

East Park

Job Description

Job Title:	Learning Support Worker
Responsible to:	Senior Learning Support Worker
Responsible for:	N/A
Working Environment:	Internal / External
External Contacts:	Parents / Carers / Visiting Professionals
Date of Last Review:	August 2026

JOB PURPOSE

The primary responsibilities of a Learning Support Worker will be in supporting the teacher and learner, in appropriate activities to facilitate learning.

PUPILS / STUDENTS

- Assist in the preparation and delivery of learners' Personal Support Plans as a member of a multi-disciplinary team
- Record and report on individual progress
- Support learners in all aspects of their education
- Support learning across all activities and venues, including swimming
- Liaise as necessary with other staff and external agencies
- Enable learners to develop and use personal strengths and skills
- Support and assist children and young people in personal care (e.g. toileting, eating, drinking etc.)
- Undertake CALM training and refresher courses and follow strategies identified in learners Positive Behaviour Support Plans.

PARENTS / FAMILY

- Attend reviews and other meetings as required
- Attend social events with parents, families and other support staff
- Participate in parents' and carers' evenings
- In conjunction with teaching staff, liaise with parents and families

STAFF

- Support teachers in the planning and delivery of the curriculum, including the preparation of learning materials
- Support new staff during the induction period
- Support students on placement
- Participate in Review and Development Sessions and identification of development/training needs with managers and senior staff

ORGANISATION

- Participate in personal development activities in collaboration with colleagues
- Participate in Continuing Professional Development activities, externally, and within East Park
- Adhere to East Park policies and procedures
- Promote East Park's aims and objectives
- Ensure adherence to fire regulations and to standards of health and safety at work
- Carry out any other reasonable duties as prescribed by the Head of Education

GENERAL RESPONSIBILITIES

- Any other duties as directed by the Senior Learning Support Worker or SMT
- To comply with East Park's Safeguarding policies
- To comply with East Park's Health and Safety policy
- To comply with East Park's Equal Opportunities policy
- To promote Confidentiality as detailed in East Park's Code of Conduct policy
- Promote East Park at all times
- Treat both internal and external colleagues with respect and secure effective working relationships with all colleagues across East Park

East Park Person Specification

JOB TITLE: Learning Support Worker

KEY FACTORS	ESSENTIAL	DESIRABLE
Qualifications	Literacy and Numeracy qualifications at SCQF level 4 or above	Social care qualification (SVQ 3/HNC or other SSSC approved equivalent qualification)
Work Experience	Experience of working with children/young people	- Experience of working with children/young people with physical/learning disabilities, autistic spectrum disorder and challenging behaviour - Experience of working in a community/residential setting - Experience in education and/or care working environments - Experience of working in a charity
Knowledge	- Understanding of children/young people's emotional/physical needs - An awareness of children's rights - An understanding of the roles of a variety of disciplines working with children and young people e.g. social work, health, education - Knowledge of current childcare and child protection legislation and practice	- Knowledge of current policy and practice trends in disability and social care - Knowledge of child protection principles
Expertise & Skills	- Effective at report writing - Ability to sensitively and respectfully assist young people with personal and/or physical care - Ability to use hoists and/or other aids required by pupils, training provided - Sensitive to the needs of families with a child/young person with learning / physical disabilities / autism - Able to work co-operatively as part of a team - Able to follow procedures and adhere to guidelines - Clear written and oral presentation skills	- IT skills - Emotional maturity - Ability to work in a team and as an individual - Reflective practitioner - Calmness and emotional resilience when working with young people with challenging behaviour - A good understanding of one's own abilities and limitations

	• Accurate and effective record keeping • Able to plan activities, take initiative and follow things through • Able to demonstrate appropriate childcare skills • Ability to interact with and occupy child/young person in accordance with their ability and age • Positive attitude to support, supervision and professional development	
Personal Qualities	• Organised approach to work • Ability to plan and manage time effectively • Courteous and professional manner when dealing with others • Adaptable and able to communicate at all levels	• A genuine commitment to equality and diversity • Willingness to undertake any necessary training to update skills as and when required
Other	• Flexibility in work settings – may be required to visit any East park site • Commitment to continuous improvement and continued professional development	