



JOB DESCRIPTION AND PERSON SPECIFICATION

POST TITLE:	LEARNING SUPPORT ASSISTANT - 1:1 SEND SUPPORT
GRADE:	SCP 5-6

JOB PURPOSE

To support the class teacher in providing dedicated one-to-one support to children with special educational needs in the classroom, and other senior staff on a range of teaching and learning experiences which deliver an appropriately differentiated and suitably challenging creative curriculum for SEND pupils whilst meeting statutory requirements. The postholder should work within school policies and procedures under the direction and guidance of senior staff and within an agreed system of supervision.

KEY DUTIES AND RESPONSIBILITIES

- Provide outstanding support to enable a pupil with additional needs and SEND to play a full and active part in the life of the school and to make outstanding progress in their learning.
- Support the teacher in the classroom and in preparation for lessons, adapting learning tasks and materials to help the student access the classroom curriculum, in line with their Educational Health Care Plan (EHCP)
- Assist with personal, intimate, or medical carer routines if required by the pupil's care plan.
- Support emotional regulation & encourage positive social behaviour.
- Communicate closely with Class Teacher, SENCO and parents.
- Support the learning, development, safety, and well-being of pupils, including those with additional needs, ensuring equality of access and inclusion.
- Assist in classroom management, implementing lesson plans, and supervising pupils consistently, including during short-term teacher absence.
- Will administer routine tests, invigilate exams and undertake routine marking of pupils' work.
- Undertake structured and agreed learning activities/teaching programmes appropriate to the pupil's needs to ensure physical, social, emotional and intellectual development, considering diversity e.g. language, culture, ability, race and religion.
- Deliver structured learning activities, support Individual Education Plans and Personal Care Programmes in the classroom or in a smaller one-on-one setting.
- Promote positive behaviour, social skills, self-esteem, and independence, challenging inappropriate behaviour and reporting safeguarding concerns in line with policy.

- Act as a role model, establishing positive relationships with pupils, parents/carers, and colleagues, contributing to the school ethos.
- Provide administrative and clerical support, monitor pupil progress, and give constructive feedback to teachers, pupils and parents/carers.
- Assist with supervision during out-of-class activities, trips, and visits, and support work experience students, trainees, or volunteers.
- Participate in professional development, training, and performance review as required.
- Interaction with pupils, staff, parents/carers and external professionals on a daily basis.
- Will assist in the supervision of students on work experience, trainees and voluntary helpers.

ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:

- Frequent periods of sitting, standing, and moving around the school environment.
- Manual handling and occasional physical support of pupils in line with health and safety guidance.
- Ability to respond to emotional, behavioural, or physical challenges, including dealing with emergencies.
- Flexibility to work during term time, including occasional meetings or training outside normal hours.
- Regular work within classroom and school environments, including indoor and outdoor activities.
- Role requires sustained concentration, initiative and emotional resilience when working with pupils who may present behavioural, emotional or physical challenges.
- Requires the ability to respond calmly and appropriately to incidents, emergencies and safeguarding concerns.

OTHER CONSIDERATIONS

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Training	• GCSE English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 1. • Evidence of further training/development and/or willingness to participate in further training and development opportunities.	• First Aid qualification • Level 2 NVQ in childcare/Teaching Assistant or equivalent qualification or educated to graduate level.
Experience	• Experience of working in a team situation. • Experience of working with or caring for children of relevant age e.g. voluntary organisation or parental/caring responsibilities. • Experience of working with children with Special Educational Needs supported by an EHCP • Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level.	• Experience of working with Early Years children with Special Educational Needs supported by an EHCP
Knowledge and skills	• Will possess knowledge of the School's relevant procedures or practices. • Will have an outline understanding of relevant legislation. • Problem solving skills. • Good communication skills. • Exercising advisory, guiding, negotiating and persuasive skills at a developed level. • Good numeracy/literacy skills. • Basic ICT skills. • An understanding of the needs of a multicultural society. • An understanding of the issues relating to pupils who have additional	• Will have knowledge of some of the policies covering their service area

CRITERIA	ESSENTIAL	DESIRABLE
	learning needs, more able and special educational needs. • Knowledge of childcare. • Awareness of child development. • Knowledge and commitment to schools Equality policy. • Ability to relate well to pupils and adults. • Ability to work constructively as part of a team. • Ability to remain calm under pressure. • Demonstrate a commitment to working with children of the relevant age. • Demonstrate good co-operative, interpersonal and effective listening skills. • Maintain confidentiality in matters relating to the school, its pupils, parents or carers. • Ability to perform all duties and tasks with reasonable adjustments where necessary. • Ability to cope with the requirements of the post, which will include working with pupils who have emotional/behavioural/physical difficulties. • In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level.	

ADDITIONAL INFORMATION

- The post is subject to an Enhanced Disclosure and Barring Service (DBS) check, as well as full compliance with the Trust's safeguarding policies.
- The postholder must have the legal right to work in the UK.
- The Trust is committed to equality, diversity and inclusion and follows robust safer recruitment practices in line with statutory guidance.

OFFICE USE ONLY:

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