



Job Description

Post title: Learning Support Assistant
Grade: Grade E - SCP 8 - 11, Pro Rata
Reports to: Head of Learning Support

Main Duties and Responsibilities

LS Training

- Attend training sessions with LSAs and teachers.
- Support new members of staff in the department with routines and procedures.

Teaching and Learning Support

- Support teachers and learners in lessons.
- Work with named students in class to help them meet individual targets, using strategies outlined on the students' profile.
- Work with small groups to help them complete a task set by the subject teacher.
- Act as a key worker for designated pupils on the SEN Register and take part in associated meetings and administration.
- Prepare classroom materials e.g. organising work sheets, preparing support materials, setting up equipment following instructions from the subject teacher.
- Be familiar with the content of the core subjects in KS3 and KS4.
- Have an awareness of National Curriculum and GCSE assessment requirements and of Maths/English/Science coursework requirements.
- Act as reader/scribe/prompt to students in exams. Train students in using these access arrangements.
- Work with SEN students in pastoral time to support their learning.
- Supervise LS homework club.
- Supervise other extra-curricular activities
- Involvement with LS students at lunchtime.
- Administer personal care and attending to pupils' personal needs, which could include toileting, hygiene, dressing and eating.

Administration in Learning Support

- Assist with the administration of SEN information e.g. circulating profiles and giving admin support to the department.
- Complete filing and letter writing.



Other Duties

- Attend meetings to share information about pupils' progress.
- Have an awareness of the SEN Code of Practice and Statutory requirements.
- Any other reasonable request of the Head Teacher.
- Act as a first aider for the school.

Additional Information

- Engage in promoting the values and acting as a role model for the Trust.
- Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Comply with the principles and requirements of the General Data Protection Regulation and the Data Protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust's information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

July 2026



Person Specification

Factors	Essential		Desirable	
Qualifications & Training	E1	5 GCSEs at Grade C or above or equivalent including Maths and English	D1	Post 16 Higher Education, Teaching Assistant or Degree level qualification
Experience	E2	Experience of working with children in an educational setting.	D2	Experience of working with children with SEN
			D3	Experience of administering personal care to children with SEN
Skills	E3	Good ICT skills	D4	Knowledge of a range of SEN
	E4	Good communication skills		
Personal Attributes	E5	Able to work as part of a team		
Special Requirements	E6	A commitment to safeguard the welfare of children		
	E7	Compliance with data protection principles		
	E8	Compliance with Equal Opportunities Policies, the Trust/School Code of Conduct, and all other Trust/school policies		
	E9	Compliance with health and safety policies, rules and regulations		
	E10	To uphold the Catholic ethos of our school		