



Job Description and Person Specification

Learning Support Assistant

Start date: 2nd November 2026

Application Deadline: Monday 12th October at 9am

Job context:

Saint Cecilia's Church of England School is a co-educational Church of England comprehensive school for pupils aged 11-18 years in the Diocese of Southwark and the London Borough of Wandsworth, specialising in the teaching of music and mathematics. We have over 1,000 pupils on roll, including approximately 200 in the Sixth Form. This job profile reflects the vision, aims and policies established by the School's Governing Body.

Job purpose:

- To ensure that all pupils, particularly those with Special Educational Needs, are able to access the whole curriculum.
- To work with individuals and small groups of pupils in the classroom, under the supervision of a teacher, in order to provide support, guidance and assistance as required.
- To prepare materials for classroom use in order to support children with learning difficulties.
- To undertake routine administrative tasks relating the provisions of the Code of Practice for Pupils with Special Educational Needs.
- To follow all safeguarding procedures to ensure the safety and wellbeing of pupils.
- To undertake any additional duties or responsibilities as reasonably determined by the Headteacher.

Accountable to: Special Educational Needs Coordinator SENCo

Key Tasks and Accountabilities

Working with Pupils

- To provide support to individuals and groups of pupils in order to build skills and confidence and facilitate learning.
- To work with teaching staff to develop strategies for encouraging pupils in their learning and facilitate high levels of achievement.
- To assist in the setting and monitoring of pupil targets.
- To record and report on pupil progress as directed.
- To attend and contribute to departmental meetings, pupil planning meetings and pupil review meetings as directed.

Working with School Staff

- To work with teaching and support staff to ensure that appropriate strategies are in place to encourage pupil learning.

- To work with teaching and support staff to ensure that curriculum materials are tailored to meet pupils' learning needs.
- To attend and contribute to review, planning and departmental meetings as directed.

Working with Parents

- To provide information for parents about their children's progress as directed.
- To have contact with parents as required to facilitate their children's learning.

Working with Other Agencies

- To provide information for other agencies working in partnership with the school as required.
- To attend training with external agencies as directed.
- To collaborate with external professionals, as necessary, to ensure suitable provision for the pupils you support.

Administration

- To provide appropriate support for teaching staff in the preparation of classroom materials, particularly through the use of ICT.
- To collect and collate a range of pupil information as directed.
- To update the provision map as necessary to ensure accurate and to up to date information is held on pupils and provisions.

Person Specification

Criteria	Essential	Desirable
Education	• Educated to GCSE level • Excellent literacy and Numeracy skills	• Evidence of further training or professional development
Experience	• Successful experience of working with young people in a supportive and/or supervisory way, e.g. youth groups, sports' teams etc. • Experience of working within budget parameters	• Experience of working in the education sector • Experience of working in a multi-cultural environment
Knowledge, Skills and Abilities	• Shows a clear and detailed understanding of what will be involved in addressing the key tasks in the job profile • Shows a clear understanding of the role of support staff in underpinning teaching and learning in a school situation • Ability to implement administrative systems and procedures • Computer literacy with Microsoft Office Suite (particularly including Excel), E-mail and Internet. • Commitment to the use of IT for teaching and administration purposes • Ability to respond appropriately to a range of people, including pupils, school staff, parents, and representatives of other agencies • Ability to deal with sensitive information in a confidential manner	• Ability to organise and prioritise work commitments.

Personal Qualities	• Committed to setting and maintaining high standards • Committed to education principles which are inclusive of all pupils • Ability to work with pupils, parents, staff and governors • Excellent interpersonal and communication skills • Flexible in working practice • Ability to demonstrate initiative and a pro-active working ethic • Enjoys being organised and paying attention to detail	• Committed, practising Christian. • Awareness and appreciation of the Anglican tradition. • Willingness to engage with pupils out of school hours through enrichment activities, extra-curricular activities, sport, and outdoor pursuits.
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