



Sponne School

Job Description



Role:	SEN Learning Facilitator (Teaching Assistant)
Responsible to:	Assistant Headteacher
Date:	September 2026
Based at:	Sponne School
Hours:	28.75 hours per week (5.75 hours per day), 39 weeks per year
Grade:	Grade D, points 3 to 4

Job Title: Learning Facilitator

Job Context

Sponne currently has 1412 students and within this there are students who require varying degrees of support to access the full curriculum. This role focuses on the support provided by the Special Educational Needs (SEN) and Inclusion Faculty for our more vulnerable students. The post holder will be assigned a timetable and will be directed by support required by the SEN Co-ordinator (Faculty Learning Lead FLL).

Key Responsibilities

- Supporting the students with all aspects of their learning by ensuring they have all the basic skills and equipment to focus on their lessons.
- Provide the student with social & emotional support they require to become independent learners and enjoy their school experience
- Support the Teaching staff to enable the students to access core materials and assist in the assessment, monitoring and intervention required to make progress in their learning.

Job Description:

Supporting the Student

1. Assist specific students in class or small groups by clarifying or explaining instructions in an appropriate way for their needs.
2. Ensure the student has the equipment and materials needed to complete the lesson in the required manner.
3. Motivating and encouraging the student as necessary and help students to concentrate on and complete tasks set.
4. Assisting in focused areas e.g. language, behaviour, reading, spelling, etc.
5. Meet the physical needs of the student as required whilst encouraging independence.
6. Support the student with social & emotional needs.

Supporting the Teacher

7. Use strategies, in liaison with the teacher and those outlined by SEN, to support students to achieve learning goals.
8. Provide regular feedback on the student's progress to the teacher and SENCo and contribute to reviews of student progress.
9. Work with individuals/small groups of students as directed by the teacher.
10. Support the teacher in managing the students' behaviour if appropriate by reporting difficulties or logging sanctions for students.
11. Follow appropriate training to undertake student reading and spelling assessments as required.

Supporting the School

12. Administer routine tests and support with exam special arrangements during all exam periods as required.
13. 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 an appropriate person.
14. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
15. Where appropriate develop relationships to foster links between home and school.
16. To liaise, advise and consult with other members of the team supporting the child/children when asked to do so.
17. To attend relevant in-service training.
18. Accompany teaching staff and students on visits and trips as required and take responsibility for a group under the supervision of the teacher.
19. To carry out any other duties as requested commensurate with the job description and salary grade as requested by the line manager or the Senior Leadership Team.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties, and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the s/he must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.

Identity, Prohibition, Qualification, Barred List, Enhanced DBS, Section 128, Overseas, Online, Right to work, Reference, Criminal Record and Medical Checks are essential for all applicable posts at the School.

KCSiE 2022 Online Searches - In accordance with paragraph 221 of Keeping Children Safe in Education 2022 schools are now required, to carry out an online search for shortlisted candidates. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

June 2026