



# **Job Description and Person Specification**

## **Learning Support Assistant**

The Cardinal Vaughan Memorial School

Grade: Scale 1

Reporting to: Senior Leadership Team / Special Educational Needs Co-Ordinator  
(SENCO)

The Saint John Southworth Catholic Academy Trust (and its commercial trading subsidiary and registered charitable foundation) is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

This is a school-based role that will involve contact with children.

# Job Description

## Key Duties and Responsibilities

- To promote and support the learning and welfare of all pupils, including those with Educational Health Care Plans (EHCPs) and those at risk of exclusion from school, so that they have full access to the curriculum
- To develop an understanding of the special educational needs of the pupil/s they are supporting
- To assist the Special Educational Needs (SEN) Team, and other professionals as appropriate, in the organisation of activities and materials to support teaching and learning
- To be involved, with other members of the SEN Team in devising, developing and monitoring the learning experience of individual pupils (responsibility for the teaching programme rests with the SENCO and classroom teachers)
- To be an active member of the SEN Team and to attend all department meetings and relevant planning and review meetings
- Where appropriate, to advise the SENCO on additional resources or teaching materials which may be required
- To meet regularly with the SENCO to discuss individual pupil progress and any problems which might have arisen
- To work alongside the class teacher to establish a positive learning environment where pupils may make progress
- To be proactive in the classroom, supporting pupils, understanding how to motivate and encourage them to develop and achieve
- To establish good relationships with pupils, acting as a role model and being aware of, and responding to, individual needs
- To take responsibility, when requested, for recording the progress of pupils in an objective and detailed way and to maintain accurate and up-to-date records as instructed
- To work with pupils in the classroom, playground and lunchtime. Lunchtime support will include playground duties
- To be aware of confidential issues linked to pupils, staff, home or work and to keep confidences appropriately
- To undertake general administrative and clerical duties under the direction of the SENCO and class teacher which may include the creation of classroom displays, filing or photocopying
- To assist in maintaining the health and safety of pupils by maintaining a tidy and organised work area and reporting any identified hazards to senior staff
- To respond to the welfare needs of pupils by supporting them and reporting any concerns about the general wellbeing of pupils to the appropriate senior member of staff
- To respond confidently and calmly to emergency situations (e.g. behaviour or medical) as required and where training has been provided

- To support allocated pupils with examinations through invigilation duties such as:
  - Attending invigilation training
  - Setting up exam rooms per seating plans and board guidelines
  - Distributing papers, verifying student identity and recording attendance
  - Communicating exam rules and conditions clearly
  - Maintaining a quiet, secure exam environment
  - Monitoring students to prevent misconduct
  - Addressing queries within exam regulations
  - Recording exam timings and incidents accurately
  - Supporting students with special arrangements (e.g. extra time, readers/scribes and prompts)
  - Collecting, counting and organising exam scripts
  - Labelling and packaging papers for submission
  - Reporting irregularities to the Examinations Officer in a timely manner
  - Restoring the exam room post-exam
- To undertake any other duties requested by the SENCO or Line Manager deemed by them appropriate to this position

### **Corporate Responsibilities**

- To contribute to a working environment underpinned by the principles of Catholic Social Teaching
- To ensure probity, propriety and adherence to the Nolan Principles both in personal conduct and throughout the Trust
- To comply with policies and procedures relating to Child Protection; being vigilant for signs that children may be being abused and reporting any such suspicions, no matter how small, to the Designated Safeguarding Lead or in the case of concerns about a member of staff, the Headteacher
- To comply with all other policies, procedures, working practices and regulations, in particular, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- To uphold an individual and organisational commitment to a culture of safeguarding for all
- To be accountable to and carry out any reasonable request from the Headteacher(s) / Line Manager

### **Professional Development**

- To be committed to own professional development
- To establish and participate in training opportunities, meetings, and networks to support and maintain excellent skills, techniques and knowledge
- To seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities

- To undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD)

### **Fluency Duty**

In line with Part 7 of the Immigration Act 2016, the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role, the post holder is required to meet the advanced fluency level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly
- Explain difficult concepts simply without hindering the natural smooth flow of language
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in the Trust

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check with Children's Barred List.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provides that when applying for certain jobs, certain spent convictions and cautions are protected and they do not need to be disclosed to employers. If they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#) and further information about filtering offences can be found in [DBS filtering guide](#).

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Date: June 2026

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.

Post holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager.



This job description will be reviewed with the post holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Person Specification

	<b>Essential Requirements</b>	<b>Desirable Requirements</b>	<b>How Identified</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum of five GCSE (A-C/ 4+) including English and Maths or equivalent e.g., Adult Literacy/Numeracy at level 2</li> <li>• Evidence of relevant continuing professional development activities</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 qualification in relevant discipline</li> <li>• First aid qualification or willing to work towards</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of providing learning or wellbeing support for children</li> </ul>	<ul style="list-style-type: none"> <li>• Experience supporting in a secondary school setting</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
<b>Knowledge, Skills and Ability</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of child development and teaching strategies</li> <li>• Ability to relate well and work effectively with children and adults</li> <li>• Ability to work constructively as a part of a team</li> <li>• Effective behaviour management skills</li> <li>• Excellent communication and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Understand varying and complex needs of pupils and how to overcome barriers to learning</li> <li>• Able to use information technology and relevant software effectively</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
<b>Character and Values</b>	<ul style="list-style-type: none"> <li>• High commitment to safeguarding and promoting the welfare of children</li> <li>• A passion for education and a deep-felt desire to make a difference for young people</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in the Trust's wider role in the community</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>

	<ul style="list-style-type: none"> <li>• Commitment to the Trust agenda for inclusion, diversity and equality</li> <li>• Driven by values and aligned to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership</li> <li>• Emotionally intelligent: know when to direct and when to challenge</li> <li>• Understand the importance of work/ life balance</li> </ul>		
<b>Personal Circumstances</b>	<ul style="list-style-type: none"> <li>• Legally entitled to work in the UK</li> <li>• Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010</li> </ul>		<ul style="list-style-type: none"> <li>• References</li> <li>• Interview</li> </ul>