



ST MARY'S CE HIGH SCHOOL

JOB DESCRIPTION

Post Title: **Learning Support Assistant**

Grade: **H3 (5-6)**

Hours: **27.5 hours per week term-time only.**

Responsible to: **Inclusion Director/SENDCo & Inclusion Coordinator
Deputy Headteacher**

Personal and Professional Standards

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

All staff are to:

- support the aims and ethos of the school
- have regard to the Church of England character of the school and not to do anything in any way contrary to the interest of its foundation
- set a good example in professional dress and appearance, punctuality and attendance
- take responsibility for personal development and training as a consequence of the performance review cycle
- attend team and staff meetings as appropriate, contributing actively whenever possible
- be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher

Purpose of job

The Learning Support Assistant will work as part of the Inclusion Team to:

- Promote the safeguarding and wellbeing of all students.
- Promote inclusion and raise the attainment of students to enable them to achieve their full potential.
- Support and assist teachers in the provision of high-quality teaching and learning.

- Support students with Special Educational Needs and Disabilities (SEND) and additional needs to access the curriculum.
- Work with teachers to provide alternative or personalised curriculum provision for students who are not following the mainstream curriculum.
- Support teachers and the Inclusion Team with tracking and monitoring the progress of students.
- Promote a positive learning culture and high expectations of achievement and behaviour.
- Liaise with parents/carers as a key worker, where appropriate, to provide information and support effective home-school collaboration.
- Facilitate and contribute to individual and small-group support and intervention work.

Key Tasks and Responsibilities

- Plan and work with teaching staff to support the progress and learning of students on the additional needs register.
- Support and assist teachers in providing differentiated resources, appropriate scaffolding and effective learning opportunities.
- Support intervention resources and materials to enable students to achieve their potential and make progress.
- Work closely with the SENCO/Inclusion Team to ensure students' learning, behavioural and wellbeing needs are met.
- Implement agreed strategies and support identified within EHCPs, SEND Support Plans and other individual support plans.
- Mentor, support and challenge students
- Support individual and small-group interventions and alternative or personalised curriculum provision.
- Contribute to tracking, monitoring and reviewing student progress and provide relevant feedback to teaching and Inclusion staff.
- Contribute to student progress reviews, target-setting meetings, SEND reviews and other relevant meetings.
- Contribute to collating, maintaining accurate student records and files and support the effective use of ICT for student support and administration.
- Promote positive behaviour and contribute to the effective use of the school's rewards and sanctions procedures.
- Ensure that all practice contributes to achieving the highest standards of attainment and behaviour for students of all abilities.
- Support students to develop independence, emotional regulation, resilience and positive learning behaviours.
- Liaise with parents/carers regarding student progress and support, where appropriate.
- Take responsibility for promoting and safeguarding the welfare of children and young people and follow all safeguarding and child protection procedures.
- Support students within the Student Centre and supervise students within the school building and site during student break times.
- Keep up to date with relevant SEND, safeguarding, behaviour and inclusion practice and participate in relevant training and professional development.

The particular responsibilities may be amended at any time in order to respond to the changing demands and needs of the school, provided that such duties remain appropriate to the role.

October 2026