JOB DESCRIPTION

Job Title

Learning Support Assistant (Intervention and Independent Learning Support) (full time or job share)

Responsible To

SENCO and Assistant Head Academic

Job Purpose

To support students' academic progress, independence and wellbeing through the delivery of targeted interventions, SEND support and supervised study provision. The postholder will work closely with students requiring additional support and will play a key role in developing literacy, numeracy, study skills and independent learning habits across the school.

Key Responsibilities

Intervention and Learning Support

- Build positive relationships with students and encourage confidence, resilience and engagement with learning.
- Work as part of the SEND team to deliver and evaluate intervention programmes and additional academic support.
- Support students in developing reading, writing, numeracy, organisation and independent learning skills.
- Contribute to student reviews, support plans and meetings where appropriate.
- Assist with examination access arrangements and other SEND-related provision as appropriate.

Independent Learning and Prep Supervision

- Lead and supervise the school's after-school prep provision until 6.00pm.
- Support students in completing prep and revision tasks effectively by guiding students towards appropriate learning resources and online platforms.
- Create a calm and purposeful environment for independent study in the Learning Resource Centre

- Supervise students using the Learning Resource Centre when required, for example break and lunch times.

General Responsibilities

- Attend INSET days and training as required.
- Participate in departmental and whole-school meetings.
- Support the school's safeguarding responsibilities and student wellbeing.
- Promote inclusion, equality and high expectations for all students.
- Undertake any other reasonable duties commensurate with the role.

PERSON SPECIFICATION

Qualifications

Essential

- GCSE English and Mathematics at Grade 4/C or above (or equivalent).

Desirable

- Relevant qualification in education, SEND, literacy or numeracy support.

Experience

Essential

- Experience working with children or young people.
- Experience supporting learning in an educational setting.
- Experience building positive relationships with students.

Desirable

- Experience working with students with SEND.
- Experience delivering small-group interventions.
- Experience supporting literacy and numeracy development.
- Experience supervising independent study or homework provision.

Knowledge and Understanding

Essential

- Strong literacy and numeracy skills.
- Understanding of effective study and revision strategies.
- Understanding of safeguarding and child protection responsibilities.

Desirable

- Knowledge of SEND and barriers to learning.
- Understanding of intervention programmes and progress monitoring.
- Knowledge of strategies to support literacy, numeracy and independent learning.

Skills and Personal Qualities

Essential

- Excellent communication and interpersonal skills.
- Ability to motivate and encourage young people.
- Ability to work independently and as part of a team.
- Strong organisational skills.
- Ability to maintain accurate records.
- High levels of patience, professionalism and reliability.
- Good ICT skills and confidence using online learning platforms.

Desirable

- Ability to analyse student progress data.
- Confidence leading interventions independently.
- Experience working collaboratively with teachers and parents.