



SEND Learning Support Assistant

Job Information

Reports to: Headteacher / SENCO

Grade: RG2 (SP 3-5)

Location: School Site

Health & Safety Responsibility: Level 2

Job Purpose

The SEND Learning Support Assistant provides one-to-one support for a pupil with additional needs, helping them feel safe, included and able to access learning. Working under the direction of the class teacher and SENCO, the postholder supports learning, wellbeing and personal development using Coley Primary School's relational and therapeutic approaches. The pupil supported may be in any key stage, depending on need.

Safeguarding & Compliance

The post holder must follow all safeguarding, child protection, health & safety and data protection policies. An enhanced DBS check is required.

- Follow all safeguarding and child protection procedures in line with Keeping Children Safe in Education (KCSIE).
- Report any safeguarding concerns immediately to the DSL or DDSL.
- Maintain professional boundaries at all times, following the Staff Code of Conduct.
- Maintain strict confidentiality and comply with GDPR and data-protection requirements.
- Be alert to signs of vulnerability, harm, neglect or unmet needs and act on concerns promptly.
- Follow all policies relating to child protection, health & safety, safe working practices, confidentiality, safe touch, behaviour and therapeutic approaches.
- Complete any mandatory refresher training (e.g., Prevent Duty, First Aid, KCSIE) as required.
- Uphold and model the school's values, behaviour expectations and Therapeutic Thinking ethos.
- Follow emergency, lockdown, first aid and critical incident procedures as required.
- Support the school's commitment to equality, inclusion and safer working practices.
- Check school email at least weekly to stay up-to-date with safeguarding updates, operational messages and key announcements.

Key Duties and Responsibilities

One-to-One Support

- Build a positive, trusting relationship with the pupil to help them feel safe and confident in school.
- Support emotional, social and learning needs throughout the school day.
- Provide calm, predictable support during learning activities, transitions and unstructured times.
- Encourage independence and participation at the pupil's level.

Learning Support

- Help the pupil understand instructions and engage with activities planned by the teacher.
- Provide quiet, steady encouragement during tasks, adapting support as directed by teaching staff.
- Support the pupil with simple recording, organisation, use of resources and accessing the classroom environment.

Wellbeing, Care and Emotional Support

- Use therapeutic, relational approaches to help the pupil manage emotions and remain regulated.
- Support calm routines, sensory needs or quiet spaces, following guidance from the teacher or SENCO.
- Attend to personal care, hygiene or first-aid needs where appropriate.
- Promote inclusion, helping the pupil take part in class and social activities at a level that feels safe.

Behaviour Support

- Use calm, consistent language in line with the school's Therapeutic Thinking approach.
- Notice early signs of anxiety or dysregulation and offer supportive strategies as directed.
- Model prosocial behaviour such as sharing, turn-taking, kindness and respect.
- Report concerns to the teacher so restorative or therapeutic follow-up can take place.

Communication and Teamwork

- Share relevant observations about needs or progress with the class teacher.
- Work closely with colleagues, including SENCO and the therapeutic team, following agreed strategies.
- Maintain professional confidentiality at all times.
- Attend meetings or training sessions as required for the role.

General Duties

- Support the pupil during lunch, playtimes or transitions where needed.
- Help maintain a tidy, safe and welcoming learning area.
- Accompany the pupil on school visits, walks or trips where required.
- Contribute positively to the ethos and values of Coley Primary School.

Person Specification

Qualifications / Training

- Good literacy and numeracy skills suitable for the role.
- First Aid training, helpful but not essential.

Experience

- Experience supporting children or young people is desirable.
- Experience with SEND is helpful but not essential.

Knowledge, Skills and Abilities

- Warm, patient and calm approach with children.
- Ability to follow guidance and work within a team.
- Ability to build supportive relationships with pupils and staff.
- Awareness of SEND and willingness to learn more with guidance.
- Ability to follow routines and maintain consistent expectations.
- Confidentiality and professionalism.
- Positive attitude and willingness to use reflective practice.

Coley Values – SEND Learning Support Assistant

At Coley Primary School, our values guide all our work. The SEND Learning Support Assistant plays an important role in helping every child feel safe, valued and understood. Through kindness, patience and a therapeutic approach, the role supports pupils to feel confident, calm and ready to learn.



Belonging

Helping the pupil feel included, valued and part of the school community.



Respect

Treating every pupil with dignity, understanding and fairness.



Honesty

Communicating clearly and openly with staff and modelling trustworthy behaviour.



Curiosity

Noticing feelings, behaviours and changes, and responding thoughtfully.



Courage

Offering steady, calm support during challenging moments and following agreed plans.



Pride

Taking pride in helping the pupil grow emotionally, socially and academically.