Job description: Learning Support Assistant
Person Specification

Salary / grade:	Band 2
Hours:	33.25
Contract type:	Permanent
Responsible to:	Phase Lead/Headteacher

Main purpose

- To support to a class teacher in the management of children's learning, development, healthcare, behaviour and personal care needs

MAIN AREAS OF RESPONSIBILITY

Learning Support

- Assist the class teacher in carrying out of her / his professional duties
- Support learning activities for individual pupils, small groups, whole classes and the whole school
- Assist the class teacher in the assessment of pupils' attainment, achievements and progress and support the planning of next steps in pupils' learning and development
- Assist in the general management of all learning areas within the school and the school environment as a whole
- Assist the class teacher and healthcare colleagues with the development and implementation of pupils' individual education plans, care plans, health plans, behaviour plans and personal care programmes
- Support pupils' play and leisure activities
- Supervise whole class groups during the short-term absence of a teacher
- Support and assist volunteers and those on work experience in the school

Care

- Ensure pupils are ready for learning at the start of each school day and during the school day
- Participate in pupils' care routines
- Assist in pupils' feeding and drinking arrangements during the school day, including lunchtimes
- Implement advice, guidance and developmental programmes from therapists and other healthcare professionals

HEALTH AND SAFETY

- Be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection and report all concerns to the Headteacher (or delegated member of staff)

DISCLOSURE AND BARRING SERVICE

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of Buckinghamshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

ADDITIONAL INFORMATION

The postholder is required to :

- Make a positive contribution to the wider life and ethos of the school
- Contribute and support the overall aims of the school
- Safeguard and promote the welfare and well-being of children, colleagues and visitors to the school
- Participate in training and other learning activities
- Participate in appraisal arrangement
- Participate in meetings relevant to the post
- Participate in school governance arrangements as required
- Undertake such other duties which may arise during the school day or out of hours
- Undertake such other duties as determined by the Headteacher

**** The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

SUPERVISION

- The postholder is managed by a Class Teacher.

JOB CONTEXT

- The job holder is responsible for supporting a class teacher in the management of children's learning, development, healthcare, behaviour and personal care needs

- Work will be generated by the Class Teacher, Department Leader, Deputy Headteacher and Headteacher

KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working with children
- Excellent numeracy and literacy skills.

- Evidence of accredited learning at NVQ 2 or equivalent relevant to the post.
- Ability to use own initiative and to work successfully as part of a team

WORKING ENVIRONMENT

- The work of the Learning Support Assistant is predominantly class-based but may occur in any location in the school environment or in the community

Further Duties

- To undertake other duties which may arise from time to time. These to be agreed with the line manager

The content of this job description will be reviewed with the post holder on an annual basis in line with the Heritage House's performance and development policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

Notes

- This job description may be amended at any time in consultation with the postholder.

Last review date: Sept 2026

Next review date: Sept 2027

Person Specification

Essential	Desirable
Education/Qualifications • General education at least to GCSE or equivalent standard	
Experience • Experience of working with children • Have worked successfully as a member of a team	• Experience of working within a school setting
Skills and Knowledge • Able to support children's learning and development and assist class teachers in their duties • Understanding of the requirement for confidentiality. • Appropriate social and interpersonal skills to function in a team • A willingness to extend existing skills and knowledge • An understanding and commitment to the safeguarding and welfare of children and young people	• IT Confident • Willingness to drive a minibus
Personal Attributes • Enjoy being with children and working as part of a team • Show resilience, patience, tolerance and calm when dealing with the unexpected. • Be adaptable in the workplace • Show initiative and be able to work independently when necessary • Appreciation of the importance of good relationships with staff, colleagues, parents and outside contacts with the school • Sense of fun • Be open and friendly whilst maintaining a professional approach • Flexible and open to new experiences and new ways of doing things • Be punctual and reliable • Have a good attendance record • Commitment to the vision and values of the school.	

Headteacher / line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____