

# Norwich School

## Learning Support Teaching Assistant

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### Job Description

**Job Title:** Learning Support Teaching Assistant - Senior School  
**Reporting to:** Head of Learning Support (SENDCO)

### Role Specification:

#### *Primary focus*

The Learning Support Teaching Assistant will be responsible for assisting a range of pupils with a variety of additional learning needs within the Senior School. The role will also include fixed timetable commitments, shared with existing members of the SEN department, to support named pupils with Autistic Spectrum Condition (ASC) or Attention Deficit Hyperactivity Disorder (ADHD). The Learning Support Teaching Assistant reports to the Senior School SENDCO and may work with and receive instruction from a number of staff members including subject teachers.

#### *In relation to general Teaching Assistant responsibilities:*

- To provide effective support for pupils with a variety of needs and conditions, including pupils with specific disabilities, EHC Plans and social, emotional and mental health needs, as directed by the Head of Learning Support (SENDCO).
- To provide in class support to individuals and groups of pupils who require extra support with learning, in line with direction of the class teacher
- To assist in the implementation and delivery of intervention programmes, outside of the classroom, for individuals and small groups of pupils and help to monitor their progress; these programmes may include additional literacy, numeracy or study skills support.
- Observe SEND pupils in lessons.
- Assist Head of Learning Support (SENDCO) in tracking progress of SEND pupils across all areas of school life. To carry out administrative task associated with duties, as directed by the Head of Learning Support (SENDCO) or class teacher
- Accompany trips and outside visits as required.
- To establish productive working relationship with pupils, acting as a role model and setting high expectations
- To take a pro-active role in supporting the educational, social and physical needs to pupils

#### *In relation to individual students:*

- To develop an understanding of the special educational needs of the pupil concerned.
- To build and maintain a successful relationship with the pupil, providing a consistent environment and treating the pupil with respect and consideration.
- To take into account the student's special needs and ensure access to the lesson and its content through appropriate clarification, explanations, equipment and materials.
- To promote independent learning, through developing study and organisational skills.
- To help the pupil develop their social and communication skills.
- To prepare the pupil beforehand for any changes to normal routines
- To help the pupil record work in an appropriate way, to reinforce learning and remain on task.
- To help build the pupil's confidence and enhance self-esteem.

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### *In relation to teaching staff:*

- To have formal and informal meetings with teaching staff to understand how to best assist pupils within lessons and strategies for successful supervision of practical tasks.
- To be involved in keeping records and evaluating progress.

### Safeguarding

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Understand and implement the Child Protection Policies of the school and attend related training.
- Promote and safeguard the welfare of children and young people and ensure that all staff and volunteers share this commitment.

### Other

- To maintain confidentiality of information acquired in course of undertaking duties within the school.
- To attend departmental meeting and school-based INSET as required
- Participate in training and other learning activities as required; and in the Probation / Professional Development Review process.
- Undertake other similar duties and activities that fall within the band and role; and any other duties as may be reasonably required by the Line Manager, the Bursar or the Head.

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### Person Specification

	Essential	Desirable
<b>Experience and Qualifications</b>		
QCF Level 2 Certificate in Supporting Teaching and Learning in Schools	X	
Level 3 NVQ or equivalent in Supporting Teaching and Learning		X
Experience of working in a school in a pupil support capacity	X	
GCSE English and Maths at grade C or above	X	
Experience of Dyslexia Intervention/Training		X
<b>Skills and Competencies</b>		
Understand and comply with Child Protection procedures	X	
Excellent communication and interpersonal skills both verbal and written	X	
Specialist knowledge of specific subject areas, such as Maths or Science		X
Strong commitment to safeguarding	X	
Proven organisation and planning skills	X	
Ability to work calmly and with patience	X	
Command respect from pupils, parents and colleagues	X	
Confidence with IT		X
Understand and comply with Child Protection procedures	X	
<b>Personal Qualities</b>		
Have a positive interest in working with young people, and experience of working with secondary age pupils with ADHD /ASC	X	
Have the ability to get the best out of young people	X	
Have a sense of humour, stamina and resilience	X	
Be adaptable, able to work on own and as part of a team	X	
Have the ability to build good working relationships with a range of colleagues	X	
Be in tune with the ethos and aims of Norwich School	X	

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### Salary and Benefits

#### Salary and Working Pattern

This is a fixed term, part time position from November 2025 until 31<sup>st</sup> August 2026. The working hours will be 18.75 hours per week (2.5 days per week), term time only. The salary for this post will be £9,696 per annum. Working pattern will be agreed with the Line Manager.

Flexibility in working hours and pattern is required to meet the changing needs of the school. The successful candidate will also be expected to attend staff training days

#### Pension

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of their salary into the scheme. Please note that this is a defined-contribution pension scheme.

#### Healthcare

Staff may benefit from a heavily subsidised private healthcare plan run by Aviva. To join, a full-time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

#### Lunch

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

#### Salary Sacrifice Scheme

Norwich School offers the Cycle to Work scheme.

#### Transport to Work

Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.