Bishop Wilkinson Catholic Education Trust

Cardinal Hume Catholic School

Job Description

Post Title: Learning Support Assistant
Salary: Grade E, SCP 8-11
Reports To: SENDCO/Assistant Headteacher

Job Purpose

To work under the guidance of teaching staff and the SENDCO to implement agreed work programmes with individual/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting teachers and the SENDCO in the whole planning cycle and management/preparation of resources.

Main Duties and Responsibilities

Providing support for pupils by:

- Using specialist (curricular/learning) skills/training/experience to support pupils
- Assisting with the development and implementation of support plans
- Establishing productive working relationships with pupils, acting as a role model, and setting high expectations
- Promoting the inclusion and acceptance of all pupils within the classroom
- Supporting pupils consistently whilst recognising and responding to their individual needs
- Encouraging pupils to interact and work co-operatively with others and engage all pupils in activities
- Promoting independence and employ strategies to recognise and reward achievement of self-reliance
- Providing feedback to pupils in relation to progress and achievement

Providing support for teachers and the SENDCO by:

- Working with teachers to establish an appropriate learning environment
- Working with teachers and the SENDCO in lesson planning, evaluating, and adjusting lessons/planning as appropriate
- Monitoring and evaluating pupils' responses to learning activities through observation and planned recording of achievement against learning objectives
- Providing objective and accurate feedback to teachers and the SENDCO on pupil achievement, progress, and other matters
- Responsible for keeping and updating records as agreed with teachers and the SENDCO, contributing to reviews of systems/records as requested
- Promoting positive values, attitudes, and good pupil behaviour, dealing promptly with conflict and incidents in line with school policy and encourage pupils to take responsibility for their own behaviour
- Liaising sensitively and effectively with parents/carers as agreed with the SENDCO
- Administering, supporting, and invigilating exams/tests

Providing support for the curriculum by:

- Implementing agreed learning activities teaching programmes, adjusting activities according to pupil responses/needs
- Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use
- Helping pupils to access learning activities through specialist support
- Determining the need for, prepare and maintain general and specialist equipment and resources

Providing support for the school by:

- Being aware of and complying with policies and procedures relating to child protection, behaviour, anti-bullying, anti-racism, health, safety and security, confidentiality, and data protection
- Being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Establishing constructive relationships and communicate with other agencies/professionals in liaison with the SENDCO
- Attending and participating in regular meetings
- Participate in training and other learning activities as required
- Recognising own strengths and areas of expertise and use these to advise and support others
- Providing appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Supervising pupils on visits, trips and out of school activities as required
- Other such responsibilities allocated which are appropriate to the grade of the post

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.

November 2026

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Person Specification

Factors	Essential		Desirable	
Qualifications & Training	E1	Good standard of education – 4 or more GCSE's, or equivalent, including English and Mathematics	D1	Learning Support/Teaching Assistant qualification or experience
Experience	E2	Experience of working with young people	D2 D3	Experience of working in a school environment either in a paid or voluntary capacity An understanding of child development and learning
Skills	E3 E4 E5 E6 E7	An understanding of the needs of pupils particularly those with SEND Ability to work within a team Ability to work with pupils on individual targets set by a member of staff Good written and spoken communication skills Good organisation and planning skills		
Personal Attributes	E9 E10 E11	Ability to work under pressure Ability to use own initiative, unsupervised Flexible approach to work		

	E12	Awareness of confidentiality, working with integrity		
	E13	Good timekeeping		
	E14	Conscientious, enthusiastic, hard-working, courteous, and polite		
	E15	Calm and positive approach		
Special Requirements	E16	A commitment to safeguard the welfare of children		
	E17	Compliance with data protection principles		
	E18	Compliance with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies		
	E19	Compliance with health and safety policies, rules, and regulations		
	E20	To uphold the Catholic ethos of our schools		

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