

MILVERTON COMMUNITY PRIMARY SCHOOL AND PRE-SCHOOL

(Created: September 2026)



Job Description for: Learning Support Assistant

Responsible to: Class Teacher and Headteacher

1. **Main Purpose of Job:** To work under the instruction and guidance of teaching/senior staff to undertake work/care/support programmes to enable pupils to progress in their learning. To assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom, in another room within the school or in the school grounds. To uphold our school values 'We Care, We Aspire, We Belong' in all circumstances.
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Duties and Responsibilities to include:

Support for Pupils

2. Supervise and provide particular support for pupils, including those with special educational needs, ensuring their safety and access to learning activities.
3. Assist with the development and implementation of Education/ Behaviour Plans and Personal Care programmes, promoting and reinforcing pupils' self-esteem along with appropriate behaviour and levels of effort.
4. Establish constructive relationships with pupils and interact with them according to individual needs, motivating and encouraging pupils to concentrate and to fulfil tasks.
5. Promote the equal inclusion and acceptance of all pupils.
6. Encourage pupils to interact with others and engage in activities led by the teacher; motivating and encouraging pupils to concentrate and to fulfil tasks
7. Set challenging and demanding expectations and promote self-esteem and independence.
8. Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
9. Think creatively to help pupils make good progress and experience success.

Support for the Teacher

10. Create and maintain a safe, purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
11. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
12. Assist with the planning of learning activities.
13. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
14. Provide detailed and regular feedback to teachers on pupils' achievements, progress, problems and barriers to learning, and offer possible solutions.
15. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
16. Establish constructive relationships with parents/carers.

17. Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
18. Provide admin support e.g. photocopying, filing, making phone calls, preparing and administering learning materials as required.
19. Maintain a flexible and pro-active approach – schools are dynamic environments and things change very quickly!

Support for the Curriculum

20. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
21. Undertake continuous personal development as achievement and progress and feeding back to the teacher.
22. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
23. Store, prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School

24. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
25. Stay up to date with school communications via the electronic diary and school emails.
26. Be aware of and support equality of access to opportunities to learn and develop.
27. Represent the school positively within the wider community, supporting and contributing to the overall ethos, work and aims of the school.
28. Appreciate and support the role of other professionals and colleagues and be aware of how this role impacts on them.
29. Be a pro-active member of staff, looking out for ways of improving teaching, learning and the school environment.
30. Attend and participate in relevant meetings as required.
31. Participate in training and other learning activities, and performance development as required.
32. Assist with the supervision of pupils out of lesson times as directed, including before and after school and at lunchtime.
33. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher.

Please be aware that no job description can be an exhaustive list of all the activities the postholder will be required to undertake, and that further duties may be required in accordance with direction from the Head Teacher.

This job description will be reviewed at the request of either the post holder or the Head Teacher.