

Job Description

Learning Support Assistant (based in the Resourced Provision)

15th July 2026

Post: Learning Support Assistant (RP)

Responsible to: Resourced Provision Manager

Job Purpose

- To support SEND students attached to the Resourced Provision to access learning in a classroom, enabling students to receive quality first teaching from the class teacher, and through planned interventions that take place in the Resourced Provision

Main Responsibilities

- Work closely with class teachers to ensure SEND students attached to the Resourced Provision have access to high quality learning
- Support the class teachers in maintaining high standards of engagement in the learning
- Provide feedback to pupils in conjunction with the teacher
- Assist the teacher with testing and assessment
- Be vigilant to signs of SEND needs of unidentified students and refer them to the SENDCO
- Provide feedback to the class teacher and SENDCO of SEND student progress in line with individual targets and EHCP outcomes as required
- Deliver planned learning interventions to identified students
- Provide support as a key worker for identified students and liaise with staff and parents to support their needs
- Attend regular department and whole school meetings when required
- Attend regular training and CPD to develop the necessary skills to support SEND learners effectively
- Liaise with outside agencies as necessary
- Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace

Other areas of responsibility

Safeguarding

- 1) Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- 2) Be alert to when persistent absence becomes a safeguarding concern and early help may be required
- 3) Work with the designated safeguarding lead (DSL) to promote the best interests of students, including sharing concerns where necessary

Notes

The above duties are subject to the general roles and responsibilities contained in the Statement of Conditions of Employment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. It is not necessarily a comprehensive definition of the post and will be reviewed annually. It may be subject to modification or amendment at any time after consultation with the post holder and the duties may be varied to meet the changing demands of the school at the reasonable discretion of a Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete their particular duties.