



# JOB DESCRIPTION FOR LEARNING SUPPORT ASSISTANT (LSA)

**Job title:** Learning Support Assistant (LSA)

**Publish Date:** January 2026

**Hours:** 32.30 hours per week, term time only plus 1 INSET

**Salary Band:** Day HCC H2.3 £24,796 FTE subject to pro rata

**Contract:** Permanent

**Reports to:** Assistant Head/ SENCo, Mrs Dervla Downing

**Department:** SEN Department (Classroom Support Staff)

*This job description is not necessarily a comprehensive definition of the post. The duties and responsibilities listed below describe the post as it is at present, the post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

*The job description will be updated regularly in line with school's development plan.*

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## 1. INTRODUCTION

1.1 You are accountable to the Governing Body through the line management structure shown in the Staff Handbook.

1.2 You are required to maintain and develop the Catholic character of the School in accordance with the direction given by the Governors and expressed in the Mission Statement. You are required to support the Headteacher in implementing the Mission Statement and in maintaining the distinctive Catholic nature of the School.

## 2. THE ROLE OF AN LSA AT THE SAINT JOHN HENRY NEWMAN SCHOOL

2.1 An LSA at The Saint John Henry Newman School must be able to support the classroom teacher with their responsibility for the development and education of all pupils.

2.3 To assist in the development of pupils' learning, the provision of care and the management of pupils' behaviour under the guidance of teaching staff/senior colleagues.



### 3. KEY AREAS OF RESPONSIBILITY

#### 3.1 Support for Pupils:

- ➔ Under the guidance of the Director of Learning Support/Director of Learning, assist with the development and implementation of Individual Education/Behaviour Plans and personal care programmes
- ➔ To support the learning needs of pupils who require assistance in accessing the curriculum
- ➔ To work with pupils and students in classroom, small group and one to one scenarios
- ➔ To establish constructive relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- ➔ To promote the inclusion and acceptance of all pupils
- ➔ To encourage pupils to interact with others and engage in activities led by the teachers
- ➔ To set challenging and demanding expectations and promote self esteem and independence
- ➔ To provide feedback to pupils in relation to progress and achievement under the guidance of the teacher

#### 3.2 Support for Teaching and Learning

- ➔ To arrive punctually for lessons and assist the teacher with the orderly admission of pupils into the room
- ➔ To create and maintain a purposeful orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work
- ➔ To use strategies, in liaison with the teacher, to support pupils to achieve learning goals, offering further differentiation of tasks if necessary
- ➔ To assist with the planning of learning activities through direct liaison with subject teachers
- ➔ To monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- ➔ To provide regular feedback to teachers on pupils' achievement, progress, problems etc and maintain department records of work done by individual pupils
- ➔ To be actively involved in promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established School procedures and encourage pupils to take responsibility for their own behaviour, in accordance with the Pupil Code of Conduct
- ➔ Establish constructive relationships with parents/carers in line with School policy and expectations, liaising with parents/carers as appropriate
- ➔ Administer routine tests, invigilate exams and undertake routine marking of pupils' work
  - ➔ To act as a scribe or reader as directed
- ➔ To assist the Department or teaching staff with routine administration e.g. photocopying, typing, filing, administration of coursework etc

#### 3.3 Support for the Curriculum

- ➔ Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- ➔ Undertake programmes linked to local and national learning strategies e.g. Literacy, Numeracy, Secondary Strategy, Assessment for Learning, Intervention, recording achievement and progress and feeding back to the teacher
- ➔ Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- ➔ Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist the pupils in their use.



### 3.4 Support for the School

- ◆ To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to AHT Pastoral in the first instance.
- ◆ To be aware of and support difference to ensure that all pupils have equal access to opportunities to learn and develop
- ◆ To play a full part in the life of the School community and be committed to supporting the Catholic ethos of the School.
- ◆ To maintain high standards of professional behaviour towards colleagues and students.
- ◆ To lead by example and to follow the School's dress code and code of conduct.
- ◆ To carry out duties in a friendly, helpful and professional manner.
- ◆ To attend and participate in relevant meetings/INSET and play a full part in the activities of the department
- ◆ To attend and participate in Secondary Transfer Evening as required
- ◆ To participate in training and other learning activities and performance development as required, engaging in the performance review process
- ◆ To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- ◆ To accompany teaching staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

## 4. ACCOUNTABILITIES

4.1 You are responsible to the Headteacher, the Leadership Team Member with responsibility for your Department and the SENCO.

4.2 You are required to:

- ◆ Undertake all reasonable precautions to safeguard the health and safety of students and staff at all times.
- ◆ Ensure that all students are treated fairly, consistently and with respect, that opportunities for reinforcing positive self-images are sought, that gender and race discrimination are actively discouraged.
- ◆ Encourage an environment and ethos which underpins and enhances students; learning and rewards students; achievements.
- ◆ Take active responsibility for formulating fair and consistent standards of discipline and follow up concerns according to the school's procedures

## 5. EQUALITIES

5.1 Be aware of and support school policies that promote equality within and beyond the school community.

## 6. HEALTH AND SAFETY

6.1 Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.



## 7. DISCLOSURE & BARRING SERVICE

7.1 This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the pre-employment checks.

## 8. SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

9.1 You will ensure that child protection and the safeguarding of students are given the highest priority at all times.

9.2 The Saint John Henry Newman School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

## PERSON SPECIFICATION:

Essential	Desirable
<b>Skills, Qualifications &amp; Knowledge</b>	
<ul style="list-style-type: none"><li>♦ A good standard of English and Maths GCSE or equivalent at grade C or above as a minimum</li><li>♦ Can use ICT effectively to support learning</li><li>♦ Experience of working with secondary age pupils in a voluntary or paid capacity</li><li>♦ General understanding of national curriculum and relevant learning programmes and strategies</li><li>♦ Basic understanding of principles of child development and learning</li></ul>	<ul style="list-style-type: none"><li>♦ Completion of DfE Teacher Assistant Induction Programme</li><li>♦ NVQ Level 2 for Teaching Assistants or equivalent qualification</li><li>♦ Training in the relevant strategies e.g. literacy, visual impairment etc.</li><li>♦ First Aid training</li><li>♦ At least the equivalent of one year's full time working experience with children of relevant age</li><li>♦ An understanding of relevant policies/codes of practice and awareness of relevant legislation</li></ul>
<b>Personal</b>	
<ul style="list-style-type: none"><li>♦ Genuine passion and a belief in the potential of every pupil</li><li>♦ Resilience and determination</li><li>♦ Ability to communicate effectively and relate well to others</li><li>♦ Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li><li>♦ Effective time management and organisational skills</li><li>♦ Commitment to equality of opportunity and the safeguarding and welfare of all pupils</li></ul>	



- ◆ Fully support for the School's aims, values and Catholic ethos
- ◆ Demonstrate excellent attendance, punctuality and professional appearance