



JOB DESCRIPTION – LEARNING SUPPORT ASSISTANT

Upton House is committed to safeguarding and promoting the welfare of children and young people, along with their protection and expects all staff and volunteers to share this commitment.

TITLE

Learning Support Assistant

PURPOSE OF JOB

To support children across the school with social and emotional needs and/or special educational needs in the classroom, in small groups and on-to-one. To work closely with the Learning Support Team and other teaching staff to ensure that every child feels confident and successful. To contribute to an ethos of inclusivity, where all children feel valued and supported.

RELATIONSHIPS

- Line managed by the school's SENDCo
- Daily communication with SENDCo and teaching staff around targets and expectations for the lessons or children assigned
- Work within the Learning Support Department

RESPONSIBILITIES AND KEY TASKS

- a) Under the direction of the SENDCo, support and teach children with special educational needs using multi-sensory strategies and the resources recommended, including assistive technology.
- b) Under the direction of the SENDCo and Head of Maths/ English, work with small groups to provide additional reinforcement activities to consolidate class topics and fill gaps in knowledge and learning, as advised, through regular formal and informal meetings.
- c) Liaise with Learning Support teachers in the department to share information and resources to support individual and small group teaching.
- d) To assist with the hearing of reading of pupils requiring additional support, keeping all records updated and regularly liaising with class teachers and the Head of Learning Support.
- e) Where leading an intervention, maintain good records of individual sessions and pupils' progress to discuss with the SENDCo to help share information and facilitate future planning as required.
- f) Create a welcoming and stimulating environment conducive to learning.

- g) Attend training and additional school occasions, where deemed reasonably necessary by the Headteacher.

Reviewed Oct 2025