



**St Richard's Catholic College**  
***A High Performing Specialist Science College***  
Ashdown Road, Bexhill on Sea  
East Sussex TN40 1SE  
[www.strichardscc.com](http://www.strichardscc.com)

**Learning Support Assistant**  
**34 hours per week/39 weeks per year**  
**(Single Status Grade 3)**

A Learning Support Assistant is required to assist in promoting the learning and personal development of students. Ideally, the post would suit a person who has experience of working with young people or who is considering a future career in teaching.

Further details and an application form are available from our website. Please send applications to [recruitment@strichardscc.com](mailto:recruitment@strichardscc.com).

Closing date: Friday, 6<sup>th</sup> September 2024, however, we encourage you to apply as soon as possible as we may interview on receipt of applications rather than await the closing date.

St Richard's is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment.



# St Richard's Catholic College

A High Performing Specialist Science School

Ashdown Road  
Bexhill-on-Sea  
East Sussex  
TN40 1SE  
Tel: 01424 731070

Principal: Mr P Barber, NPQH, NPQEL, FCCT, BA (Hons)



Email: [admin@strichardscc.com](mailto:admin@strichardscc.com)  
Web address: [www.strichardscc.com](http://www.strichardscc.com)

July 2024

Dear Applicant

Thank you for your enquiry concerning the post of Learning Support Assistant at St Richard's Catholic College. I hope you will find the enclosed information informative and that you will decide to apply for the post.

The school roll is at present 1028. The school enjoys an excellent reputation in the community and our numbers for admissions are over-subscribed each year.

The Learning Support department is a successful and cohesive team, looking for someone who will share its inclusive, caring approach and endeavour to work with the team to support each child to the highest levels of educational achievement and participation.

The successful candidate will be fully inducted, trained and encouraged to participate in a range of professional development activities.

If you would like further details, please contact the SENCo, Ian Smith:  
[mrsmithi@strichardscc.com](mailto:mrsmithi@strichardscc.com).

I look forward to receiving your completed application form together with a supporting letter by Friday, 6<sup>th</sup> September 2024, however, we encourage you to apply as soon as possible as we may interview on receipt of applications rather than await the closing date.

Yours sincerely

Mr P Barber  
Principal



<b>JOB TITLE:</b>	<b>Learning Support Assistant</b>
<b>HOURS:</b>	<b>34 hours per week/39 weeks per year</b>
<b>RESPONSIBLE TO:</b>	<b>SENCo</b>
<b>GRADE:</b>	<b>Single Status Grade 3</b>

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### RESPONSIBLE FOR:

1. Providing support for students' needs predominantly in an individual or small-group intervention setting.
2. Providing appropriate care to students in connection with the SEND or medical needs.
3. Monitoring the progress of students who are receiving intervention support and tracking of their progress.
4. Operating professionally as part of the Learning Support Team, led by the SENCo/Learning Support Co-ordinator and carrying out all duties in accordance with the framework of statutory obligations.
5. Assisting in the creation and development of suitable programmes of support.
6. Providing direct input to students as directed, to support their access to learning.
7. Participating in the evaluation of the learning support programme.
8. Providing regular feedback about the students to school-based staff.
9. Liaising with parents/carers and other school staff as appropriate.

### MAIN TASKS:

*Support for our students who are vulnerable to underachievement may include **any combination** of the following.*

- One-to-one and small-group targeted support with students identified for additional intervention.
- Monitoring and recording progress for students in respect of their intervention.
- In-class support, helping students to interpret tasks and assisting as required by teaching staff.
- Mentoring/coaching individual students and building positive relations in order to address behaviour / emotional / esteem needs.
- Help with general administration, filing, recording and documentation.
- Keeping records of individual students when targeted and providing feedback for annual reviews, PEPs and other appropriate professionals meeting.
- Assistance with off-site activities and school trips, when required.
- Providing exam access arrangements support in line with JCQ guidance.
- Liaising with and working collaboratively with ISEND services and external professionals.
- Supervision of students during some lunch and break times.

- Take account of the learning support required and provide appropriate advice or direct input to ensure the students can learn as effectively as possible both in group situations and on his/her own, for example:
  - Ensuring the student is able to use equipment and materials provided.
  - Motivating and encouraging the student as required.
  - Encouraging independence.
  - Liaising with SENCoS, class teachers and Learning Support colleagues about individual education plans and outcomes focused plans.
  - Developing appropriate resources for schools.
  - Establishing supportive relationships with the students concerned.
  - Ensuring that students are fully included and have access to learning alongside their peers.
  - Ensuring that students are provided with opportunities for meaningful social interaction with their peers and develop positive self-esteem.
  - Creating appropriate modified resources for students so that they can access the learning.

*Each year, the duties of Learning Support Assistants are reviewed by the SENCo according to the range of needs presented by the student cohort for the following year. This means that the role may change from year to year.*

Learning Support Assistants will be encouraged to attend appropriate training, whether in-house, run by external agencies or East Sussex County Council. We value the contribution of the Learning Support Assistants enormously; they are expected to take an active role in the Learning Support team. The Learning Support team meet weekly to discuss how best to meet the needs of the students in our care and they are involved in whole school activities and extra-curricular activities as appropriate.

**GENERAL:**

- Contributing to the overall ethos / work / aims of the school.
- Taking part in training activities offered to further professional knowledge and development.
- Carrying out the above duties in accordance with the School's Equal Opportunities policy
- All school-based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.
- The post holders should be aware of and comply with all school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Performing such others tasks as my reasonably be required appropriate to the grading of the post.

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This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. The school reserves the right to change or update this job description after consultation with the job holder.

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**SIGNATURE OF JOB HOLDER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE OF LINE MANAGER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



**JOB TITLE: Learning Support Assistant**

This person specification lists the qualifications, experience, knowledge, skills, abilities and personal qualities of the person required to undertake the post. It will be used by the school to assist in drawing up a shortlist of candidates for interview, and during the interview/selection process. Applicants should provide evidence to demonstrate their suitability for the position and how they meet the requirements of the person specification, in the application form and any supporting statement,

	<b>Essential</b>	<b>Desirable</b>
<b>Job Experience and knowledge</b>	<ul style="list-style-type: none"> <li>• Good level of literacy and numeracy and ability to support students in these areas.</li> <li>• Experience of working or participating in work focused training or similar delivery model.</li> <li>• An understanding of child protection and its importance within the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within an educational setting.</li> <li>• Experience of working with students with addition needs.</li> <li>• Experience of working in an advisory / support capacity.</li> <li>• Aspiration to hold a leadership responsibility with Learning Support for one or more cohorts of pupils with SEND.</li> </ul>
<b>Skills / Abilities and Competencies</b>	<ul style="list-style-type: none"> <li>• Patient and calm manner.</li> <li>• Ability to deal with students who may be challenging and reluctant to engage.</li> <li>• Good communication skills.</li> <li>• Ability to work as part of a team.</li> <li>• Ability to undertake administrative tasks.</li> <li>• Flexible approach.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to undertake relevant professional development.</li> <li>• Use of initiative to support people in your care.</li> <li>• The tenacity to ensure that the students progress.</li> </ul>

## **The Learning Support Department**

The Learning Support Department at St Richard's Catholic College works hard to identify and support all pupils with identified learning Special Educational Needs and Disabilities (SEND), across all areas of the curriculum.

We have a dedicated and friendly team which currently consists of a full-time SENCo, a Learning Support Co-ordinator, a part-time Assessor, Teaching Assistants/Year Co-ordinators, an Individual Needs Assistant and two Pastoral Assistants.

Most Teaching Assistants are subject specialists, with our current team of TAs specialising in supporting English, Maths and Science. TAs work alongside teaching staff as part of subject departments, to ensure all pupils with identified SEND can access a full and appropriate curriculum at Key Stages 3 and 4.

At present we have 107 pupils on our Special Educational Needs register, which includes 22 with Educational Health and Care Plans from September 2024. The pupils we support have a variety of needs, including those who are on the Autism Spectrum, Dyslexia, Social Emotional and Mental Health Difficulties and Physical Disabilities.

Interventions are offered on a bespoke basis for pupils who require this provision, including reading, social use of language, literacy, numeracy, handwriting and anger management. The SENCo and Learning Support Co-ordinator are based in the SEN Office, while our nurture space The Hive is used for interventions such as ELSA and individual or small-group work.

We work closely with a variety of external agencies, including Speech and Language Therapy, Occupational Therapy, CLASS, Educational Psychology, CITES, TASS and local external providers including Plumpton College, College Central and the Teaching & Learning Provision (TLP).

The SEND Department is a vital, valuable part of a successful school. There is an induction programme for new staff at all levels and an opportunity to attend a variety of training and continuing professional development opportunities.