

**NOTRE DAME HIGH SCHOOL
JOB DESCRIPTION**

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	Tier 3 Learning Support Assistant – Communication & Interaction (Equivalent to L3 Teaching Assistant)	
Working Pattern	33.75 hours per week / Term time only	
Salary Scale	Grade 4: £25,584 - £27,711 per annum pro rata Actual starting salary: £20,073.21 - £21,742.05 per annum, depending on scale and experience	
Purpose of the Job	To provide specialist support for students with social communication needs, autism, and/or speech and language difficulties, under the guidance of the SENCO. This role focuses on delivering structured Wave 2 interventions, enabling inclusive classroom access, and developing students' communication skills and confidence.	
Responsible To	SEN Co-ordinator / SEND Inclusion Leader	
Responsible For	N/a	
Level of Contact with Children & Degree of Responsibility	Level of Contact with Children	High
	Degree of Responsibility for Children	High
Conditions of Employment	The conditions of employment for members of non- teaching staff are defined in the current National Joint Council for Local Government Services Document and the Catholic Education Service. To endeavour to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as a	

learning and caring community committed to following Christ's teaching.

Main Duties and Responsibilities:

1. Specialist Student Support

- Deliver structured, evidence-based interventions including *Colourful Semantics*, *Zones of Regulation*, *Comic Strip Conversations*, and *Language for Behaviour and Emotions*.
- Use visual supports, communication boards, now/next cards, and social stories consistently.
- Provide 1:1 and small group support to develop expressive/receptive language, interaction skills, and peer relationships.
- Support communication targets from EHCPs and/or SaLT reports and liaise with external agencies where relevant.
- Provide structured classroom support in Aspire Pathway or literacy-access sets.

2. Inclusive Classroom Practice

- Work closely with teaching staff to scaffold learning for C&I students using task breakdown, dual coding, and visual instructions.
- Help implement consistent routines and transitions to reduce anxiety and promote engagement.
- Facilitate positive peer interactions and support group work for pupils who struggle socially.

3. Intervention Planning and Feedback

- Track student progress using agreed formats, contributing to the Assess–Plan–Do–Review cycle.
- Provide regular verbal and written feedback to the SENCO and class teachers.
- Contribute to student profiles, target setting, and reviews (including EHCP Annual Reviews where applicable).

4. Promoting Communication and Independence

- Encourage students to develop independence in communicating needs, organising work, and asking for help.
- Model appropriate communication and relational language.
- Use scaffolding techniques to build autonomy and reduce reliance on adult support over time.

5. Professional Development

- Engage in ongoing CPD relevant to speech, language and communication needs, autism awareness, and SEND best practice.
- Take part in training to ensure consistent delivery of key Wave 2 programmes used at Notre Dame.
- Attend and contribute to SEND team meetings and LSA development sessions.

Key Attributes:

- Knowledge and experience of working with children with autism, DLD, or speech/language needs.
- Patient, structured, and relational approach to behaviour and communication.
- Confidence in delivering short-term intervention programmes and tracking outcomes.
- Committed to the school's mission to "teach them what they need to know for life."

Additional Specific Responsibilities:

- Support students during transitions, unstructured times, and school events as directed.

- Uphold Notre Dame's ethos of inclusion and respect for the dignity of every learner.
- Support the wider school safeguarding duties as part of a caring, responsive team.

General Duties:

- To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors
- To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people.