



Aspirational • Collaborative • Joyful • Compassionate

Job Description	
Job title	Learning Support Assistant (Level 1)
Location	St Elizabeth's Centre, SG10 6EW
Responsible to	Class Teacher
Accountable to	Head of School
About St Elizabeth's	
Based across 60 acres of beautiful countryside in Much Hadham, Hertfordshire, St Elizabeth's is a charity supporting children, young people and adult day clients with epilepsy and other complex medical conditions, the severity of which impacts upon their health, social, behaviour, learning and emotional development.	
Our values	
The post holder will be expected to operate in line with our workplace values which are: Aspirational – we aim higher Collaborative – we work together Joyful – we love what we do Compassionate – we care	
Scope of the role	
As a Learning Support Assistant (LSA), you'll work closely with teachers and support staff to provide tailored, high-quality care and education to children and young people with complex needs. You will support classroom learning, encourage independence, and help students develop vital life skills both inside and outside the classroom.	

Main duties and responsibilities

Education & Learning Support

- Work with individuals or small groups as directed to support curriculum delivery.
- Assist in implementing individual education and behaviour plans.
- Support pupils in achieving learning goals and developing independence.
- Promote positive behaviour and manage incidents in line with our policies.
- Help prepare and maintain learning materials and resources.

Care & Wellbeing

- Provide personal care (e.g. toileting, changing) with dignity and respect.
- Support students during times of emotional distress or seizures.
- Engage in social, leisure, and spiritual activities with students.

Inclusion & Enrichment

- Promote inclusion and support all students regardless of their needs.
- Accompany students on educational visits, community outings, and swimming sessions.
- Encourage student interaction and engagement in class activities.

Collaboration & Communication

- Build positive relationships with students and colleagues.
- Provide feedback and record progress.
- Contribute to team meetings and continuous professional development.

Other

St Elizabeth's is committed to safeguarding and promoting the welfare of children, vulnerable adults and young people. The post holder will take responsibility for safeguarding and promoting the welfare of children, vulnerable adults and young people within the scope of the role. The successful applicant(s) will be required to undertake an enhanced disclosure through the Disclosure and Barring Service. Some of our positions involve regulated activity relevant to vulnerable children, adults and young people. It is a criminal offence for people who are barred from working in regulated activity to apply for roles that require them to work unsupervised with that particular group. Our vacancies are exempt from the Rehabilitation of Offenders Act 1974.

We are proud to be recognised as an Investor in People and to hold Disability Confident status. We are an equal opportunities employer welcoming all applications from across the community. Therefore, if you require any reasonable adjustments at recruitment or interview stage, please do not hesitate to contact us as soon as possible.

The duties and responsibilities outlined above do not represent a full list of the tasks the post-holder will be expected to perform. Also, it is recognised that the duties of all posts are subject to change from time to time. Minor alterations to duties, and performance of similar tasks within the scope of, and at the same level as normal work, will be necessary.



INVESTORS IN PEOPLE
We invest in people Standard

Person Specification		
Learning Support Assistant (Level 1)	Essential	Desirable
Qualifications		
Good literacy and numeracy	✓	
NVQ level 2 or equivalent qualifications/experience		✓
Other relevant training e.g. Makaton/signing.		✓
Knowledge, Experience & Understanding		
Ability to relate to children and adults	✓	
Team player with a caring, supportive attitude	✓	
Willingness to provide personal care	✓	
Understanding of epilepsy and autism		✓
Experience in an education, care, or charity setting		✓
Experience with children or young people with learning disabilities		✓
Skills & Abilities		
Ability to work constructively as part of a multi-disciplinary team, understand classroom roles and responsibilities and your own position within these.	✓	
Ability to support learning, provide care and support pupils/students including offsite activities.	✓	
Special Circumstances		
Commitment to the work and ethos of St Elizabeth's	✓	
Commitment to equality and diversity, promoting respect and dignity for all	✓	
Commitment to undertake further training and development relevant to the post	✓	
Suitability to work with children, young people & vulnerable adults	✓	

Reasonable adjustments will be considered under the Equality Act 2010.