

OUR VALUES

We enrich through a broad and varied curriculum

Job Description

Job Title	Learning Support Assistant
Line Manager	Head of Learning Support (SENCo)
Department	Learning Support

Job Summary

To provide high-quality in-class and small group support for students with a range of additional learning needs, under the guidance of the SENCo and class teachers. To support students' academic and emotional development, promote independence, and assist teachers in implementing inclusive strategies. To provide administrative support to aid the smooth running of the Learning Support Department, supporting effective learning and inclusion.

Main Responsibilities

In-Class and Student-Focused Support:

- Provide targeted support to students with identified learning needs (e.g. dyslexia, ASD, ADHD) to promote engagement, understanding, and progress in lessons.
- Apply knowledge of students' individual SEN profiles and Support Plans, under the guidance of the SENCo, to deliver targeted support that fosters independence, resilience, and self-advocacy.
- Clarify instructions, scaffold tasks, and check understanding during lessons, as directed by the class teacher.
- Observe and report on student engagement and learning behaviours to inform future support and planning.
- Support students in managing workload, organisation, and time management skills.

Study Skills and Intervention:

- Deliver individual or small-group sessions focused on study skills, memory strategies, literacy, or numeracy, following guidance from the SENCo or specialist teacher.
- Conduct regular check-ins with students on the SEND register to monitor progress, wellbeing, and any barriers to learning.
- Support students in developing executive functioning skills such as planning, organisation, and revision techniques.

Support for Teachers:

- Assist teachers by preparing or adapting learning resources (e.g. simplified texts, enlarged materials) under their direction.
- Provide feedback to teachers and the SENCo about how students are responding to support and classroom activities.
- Help ensure that reasonable adjustments are in place for students, including physical access to resources or use of assistive tools.
- Support with the implementation of personalised strategies detailed in student profiles or SEN Support Plans.

Administrative Support:

- Manage and organise work of a confidential nature with tact, diplomacy and a high level of commitment and customer care.
- Maintain accurate and confidential records of student support sessions, interventions, and check-ins.
- Assist in organising timetables for learning support, intervention sessions, and access arrangements.
- Help prepare resources for examinations and assessments, including modified papers and access arrangements.
- Support departmental organisation, including record-keeping, meeting scheduling, and tracking provision.

Access Arrangements:

- Assist the SENCo with gathering evidence of need through observations, support logs, and class-based data.
- Help prepare and deliver practice sessions for students entitled to arrangements (e.g. using a laptop, working with a reader).
- Ensure students are familiar with the use of their agreed arrangements prior to assessments and examinations.
- Support the organisation of access arrangement provision during internal exams, mock exams, and formal assessments, including invigilation assistance where required.

Communication and Professional Practice:

- Work collaboratively with teaching and pastoral staff, sharing observations and suggestions in a professional and constructive manner.
- Liaise with parents and external professionals when appropriate, always representing the department and school positively.
- Maintain up-to-date knowledge of the needs of students you support and contribute to review meetings when required.

Continuing Professional Development:

- Evaluate own professional performance and be committed to improving own practice through appropriate training and development.
- Engage actively in the performance review process.

General:

- Ensure confidentiality is maintained at all times.
- To participate in staff meetings, INSETs and additional School functions as required.
- Actively promote and model good practice in equality, diversity, and inclusion, and to support and uphold fundamental British values.
- To promote and uphold the ethos and values of Tormead School.
- To adhere to all School policies, procedures, and risk assessments, including safeguarding, child protection and health and safety.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.

Safeguarding Children		
The postholder is responsible for promoting and safeguarding the welfare of children and young persons with whom they come into contact, and to adhere to and ensure compliance with Tormead's Safeguarding Policy at all times. If, in the course of carrying out their duties, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to one of the school's Designated Safeguarding Leads in accordance with Tormead's policies and procedures.		
Key Relationships		
Internal: Head of Learning Support (SENCo), Learning Support Teachers, Examinations Officer, Teachers, Curriculum Support Staff, Business Staff, students, parents External: Agencies		
Person Specification		
	Essential Criteria	Desirable Criteria
Qualifications & Training	• Educated to A Level (or equivalent) • Evidence of continuing and relevant professional development	• Administrative qualification • Educated to degree level
Experience	• Experience supporting students with additional learning needs • Experience delivering interventions (e.g. literacy, study skills) • Proven experience in an administrative role	• Experience of working in an educational environment
Knowledge & Understanding	• Knowledge and understanding of data protection and a commitment to maintaining confidentiality • Commitment to Safeguarding and the safety and welfare of students • Proficient user of Microsoft Office and familiarity with database management	• An understanding of additional learning needs • Knowledge and understanding of examination access arrangements • Knowledge and understanding of and a commitment to equal opportunities and health & safety • An understanding of the independent school sector • Knowledge of the SEND Code of Practice (2015)
Skills & Abilities	• High attention to detail and accuracy, particularly when handling confidential information • Excellent interpersonal skills, able to work effectively and collaboratively within a team • Strong written and verbal communication skills with a professional, approachable manner • Ability to work under pressure, on own initiative, prioritise effectively and react to competing demands	• A flexible attitude with a willingness to learn new processes and systems • Highly IT proficient and a confident user of Microsoft Office suite and database management systems • Excellent record keeping • Inquisitive, collaborative and thorough