

**THE POLYGON SCHOOL**

Handel Terrace

Southampton

Hampshire

SO15 2FH

Tel: 023 80 636776

Email: [info@polygon.southampton.sch.uk](mailto:info@polygon.southampton.sch.uk)



**Headteacher:** Mr Ben Penfold

---

**Learning Support Assistant**  
**The Polygon School**

**Job Description**

<b>Post:</b>	Learning Support Assistant
<b>Salary Scale:</b>	Grade 7   SCP 19 - 25 ( <i>Approx. £24,045 pro rata'd</i> )
<b>Accountable to:</b>	Senior Learning Support Assistant (Grade 8)
<b>Directly Accountable to:</b>	Personal Development Lead
<b>Accountable for:</b>	Own CPD

**PURPOSE:**

- To provide high-quality support to pupils with Social, Emotional and Mental Health (SEMH) needs, enabling them to access learning, develop positive relationships, improve emotional regulation, and achieve their full academic and personal potential.
- The Learning Support Assistant will work closely with SLT, teachers and support staff to create a safe, supportive, and inclusive learning environment.

**KEY ACCOUNTABILITIES:**

- Assist pupils in accessing the curriculum and engaging positively in a full range of learning activities.
- Support the personal development lead with the implementation of the whole school personal development curriculum
- Assisting with organisation and implementation of offsite curricular personal development sessions
- Completion of pupil provision maps and personal development records
- Be willing to take part and get actively involved with a range of physical activities
- Updating school website /latest news/ blog as required
- Creating regular school newsletters

**ESSENTIAL KNOWLEDGE & SKILLS**

- Understanding of SEMH needs and their impact on learning and behaviour.
- Knowledge of safeguarding and child protection procedures.

- Strong communication and interpersonal skills.
- Ability to build positive and professional relationships with pupils, families, and colleagues.
- Ability to remain calm and resilient in challenging situations.
- Effective organisational and record-keeping skills.
- Competent IT skills.
- Driving licence required

#### **PERSONAL QUALITIES:**

- Empathetic, patient and approachable
- Flexibility and adaptability
- Highly organised
- Positive and motivated

In addition, where possible:

To assist with general school duties.

These will include:

- a. Supervising pupils in an informal setting at the start of the school day
- b. Setting up classrooms, preparing resources and displays and tidying and clearing away
- c. Supervision of pupils during break times and lunch time
- d. Supervision of pupils entering and leaving school premises
- e. Assessing, reporting and recording progress as directed by teaching staff

#### **SUPPORTING THE SCHOOL:**

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Follow all safeguarding, child protection, health and safety and confidentiality procedures
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

These duties may be reviewed and amended in consultation with the post holder in the light of any changes and/or priorities identified within the school.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_