

**TEACHING STAFF
JOB DESCRIPTION**

ROLE TITLE	Learning Support Assistant
CONTRACTED HOURS	Full or Part Time
LOCATION	Thomas Gainsborough School
GRADE / SCALE POINT	Grade 3, Scale 4-6
REPORTING TO	Deputy SENDCo

ROLE PURPOSE

To work under the direction of teaching staff and SEND leaders to support pupils, enabling them to access learning, develop independence, and achieve positive outcomes within an inclusive school environment.

KEY TASKS AND RESPONSIBILITIES

Supporting Pupils

- Develop an understanding of a range of learning support needs and the specific needs of individual pupils.
- Support pupils to access learning effectively in class, small group and one-to-one contexts, using appropriate strategies and adaptations.
- Support pupils' physical and care needs where required, whilst promoting independence and self-efficacy.
- Work in accordance with Education, Health and Care Plans (EHCPs) and One-Page Profiles.
- Establish positive, supportive, and professional relationships with pupils.
- Promote inclusion and acceptance of pupils with SEND within the wider school community.
- Support pupils' emotional wellbeing and contribute to the development of self-esteem and resilience.

Supporting Teachers and SEND Leads

- Assist with the implementation and review of EHCP provision and SEND support plans.
- Contribute to the development and maintenance of One-Page Profiles.
- Monitor, record, and report on pupil progress and engagement.
- Provide regular, accurate feedback to teachers and SEND leads regarding pupils' needs, progress, and outcomes.
- Participate in the evaluation and review of support strategies and interventions.

Supporting the School

- Where appropriate, support communication and positive relationships between home and school.
- To liaise, advise, and consult with other professionals involved in supporting the child.
- Implement the school Behaviour Policy consistently to support a positive learning environment for all pupils.

- Engage in mandatory and voluntary professional development and training.
- Adhere to all school and Trust policies and procedures.
- Maintain confidentiality at all times in relation to pupils, families, staff, and school matters.
- Support and/or lead enrichment activities as directed.

Additional Responsibilities

- Undertake any other duties reasonably requested by the Headteacher, commensurate with the role.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Education and Qualifications	<ul style="list-style-type: none"> • GCSE Grade C / 4 or above (or equivalent) in English and Maths. 	<ul style="list-style-type: none"> • GCSE Grade C / 4 or above (or equivalent) in Science • A Levels • LSA Level 2 or Level 3 qualification (or willingness to work towards).
Literacy and Numeracy	<ul style="list-style-type: none"> • Demonstrates clear and accurate written English. • Ability to carry out basic numerical tasks accurately. 	
ICT, Equipment and Materials	<ul style="list-style-type: none"> • Confident and effective use of ICT and digital systems. • Ability to maintain routine records accurately and systematically. • Demonstrates competence in using relevant technology and office equipment. 	<ul style="list-style-type: none"> • Knowledge of school or Trust digital systems.
Organisation and Planning	<ul style="list-style-type: none"> • Ability to prioritise tasks and work in an organised and methodical manner. 	<ul style="list-style-type: none"> • Knowledge of Trust's administrative procedures
Problem Solving	<ul style="list-style-type: none"> • Ability to resolve day-to-day issues using initiative. • Ability to recognise when to escalate concerns appropriately. • Ability to prioritise tasks and work in an organised and methodical manner. • Ability to demonstrate flexibility during the working day in order to support students needs 	

<p>Interpersonal and Communication</p>	<ul style="list-style-type: none"> ● Tact, diplomacy, and professionalism in all interactions. ● Patience and emotional resilience when supporting pupils and families. ● Strong understanding of the importance of confidentiality. ● Friendly, approachable, and supportive manner. ● Ability to work effectively as part of a team. 	
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SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).