JOB DESCRIPTION

Position Title:	**Learning Support Assistant**	**Date Finalised**	November 2026
Hours:	27.9 hours per week, 40 weeks per year, term time only (including INSET days) Hours from 8.45am – 3pm daily *A term time contract is for 40 weeks per year; however, the academic year is only 39 weeks. Consequently, the balance of days is to be worked either as extra hours in term time (e.g. staff meetings/training) or during school holiday periods, the actual details to be agreed between the line manager and the candidate and are subject to the needs of the school. Employees are expected to attend school for CPS INSET days.* Non-teaching staff are required to take their own holidays during the school holiday periods.		
Salary:	B grade, £16,945 per annum (FTE £25,615 per annum)		
Contract:	Permanent		
Teaching/Non Teaching:	Non-teaching		
Department:	AEN		
Reports to:	Team Leader		
Subordinate Positions:	N/A		

Job Summary/Purpose

The Inclusion and Additional Educational Needs Department (more commonly referred to as AEN) strives to ensure that each student is valued, can actively engage in the curriculum and broader life of the school and acquire skills which will enable them to enjoy independence and life-long learning opportunities.

Primary Responsibilities

- To make provision for the best possible progress of our young people with Special Educational Needs & Disability (SEND).
- To provide flexible support and advice, where applicable, for all children experiencing barriers to learning, including those with emotional, health & social difficulties.
- Provide mainstream lesson support, working with specific student/s across the curriculum.
- The LSA may also deliver some small group or individual support in the Inclusion Department as required.
- In addition to academic support, all LSAs provide an invaluable 'friendly ear' for those children who sometimes require a sympathetic listener to boost morale.
- When classroom support or support in our Inclusion Department is not required, LSAs are expected to help in the department or around the school doing various admin jobs e.g. laminating, putting up displays in departments, helping and preparing for whole school events e.g. Sports Day.

Are there line management responsibilities?	No

Other relationships within the school i.e. which parts of the school will this role work closely with?

Other members of staff and students

External Relationships i.e. which external stakeholders will this role work closely with?

- Outside agencies working with our students
- Parents / carers

Critical Skills

- Building positive relationships with students and staff
- Resourceful and adaptable
- Able to show initiative
- Quick thinking and calm under pressure
- Resilience
- Strong communication and interpersonal skills
- Patience, empathy and emotional resilience
- Ability to motivate and engage students in learning
- Ability to demonstrate empathy with students
- Adaptability and flexibility across different subjects and age groups
- Confidentiality and professional judgement
- Time management and prioritisation skills

What financial responsibility (if any) does this position have?

None

Experience, Qualifications, Technical Requirements, Knowledge	**Required/Preferred**
• Previous experience in an educational setting, particularly working within an Inclusion Department	Preferred
• GCSE English and Maths pass	Required
• Safeguarding awareness and child protection knowledge	Preferred

Calthorpe Park School is committed to safeguarding and all staff have a duty of care towards our young people. We foster a culture of vigilance amongst staff, students and parents and we always listen to children and take their concerns seriously. We will ensure that all our recruitment and selection practices reflect this commitment.

Please note that the successful candidate will be subject to an Enhanced Disclosure and Barring Service checks along with other relevant employment checks.