
Job Description for Learning Support Hub LSA

Responsible to: SENCO

Based at:

Paid on: Band E

OVERALL PURPOSE OF THE POST

As a Learning Support Assistant (LSA) within the Learning Support Hub, you will play a key role in supporting the LSH Coordinator to deliver personalised, evidence-based provision that removes barriers to learning and promotes the success of vulnerable students.

You will help create a calm, structured and nurturing environment where students can regulate, develop essential skills, and make academic, social and emotional progress.

Working as part of the inclusion team, you will contribute to the effective operation of the Learning Support Hub, supporting both targeted interventions and day-to-day provision. Your work will help ensure the successful reintegration of students into mainstream lessons and provide high-quality support in line with the school's values and safeguarding responsibilities.

MAIN DUTIES

Supporting Students

- Work directly with students accessing the Learning Support Hub to support their learning, regulation and engagement
- Deliver or assist with targeted interventions (literacy, numeracy, SEMH, organisation, sensory regulation), following the guidance from the LSH Coordinator
- Promote positive behaviour, emotional regulation and independence using agreed de-escalation and relational strategies.
- Support students with classwork, catch-up tasks and alternative learning activities.
- Encourage students to achieve SMART targets set through their personalised plans

Supporting the Operation of the Learning Support Hub

- Assist in maintaining a calm, purposeful, and safe learning environment.
- Support the Coordinator with the day-to-day running of the Hub, including supervising students during arrival, transitions and break/lunchtimes when required.
- Help organise learning resources, sensory equipment, intervention materials and displays to contribute to a positive school culture.
- Record student engagement, attendance and provision delivered within the Hub using systems such as Provision Map and internal referral logs.
- Contribute to accurate documentation that supports EHCP evidence gathering, internal referrals and external agency involvement.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role. The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.

Working with Staff and Families

- Provide timely feedback to the Coordinator, SENDCO and pastoral staff regarding student progress, behaviour and emerging needs.
- Support communication with parents and carers where appropriate, contributing to meetings, reviews and daily updates
- Collaborate with teaching staff to ensure reintegration strategies are understood and implemented effectively.
- Be a visible presence in mainstream lessons and shared spaces to actively support reintegration, reinforcing agreed strategies and encouraging positive transitions back into class.
- Help gather student voice to inform Assess–Plan–Do–Review cycles.

Contributing to Assess, Plan, Do, Review (APDR) Processes

- Implement support strategies outlined in Learning Plans, risk reduction plans and personalised timetables.
- Provide input into APDR reviews by sharing observations, progress notes and evidence.
- Support the Coordinator with standardised testing (e.g., organising materials, supervising students) where appropriate.

Professional Development and Whole-School Contribution

- Participate in training to develop knowledge of SEND, SEMH, sensory needs and intervention practice.
- Contribute to SEND briefings and staff updates under the guidance of the Coordinator.
- Uphold safeguarding duties, the Equality and Diversity Policy, and all school expectations regarding health, safety and confidentiality.

You may be required to work up to 2 evenings per academic year to support trust events.

Please note this job has a Probationary Period of 6 Months and a Notice Period of 1 Month.

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Person Specification for

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant skills and Experience	• Experience working with young people in an educational setting and an understanding of the common barriers faced by students aged 11–16. • Awareness of evidence-based strategies and interventions used to support students in overcoming barriers to learning, with willingness to be trained to deliver them effectively. • Ability to support students with their classwork, provide encouragement, and assist with learning activities that build confidence and self-esteem. • Experience handling sensitive information in line with safeguarding, data protection and confidentiality expectations. • Demonstrable ability to communicate clearly and positively with students and staff in a busy school environment. • Ability to contribute to a calm, positive and effective learning environment within the Learning Support Hub. • Experience building positive and supportive relationships with students, staff and families.	
Education and Training	• Good standard of education. • Sound knowledge of how students learn and how to support their learning. • Evidence of continuing professional development	Teaching Assistant qualification

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Special Skills and Knowledge	• Commitment to student welfare, wellbeing and achievement, demonstrating a nurturing and supportive approach to all students. • Strong listening skills, with the ability to understand student needs and respond sensitively. • Ability to work professionally on sensitive or delicate issues, following guidance from senior staff and maintaining confidentiality at all times. • Ability to encourage and positively engage students, helping to build confidence, motivation and resilience. • Good organisational and time-management skills, supporting the smooth operation of the Learning Support Hub under the direction of the Coordinator.	
Personal Skills and Qualities	• Demonstrates understanding, awareness and empathy for the needs of students, including those with SEND, SEMH and other barriers to learning, and a willingness to follow guidance on how those needs can be met. • A genuine interest in supporting young people and improving their life chances, with a positive and encouraging approach to learning and behaviour. • Confidence in working with students aged 11–16, supporting them in the Learning Support Hub and mainstream environments as directed. • Ability to work effectively as part of a team, while also taking responsibility for routine tasks independently under the direction of the Coordinator or SENCO • Good communication skills, enabling positive relationships with students, staff and families and contributing to a calm and supportive environment.	
Additional Factors	• Flexibility in the approach to work and the demands of the post • Work to support the aims and ethos of the school • Commitment to aspire to excellence both personally and as a member of a team	

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