

MAYVILLE HIGH SCHOOL

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SEN Learning Support Assistant – Wyvern House

Start date: 1st November 2025

Responsible for the provision of support to individual pupils and a small class of pupils as directed by the class teacher.

Listed below are the principal, but not exhaustive, responsibilities of this post. This job description should be read in conjunction with the school's Handbook and the policy document for Wyvern House.

- To assist the SEN teacher in supporting SEN pupils.
- To assist in the gathering of all relevant information on individual pupils.
- To assist in the preparation and updating of IEPs for individual pupils.
- Assist in the updating of EHCPs for individual pupils and attend annual reviews if required, in consultation with appropriate teacher(s), Manager of Wyvern House, parents and pupils.
- To maintain records regarding individual pupils.
- To establish good working relationships with pupils based on mutual respect and the building of pupil self-esteem.
- To liaise with class teachers and the Manager of Wyvern on a regular basis.
- To support according to the needs of individual pupils, taking into account the precepts of Multi-Sensory teaching and the requirements of differentiation.
- Maintain an up to date knowledge of available techniques, resources and developments regarding the teaching of pupils with special educational needs (including able children) — reviewing as necessary personal teaching methods and programmes.
- Request training and attend INSET as required.
- Take part in the school's Performance Management programme
- Support activities of the House to which they are assigned.
- Undertake administrative duties as directed by the Manager of Wyvern.
- Integrate recommendations from outside agencies to the planning with individual pupils as suggested e.g. sensory diet.
- To adapt to changes in daily plans as required and directed by the class teacher or Manager of Wyvern.
- To carry out duties including prior to the start of the day, lunch/break time in Wyvern House.
- To assist with In in-service training as required.
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action
- To complete any reasonable task as requested by SLT or the Manager of Wyvern.

To Apply:

Please send your CV and a covering letter outlining your suitability for the role to
j.carter@mayvillehighschool.net

Applications considered on receipt.

Salary: Dependent on experience and qualifications

Full-time, term time

Location: Wyvern House

Reports to: Manager of Wyvern House