



The Sacred Heart Language College Job Description

Post	Learning Support Assistant
Responsible to:	Head of Inclusion
Purpose	<ul style="list-style-type: none"> • To work under the direct instruction of teaching and senior staff, in the mainstream classroom, offering 1:1 and small group support to pupils to enable them to access the curriculum • To provide general support to the teacher in the management of pupils in and out of the classroom
Salary	College Salary Scale G03, point 9
Version	March 2025

Responsibilities of a Learning Support Assistant:

Tasks, Duties & Responsibilities – Support for Pupils
Provide in-class, 1:1 and group support for pupils ensuring their safety and inclusion.
Act as key worker, building an effective relationship with pupils and their parents.
Liaise effectively with outside agencies such as occupational therapist and physiotherapist.
Liaise with the PE, Art and DT departments on arrangements for PE lessons, sports days and subject specific lesson requirements to meet the needs of pupils.
Carry out a physiotherapy programme under the direction of the Physiotherapist.
Tasks, Duties & Responsibilities – Support for the Teacher
Liaise effectively with teachers to plan learning activities.
Enable pupils to understand instructions, explanations, tasks and further develop support materials as required.
Use strategies, in liaison with the teacher, to support pupils to achieve learning objectives.
Monitor pupils' responses to learning and adapt tasks and instructions to aid progress.
Establish constructive relationships with parents/carers and external agencies.
Tasks, Duties & Responsibilities – Support for Curriculum
Collaborate with staff in adapting resources and activities to meet the needs of pupils.
Support the use of ICT in learning activities and develop pupils' competence and independence in its use
Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
Track and monitor pupils' progress

Tasks, Duties & Responsibilities – Support for the College
Appreciate and support the role of other professionals
Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required.
Assist with the creation of display material to promote a positive learning environment.
Assist with the update of accurate information regarding pupils with SEND.
Attend and participate in relevant meetings as required
Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
Act as a reader / scribe for exams in line with the access arrangements policy.
Carry out administrative tasks as requested by senior staff and the Inclusion Team.
Undertake annual safeguarding and child protection training including familiarisation with national policy updates to Keeping Children Safe in Education



The Sacred Heart Language College Post: Learning Support Assistant Person Specification

The following outlines the criteria for this post. There will be an initial training period to ensure the successful applicant is able to meet the key requirements of the role.

The successful candidate will be employed by the Governors of The Sacred Heart Language College. The skills, qualities and attributes required of this person are:

- willingness to uphold the values and Catholic ethos of the College
- Sound educational qualifications
- Good literacy & numeracy skills (equivalent to Grade C in GCSE Maths and English)
- good interpersonal skills, with particular reference to working with teenage girls
- excellent communication skills, both orally and in writing
- flexibility, patience, sense of humour
- resilience and good work ethic
- ability to use initiative, think creatively and find solutions to problems
- ability (or willingness to learn) to develop creative materials which make the curriculum accessible to the pupil(s) being supported
- reasonable IT skills and a willingness to develop these.
- ability to organise and manage own workload and to work as part of a team.
- ability to build effective and supportive relationships with pupils and colleagues
- previous experience of working with pupils who have special educational needs would be an advantage but is not essential as training will be provided.