

Holy Family Catholic School & Sixth Form

Job Description – Learning Support Assistant

Responsible to: The SENDCO

Hours: 8.30am – 3.30pm (30 mins lunchbreak)

NJC Scale Pts 3 – 6

Core Roles of the Learning Support Assistant:

- To promote the learning and welfare of students, particularly those with special educational needs, under the guidance of the class teacher
- To make a significant difference to the academic experience and progress of students with SEN
- Work effectively as part of a team
- To liaise effectively with colleagues, parents and outside agencies.

Specific Responsibilities

1. Work under the direction of the class teacher to assist with students' learning, creating differentiated resources for specific students as required.
2. Supervise small groups during tutor time.
3. Provide one to one support to students or work with small groups on preplanned activities;
4. Lead a lunchtime activity at least once a week.
5. Work with students who have EHCPs, providing individual assistance and recommending strategies to the SENCO .
6. Assist with the preparation of action plans, and recording progress.
7. Assist students with their personal hygiene, eating and general welfare requirements as necessary.
8. Ensure that specific students are encouraged to participate fully in the life and activities of the school
9. Prepare weekly reports and reviews on students' progress and assist with the general administration of records as required by the SEN team.
10. Assist with other types of intervention as required.
11. Undertake training and attend INSET days in keeping with the nature and grade of the post.
12. Administer first aid where appropriate training has been provided.
13. Undertake any other duties as directed from to time by the Head Teacher

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Person Specification Learning Support Assistant

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The successful candidate will be in sympathy with the Mission Statement and distinctive nature of Holy Family as a Catholic Community. This is at the heart of every role within the school.

The Post-holder will:

- (Ideally) have experience of making a difference to the academic and pastoral well-being of students in a secondary school.
- (Ideally) be able to demonstrate that his/her intervention has improved the behaviour and attitude of students across a sustained period of time
- (Ideally) have experience of working with students who have special educational needs
- Be patient
- Have excellent organisational skills
- Have excellent literacy and numeracy skills
- Have excellent communication skills
- Be able to effectively use ICT as required
- Be able to foster good relationships with students and parents
- Be an excellent role model

Personal Circumstances & Safeguarding

- Be legally entitled to work in the UK.
- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable individuals.
- This post is not subject to the provisions of the Rehabilitation of Offenders Act and an enhanced DBS check is required.
- Be fit to carry out the duties required of this role.
- Has appropriate motivation to work with children and young people and can relate to them in a positive way.
- Ability to maintain appropriate relationships and personal boundaries with children and young people.
- Displays commitment to the protection and safeguarding of children and young people.

March 2026

Postholder's Signature _____ Date_____