



Job Description

Learning Support Assistant

School: Thornden

Salary: HCC Pay Scale B (FTE £24,796 - £25,127) (Actual for 28.5 hrs £16,407 - £16,626)

Hours: 28.5 hours per week, Monday-Friday (08:50-14:55 (Wednesdays 08:15-14:55) Term time only (39 weeks) - we will also consider applications for other part-time working hours - please specify

Contract: Part time, Term Time, Permanent.

Responsible to: SENCO

Start date: Monday 1st June 2026 (subject to satisfactory safer recruitment checks)

Principle Responsibilities

As students are supported in all areas of the curriculum, in academic and practical subjects, Learning Support Assistants (LSAs) work in a wide variety of departments. They work under the classroom teacher and the SENCo to support students to access mainstream lessons. LSAs perform an important role in promoting wellbeing and access for students with Special Educational Needs and Disabilities (SEND).

Primary Roles

General

- To promote the Thornden ethos of high expectations, inclusion and access for all
- To help vulnerable students build relationships with peers
- To represent the values and ethos of the Learning Support Department in all interactions with students and staff
- To liaise with appropriate staff with regard to safeguarding, wellbeing, health and safety, confidentiality, data protection and academic development of our students
- To have due regard to improving skills and knowledge in relation to learners with SEND
- At all times, to share a commitment to safeguarding and promoting the welfare of children and young people

In class

- To liaise with the classroom teacher regarding learning focus and progress
- To support students in class under the direction of the classroom teacher
- To work closely with key students
- To provide targeted questioning and differentiated explanations
- To devise and agree differentiated tasks
- To read and scribe for directed students
- To lead small groups as appropriate
- To carry out targeted observation

Outside of the classroom

- To support students outside of the class under the direction of the classroom teacher or the Learning Support Coordinator/SENCo
- To maintain department records (hand-written and digital)
- To plan/prepare resources
- To monitor clubs and mentor students
- To liaise with senior and experienced staff to plan and tailor intervention
- To attend weekly department meeting
- To attend (digitally or in-person) professional development sessions
- To provide exam support e.g. administration, reading, scribing, invigilation
- To support break and/or lunchtime clubs (paid)
- To support after-school clubs and interventions (paid)

Other

- To work co-operatively with others towards shared goals
- To be aware of and comply with policies and procedures including those relating to child protection and safeguarding, health and safety, and security and confidentiality
- To undertake other duties as required by the Learning Support Co-ordinator/SENCo commensurate with the grade of the post
- To undertake all training as required
- To play a full role in school life, to support the ethos of the school and of the HISP Multi Academy Trust, and to encourage all students to follow this example

This post is classed as having a high degree of contact with children and is exempt from the Rehabilitation of Offenders Act 1974 (as amended 2013 and 2020). An enhanced disclosure with a check of the Children's Barred List will be sought through the Disclosure and Barring Service as part of HISP Multi Academy Trust's pre-employment checks.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the HISP Multi Academy Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.