 £29,114 to £31,230 FTE. Actual Salary for 12 Hours £7,808 to £8,375 or for 13 hours: £8,454 to £9,073, term time only, 38 weeks per year.
Terms and Conditions	12 or 13 hours per week over 2 days, term time only, 38 weeks per year. We have some flexibility: any two days except Tuesday; and start time of 8.05am – 8.35am and finish time of 2.35pm to 3.45pm (to total 12 or 13 hours per week, plus a 30-minute unpaid lunch break each day). For further details please contact: jo.barnes@challonershigh.com

Purpose of job

- Provide one to one support for students with special educational needs as required.
- Provide support for groups of students with special educational needs as required.
- Provide administrative support within the Learning Support department as required.
- Work closely with the wider pastoral team and teachers to provide support for students.

Main duties and responsibilities

Support for Students

- Provide targeted support for students with special educational needs, individually and in groups.
- Under guidance of class teachers/SENDCo, to carry out programmes of work to support students' learning.
- To develop knowledge of the particular needs of the students and seek advice from the SENDCo, class teachers, pastoral team and outside agencies as required. Ensure their safety and access to learning.
- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
- Encourage students to interact with others, work independently and engage in teacher activities.
- Assist with the supervision of students, including on locational visits and outings.

Support for the Teacher and the Curriculum:

- As directed by the SENDCo to work with specific students with SEN needs.
- Be aware of the student's needs/progress/achievements and report to the teacher and SENDCo.
- Work with teachers by participating in lesson planning process, discussing and assisting with the preparation of differentiated working for the designated SEN pupils.
- Undertake pupil record keeping as requested.
- Gather/report information from/to parents/carers/pastoral team.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupil in their use.

Learning support Department and Administration

- Contact and foster links with parents and external agencies as directed by the SENCO.
- Attend and contribute to meetings with external agencies as required.
- To give verbal and written feedback to the SENCO about the progress of the students being supported.
- To attend training days and relevant courses to developed and broaden knowledge and understanding and skills.
- Organising and modifying resources: photocopying, resource modification, filing and helping with displays.
- Liaising with teaching staff and collating reports and feedback on students
- Any required admin to support the running of the Learning Support Department

General responsibilities common to all staff

1. To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
2. To comply and actively promote school policies, including Behaviour for Learning, Equal Opportunities and Health and Safety.
3. Support and contribute to the School's responsibility for safeguarding students.
4. To promote positive student conduct. Confront negative student conduct and take appropriate steps to deal with it.
5. To deal with all telephone and personal enquiries efficiently, sensitively and effectively, in a way that promotes a positive image of the school and maintains confidentiality.
6. To participate in the School's performance management process.
7. To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts.
8. To undertake training and development relevant to the post.
9. Work within the school's Diversity/Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective.
10. Adhere to policies and procedures as set out in the Governing Body's Regulations, Staff Handbook and as otherwise notified from time to time.
11. At Dr Challoner's High School staff share the responsibility to promote and safeguard the welfare of children and young people for whom they are responsible or with whom they come into contact. In doing so, staff are expected at all times to adhere to and ensure compliance with the School's Child Protection Policy.
12. Undertake other reasonable duties related to the job purpose required from time to time.

Person Specification – LEARNING SUPPORT ASSISTANT (SEND)

Qualifications	Five A* - C grades at GCSE including English and Maths, or equivalent (E)
Experience	1. Experience of using ICT to support administration and the ability to modify work and resources including using PowerPoint, Word, printers and spreadsheets (E) 2. Experience of working with/interacting with students of secondary age (D) 3. Learning support experience or related work (D)
Knowledge, Skills and Personal Qualities	4. A commitment to providing the best possible support for young people (E) 5. Willingness to develop SEND knowledge and expertise (E) 6. Competent and effective user of IT, including Excel, PowerPoint and Word and having the ability to learn to use SIMS (school database) relatively quickly. (E) 7. Ability to work under pressure and remain calm (E) 8. Has a commitment to safeguarding and promoting the welfare of children and young people (E) 9. Abilities to work as part of a team, to work independently and to think laterally and creatively (E) 10. Strong written and oral communication skills and the confidence to work effectively with staff, students and parents (E) 11. Excellent organisational skills including the ability to work to deadlines and the flexibility to take on new tasks as they arise (E) 12. Commitment to staff welfare and providing strong customer service for staff and parents, including being understanding, supportive and able to maintain confidentiality (E) 13. Commitment to equal opportunities and the equal value of all members of the school community (E) 14. Able to maintain confidentiality (E) D = Desirable E = Essential D - Desirable E - Essential

Applications should be emailed to jo.barnes@challonershigh.com

We welcome applications from all sections of the community and those interested in job-sharing. Dr Challoner's High School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment.

A copy of our privacy notice for applicants can be found here.

Please refer to our website where you can view our Child Protection and Safeguarding, and Safer Recruitment Policies. This is a regulated activity.

Policies; all of our polices are available at https://www.challonershigh.com/about-us/school-policies-practices

The successful applicant will be subject to an Enhanced DBS disclosure and Section 128 check, where applicable.

We reserve the right to interview and appoint prior to the closing date.

Disclosure of Criminal Records

As a school, we are exempt from the Rehabilitation of Offenders Act 1974. This means that certain criminal convictions and cautions, including some that are spent, must be declared when applying to work with children. If you are shortlisted for interview, you will be required to disclose:

- All unspent convictions and conditional cautions
- All spent convictions and adult cautions that are not protected (i.e. not filtered) under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended in 2020

Failure to disclose relevant information may result in withdrawal of an offer or dismissal if appointed.