

Learning Support Assistant Job Description

Job Title
Learning Support Assistant
Salary
Grade 14, Points 4-6
Responsible to
Headteacher / SENDCo/Class Teacher
Hours
17 hours per week TA (Tuesday to Thursday) 08:50am-15:15pm Term time only (38 working weeks) Fixed Term to 31 August 2026

Job Purpose
Under the direction of the SENDCo and Class Teacher, the Learning Support Assistant will: Help to provide a stable, caring, stimulating, and supportive learning environment for all children, including those with additional needs. The core purpose of this role is to work closely with the class teacher to support all children, including those with additional needs, ensuring they are fully engaged in their learning, developing character and making sustained progress. The role also involves promoting the children's independence, self-esteem, and social inclusion through both 1:1 and small group sessions.

Main responsibilities and duties
• Support the educational and social development of pupils, including those with SEND. • Work under the direction of the class teacher to implement planned learning activities and interventions. • Provide First Aid where necessary and ensure pupil safety at all times. • Implement Individual Learning Plans (ILPs), Education Health Care Plans (EHCPs), or other professional reports and monitor and record progress. • Promote independence, self-esteem, and inclusion for all pupils. • Assist with personal care if needed, maintaining dignity and respect. • Prepare and maintain learning resources and assist in creating a stimulating learning environment. • Support pupils in developing positive relationships and appropriate behaviour. • Undertake administrative tasks related to pupil support, including accurate record keeping. • Participate in assessment and contribute to planning and review meetings as required.

- Ensure compliance with school policies and procedures, including safeguarding, GDPR and confidentiality.
- Any other duties as directed by the Headteacher to meet the needs of the school.

Christian virtues & Ethos

As a proud church school and school of character, staff should model and encourage self-discipline, courage, forgiveness, aspiration, community awareness, love and kindness, respect, compassion, courtesy, reason and judgement, determination and hope. Staff are expected to uphold and promote the school's Christian vision: "Roots to Grow and Wings to Fly".

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Support children who are upset or have had accidents

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and the school and Trust's safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

Other Specific Duties:

- Play a full part in the life of the school community, to support its mission and ethos and to encourage staff and children to follow this example
- Continue personal development as agreed.
- Comply with the school's Health and Safety Policy
- Uphold the principles of safeguarding and promoting the welfare of children and be aware that safeguarding is everyone's responsibility

Key Contacts and Relationships

Contact with all appropriate staff in school to pass and receive information, advice, guidance, suggestions and ideas.

There will be regular contact with the SENCO relating to student issues.

Problem Solving

On a daily basis, within prescribed school guidelines and under the direction of the teacher, develop a range of strategies to engage individuals and groups of children, often with differing

requirements, in the experience of learning and in their personal, social, health and moral education. For example, a reward system appropriate to an individual student.

Use a variety of interpersonal techniques to establish supportive relationships with children.

Decision Making

Within the agreed school policies, guidelines and rules, decide on when and how to apply a range of strategies for the benefit of children in relation to their education activities, behaviour and care. These decisions often need to be made immediately to deal with the situation presented.

There will be often a need to make immediate decisions, without initial referral to teachers, in relation to immediate care, control and safety of children with special educational or personal needs.

Responding to the attitude and behaviour of children by exercising sound judgement in the context of school policies and procedures e.g. in addressing bullying, harassment or prejudice.

Physical Effort and Working Conditions

A normal school environment, although the jobholder may be involved in external activities, such as educational visits.

Special notes of conditions

Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description.

To undertake any other duties commensurate with the grade, and/or hours of work, as may reasonably be required.

To take responsibility for upholding and complying with the Trust's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.

To comply with General Data Protection Regulations and maintain awareness of Trust policies and procedures in this area.

The post-holder must at all times carry out their responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at work.

Review

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

Learning Support Assistant Person Specification

Category	Essential	Desirable
Qualifications	Good standard of literacy and numeracy. Relevant Teaching Assistant qualification or willingness to work towards Level 2 Requirement to participate in training/development as required/identified.	HLTA qualification Training and knowledge of child development/SEND Training and knowledge of Child Protection and Safeguarding Paediatric First Aid Food hygiene
Knowledge, skills and experience	A passion for supporting young people to develop their knowledge and skills in both areas Previous experience as a Teaching Assistant or Learning Support Assistant An ability to communicate effectively both written and orally. Experience of working with children or young people (or voluntary work). An ability to follow directions by teachers. Demonstrative knowledge of and commitment to a responsibility to keep children safe and protected An ability to work constructively as part of a team. Some understanding of learning difficulties. An ability to relate well to adults and children, respond sensitively and flexibly to competing demands from children. Understand and comply with the need for confidentiality.	Recent experience of working in an educational setting. Experience in interventions Able to be creative and innovative in meeting the particular needs of children. Background knowledge of the National Curriculum and general school procedures/policies Experience of working with children with additional needs.

	Effective interpersonal and organisational skills. An ability to be flexible in a changing environment. Ability to be coached/ mentored. An ability to be reflective on own practice. An ability to use ICT to: ● Input data ● Support children's learning Possess skills to undertake general clerical/administrative tasks in relation to the post.	
Interpersonal and communication skills	Patient, calm and firm when appropriate Energy and a good sense of humour Be flexible to the evolving operational needs of the role and the school Hardworking and creative Ability to motivate and inspire young people Ability to build positive relationships with children and other staff Be resilient Interested and curious about SEND Commitment to supporting and understanding pupil needs Uphold and promote the ethos and values of the school Maintain confidentiality at all times	
Additional requirements	Able to display an awareness, understanding and commitment to the protection and safeguarding of children. Support the aims and Christian ethos of the school and Quantock Education Trust Commitment to maintaining confidentiality, discretions and tact at all times. Set a good example in terms of dress, punctuality, and attendance. Attend and participate in relevant meetings and training as required. Be committed to and participate in CPD opportunities to enhance knowledge and skills.	

	Commitment to, safeguarding, equality, diversity and inclusion Able to manage time effectively and have a good attendance record. Must satisfy relevant pre-employment checks including DBS clearance and Right to Work in the UK 2 professional references Shortlisted candidates will be subject to online checks	
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