

Job Description	
Department	Inclusion & Diversity Department
Post Title:	Learning Support Intervention Assistant
Salary Scale/Range	NJC Scale 4
Hours	Full-time staff work 31 hours 40 mins per week, term time only + 3 inset days
Permanent/Fixed Term	Permanent
Posts Responsible to	SENDCO and Assistant SENDCO
<p>Job Purpose:</p> <p>We are looking to appoint a Learning Support Intervention Assistant to join our Inclusion & Diversity Department. This is a rewarding, hands-on role supporting students with SEND to thrive both academically and personally. You will work across year groups and curriculum areas, helping students to access learning, build confidence, and achieve their potential.</p> <p>You will be part of a supportive team that values strong relationships, inclusive practice, and high expectations for all students.</p>	

Main Duties and Responsibilities

- Support teaching and learning for students with SEND across the school, in a range of subjects and classes.
- Help improve outcomes for students on the SEND Register, including those in the Resource Base and students accessing the mainstream curriculum.
- Work alongside teachers to provide targeted support that helps students with SEND make strong progress and develop independence.
- Help adapt learning in lessons so students can fully access the curriculum and achieve the lesson objectives.
- Promote the school's inclusive ethos and contribute to a calm, supportive learning environment.
- Support students' safety and wellbeing around the school, including accompanying students where needed.

Job Activities

- Work in curriculum areas as directed by the Deputy Headteacher (Curriculum) and SENDCO to support students with SEND to make progress.

- Develop a strong understanding of curriculum content and sequencing, working closely with classroom teachers and Heads of Department.
- Share key information with staff so colleagues understand students' additional needs and can use effective adaptive teaching strategies.
- This may include working with students not on the SEND Register at points in a learning sequence, enabling teachers to focus on specific students.
- Encourage students to participate, interact and work cooperatively, using strategies to support engagement when students are reluctant.
- Work in partnership with subject teachers to promote strong routines, positive behaviour, and a calm learning atmosphere.
- Build strong professional relationships through consistent and effective use of the support assistant charter.
- Work with HLTAs and Inclusion & Diversity leaders to develop, implement and review strategies that help students access learning, reflected in pupil passports.
- Provide appropriate pastoral support: listen to students, offer reassurance, and know when to refer to another member of staff (including for safeguarding, wellbeing, behaviour).
- Follow agreed behaviour management strategies, school policies, and department procedures sensitively and consistently.
- Deliver and adapt agreed learning activities, including small-group interventions, to maximise access for students with SEND.
- Liaise professionally and sensitively with parents/carers and external professionals as needed.
- Handle confidential information appropriately and follow school procedures for sharing information.
- Uphold school policies on safeguarding, bullying, racism, discriminatory language and verbal abuse, reporting concerns promptly.
- Use the school's rewards and sanctions systems fairly and consistently.
- Work as a key adult for a small number of students. This involves building a trusted relationship with the student and their family, checking in regularly, and helping them feel supported and ready to learn.

Professional Development and Support

We are committed to developing our staff. In this role, you will have access to:

- A supportive induction and ongoing guidance from the SENDCO, Assistant SENCO and Inclusion & Diversity team
- Training in SEND needs and strategies, including adaptive teaching and effective classroom support
- Opportunities to develop skills in small-group intervention delivery, behaviour support, and pupil mentoring
- School-wide CPD and INSET, with opportunities to contribute to inclusive practice across the school
- Professional conversations and coaching to support progression (including pathways for experienced staff to develop further within inclusion/support roles)

A. MISCELLANEOUS

- The postholder works as part of the Inclusion & Diversity Department.
- To undertake, as required, any other duties appropriate to the post.

1. Contacts

- Teaching Staff
- Students
- Outside Agencies
- Parents

2. Supervision Received

Learning Support Intervention Assistants are directly responsible to the SENDCO and are deployed in classrooms by the Deputy Headteacher Curriculum. Learning Support Intervention Assistants are therefore also supported in their role in the classroom by the Heads of Department of the curriculum areas to which they are deployed. However all support staff are also linked to a specific leader within the Inclusion and Diversity team as a point of regular contact and support.

3. Education

A good standard of general education is required. Please quote all school subjects and grades attained.

4. Experience

Experience of working in a school-based environment is desirable as is experience of working with Secondary age students.

5. Fitness

The role involves a lot of walking between classrooms and both sites. Classrooms are on 3 floors. A reasonable degree of fitness is therefore needed.

This job description is subject to an annual review.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role are up to date.
- Be a professional role model, and understand and promote the aims and the values of the Trust.

Safeguarding and Promoting the Welfare of Children and Young People

- The jobholder is required to adhere to the statutory guidance 'Keeping Children Safe in Education' and follow all of the Trust's policies and procedures in relation to safeguarding at all times.

Data Protection

- The jobholder is expected to comply with the provisions of GDPR and the Data Protection Act 2018, and follow all of the Trust's information governance policies and procedures at all times.

Equality and Diversity

The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

The Trust are committed to fulfilling their Equality Duty obligations, including valuing equality and diversity and we expect all employees to share this commitment.

Health and Safety

The jobholder has a duty to take care of their own health and safety and that of others who may be affected by their actions at work.

The jobholder must cooperate with the Trust as their employer, and co-workers to help everyone meet their legal requirements and follow the Trust's health and safety policies and procedures at all times.