



# QUEEN'S

## JOB DESCRIPTION

<b>Job Title:</b>	Learning Support Assistant
<b>Hours:</b>	Part time term time only
<b>Status:</b>	Fixed term linked to pupil's EHCP

**Responsible to: Head of Learning Support**

### **Job Purpose:**

To provide dedicated 1:1 in-classroom support for named pupil(s) with SEN with EHCPs. Support the pupil(s) to access the curriculum, participate fully in school life and make progress towards their learning, social, emotional, and independence targets. The role will involve working with direction from class teachers and the SENCo to adapt learning activities, implement agreed strategies, and provide tailored assistance towards their needs. The Learning Support Assistant will promote the pupil's well-being, encourage positive behaviour and active engagement in all areas of Queen's College life.

### **Main Duties:**

- Provide tailored support to a named pupil with additional needs during lessons, helping them access the curriculum and achieve their learning goals.
- Work closely with the SENCo and class teachers to plan, prepare and deliver support in line with the pupil's EHCP.
- Adapt and differentiate learning materials and activities to meet the pupil's individual needs.
- Provide encouragement, guidance and constructive feedback to build the pupil's confidence and engagement
- Promote the pupil's self-esteem, resilience, and independence.
- Encourage positive social interaction with peers and staff, including (but not limited to) tutor time, assemblies and some co-curricular activities
- Support the development of social communication skills, managing transitions and changes to routine effectively.
- Recognise and respond appropriately to signs of emotional dysregulation and anxiety, following safeguarding procedures where necessary.
- Foster independence while ensuring students feel safe, understood, and included.

- Support students with literacy, numeracy, and other subjects, reinforcing learning objectives set by the teacher.
- Monitor and record student progress, providing feedback to the class teacher and SENCO.
- Maintain accurate records of support provided, pupil progress and any concerns.
- Contribute to assessment, review meetings and the ongoing monitoring of the pupil's progress towards EHCP targets.
- Work collaboratively with teaching staff, SENCO, learning support team and external professionals as required.
- Ensure the safeguarding and well-being of all students at all times.

## **Person Specification**

### **Essential:**

- Experience working with children or young people, ideally in an educational setting.
- Understanding, flexible, and empathetic approach to supporting diverse learning needs.
- Ability to adapt learning materials and approaches to suit different needs
- Ability to build positive, trusting relationships with children
- Strong communication and interpersonal skills.
- Ability to work effectively as part of a team.
- Commitment to safeguarding and promoting the welfare of children.

### **Desirable:**

- Relevant qualifications (e.g. Level 2 or 3 Teaching Assistant certificate).
- Experience supporting students with SEN (Special Educational Needs).
- Basic understanding of learning strategies and inclusive practices.

## **Child Protection and Safeguarding**

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child (KCSiE 2025).

You must comply with the Queen's College Child Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.

### **Additional Duties:**

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.

**June 2026**

This job description is current at the above date. In consultation with the post holder it is liable to variation by the School to reflect actual, contemplated or proposed changes in or to the job.