

Job Specification

Job Title: Learning Support Assistant/Pastoral Link

Grade: G5

Job Evaluation Code:

Reporting to:

Supervision Activities
Relating to Teaching and
Learning- Classroom
Teacher

Line Management-
Senco/Assistant Senco

Manager's Teacher and/or Grade: 8

Location: Schools

Service Area:

Schools and Lifelong Learning

Service Directorate:

Family Services

Workstyle: Work place based

Overall Purpose of the Post:

Under the direction and supervision of a teacher or line manager (e.g. Higher Level Teaching Assistant), to support pupil's learning, to attend to pupils personal needs and to provide general support in managing pupils and the classroom. This role includes a key additional responsibility as a link between the SEND and pastoral teams, ensuring a cohesive and values-driven approach to student support.

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Requirements for the post.		
	Essential	Desirable
Qualifications/ Training	Level 2 Numeracy / Literacy or willingness to work towards this	Support Work in Schools (S.W.I.S.) Level 2. Supporting pupils with S.E.N. Level 2 or 3 qualification
Knowledge	Good numeracy/ literacy skills	Appropriate knowledge of First Aid Use of Technology e.g. ICT. Child Protection issues Health, Safety & Security issues. Data Protection issues.
Experience		Working or caring for children. Experience of KS2 Curriculum Speech and Language experience
Physical Skills	Effective use of resources Physically able to support pupils with physical difficulties	
Competencies and other skills required	The ability to relate well with children and adults. The ability to work as a member of a team.	

Key Outcomes/ Activities

- To assist with the personal needs of pupils including social, health, physical, hygiene, first aid and welfare matters.
- To assist with the supervision of pupils ensuring their safety and access to learning.
- To prepare the classroom as directed for lessons and to clear afterwards.
- To assist with the display of work.
- To report to the teacher or line manager any pupil problems or behavioural difficulties in accordance with school policy.
- To report to the teacher or line manager on pupil progress and achievements in accordance with school policy.
- To assist the teacher or line manager by contributing as directed to a pupils' individual behaviour/education plan.
- To provide or gather routine information to or from parents/carers under the direction of the teacher or line manager.
- To provide general support with learning activities (e.g. literacy, numeracy, KS3, early years) to enable pupils to understand instructions and to ensure they remain on task.
- To assist with the maintenance of equipment and resources.
- To assist pupils in using resources, e.g. ICT.
- To assist with the supervision of pupils outside of lesson times, including before and after school and at lunchtimes. These duties shall be undertaken within the postholder's contractual hours.
- To participate in school visits, assisting with activities as required.
- To undertake routine clerical duties including bulk photocopying.

Pastoral Responsibilities

- Act as a key point of contact between the SEND and pastoral teams, ensuring effective communication and collaboration
- Support the monitoring of students' wellbeing, behaviour, and attendance, particularly those with SEND
- Build positive, supportive relationships with students to promote emotional wellbeing and engagement
- Contribute to the identification of students requiring additional pastoral support
- Assist in the implementation of individual pastoral support plans and behaviour strategies
- Share relevant information with staff, ensuring a coordinated and consistent approach to student support
- Attend and contribute to pastoral, safeguarding and multi-agency meetings where

appropriate

- Support students during unstructured times (e.g. break/lunch) to promote inclusion and positive social interaction
- Work with Heads of Year, tutors and the safeguarding team to ensure students receive timely and appropriate support
- Help maintain accurate records of pastoral interventions and outcomes
- Promote the school's behaviour policy and reinforce high expectations in line with school values
- Provide support for students experiencing social, emotional or mental health (SEMH) difficulties
- Liaise with families/carers, where appropriate, to support student wellbeing and progress

Safeguarding

- To be committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post.
- To be responsible for the care and guidance for Pupils within your tutor form and also to ensure your classroom is a safe environment for pupils to learn.

Other duties commensurate with the grade of the post as directed by the Headteacher/Assistant Headteacher

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Responsibility for Resources

Employees (Supervision):

None

Financial:

None

Physical:

Effective use of learning materials and resources.

Customers and Clients:

The post involves some direct impact on the well being of pupils through undertaking tasks or duties related to the post.

Working Conditions:

The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.

The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.

The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of children.

Characteristics of the post:

The ability to occasionally attend meetings as required by the Headteacher/Line Manager.

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.

Date completed: June 2026