

Ickleford (VC) Primary School

Job Description Learning Support Assistant (SEND)



Job Title: Learning Support Assistant for pupils with SEND (Reception)

Responsible to: Headteacher

Contract type Fixed Term

Hours: 28.5 hours per week – term time only, 38 weeks a calendar year

Grade: H2

Purpose of Job

To assist and support pupils with special educational, social, emotional and behavioural difficulties.

To liaise with the SEND Co, Headteacher, Class teachers, Deputy Head and other support staff, which may include outside agencies, e.g. Speech and Language Therapists, Educational Psychologists on behalf of the SEND Co should the need arise.

Key Responsibilities

The Learning Support Assistant's (LSA) main role is to provide support for a child/children with special educational, social, emotional and behavioural difficulties, within a classroom setting. The LSA will ensure that the pupils can integrate as fully as possible into the activities generally undertaken by the other children in the class and make progress.

Duties will include running specific programmes and activities to assist the pupils' individual learning and social needs. The LSA will be responsible for implementing the targets on the pupil's education, health and care plan (EHCP) or Individual Education Plan (IEP) in liaison with the class teachers and the SEND Co.

Support the pupil(s) by:

- Providing learning support in a variety of small group and 1:1 situations.
- Developing knowledge of the particular needs of identified children and seeking advice from the SEND Co, class teacher and outside agencies as required.
- Aiding access to the full range of learning experiences, both inside and outside the classroom, and providing adapted materials as required, e.g. worksheets, games and visual prompt cards.
- Making or modifying resources as suggested and advised by the SEND Co, Educational Psychologist or other outside agencies.
- Organising and maintaining an inclusive learning environment across the whole school.
- Providing positive reinforcement, praise and rewards to pupils.
- Facilitating inclusion within small group activities and supporting positive interaction between peers.
- Delivering targeted intervention and support programmes under the guidance of the class teacher and/or SEND Co.
- Attending in-service training and relevant meetings to keep up to date with developments in supporting children with special educational needs and disabilities.
- Following established personal care programmes where required.

Supporting the SEND CO by:

- Working as part of the team to ensure that the well-being and personal development of the class, groups or individuals enhance their learning opportunities and life skills.
- Attending planning sessions with the classteacher and/or SEND Co to develop learning programmes and to assist in the delivery of individual learning programmes daily to promote learning, behaviour and communication skills.
- Implement EHCPs, Individual Learning Goals (ILGs), Behaviour Support Plans and Personal Care Programmes as directed by the class teacher and/or SEND Co.

- Contribute to pupil reviews by providing observations, feedback and evidence of progress to the class teacher and/or SEND Co.

Support the School by:

- Fostering links between home and school.
- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to the appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos and values of the school
- Appreciating and supporting the role of other professionals
- Participating in relevant professional development as deemed appropriate.
- Understanding and applying the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs.
- Maintaining confidentiality and sensitivity to the pupils' needs but having regard to the safeguarding procedures of the school.
- Assisting with the supervision of pupils outside of lesson times, including playtimes and at lunchtimes as required and organise play activities
- Accompanying teaching staff and pupils on visits, trips and out-of-school activities as required and taking responsibility for a group under the supervision of the teacher
- Carrying out duties as directed by the SEND Co or Headteacher

This job description will be reviewed annually as part of the performance management programme.

This job description may be amended at any time, according to the changing priorities of the school as identified within the school's strategic plan and in consultation with the post holder. This will be communicated by the Headteacher.

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service (DBS) as part of Hertfordshire County Council's pre-employment checks.

Reviewed May 2026

