



**Learning Support Assistant**  
Support Staff: Grade 5, Points 7 to 8

## **Trust Mission Statement**

Our mission is to create high quality educational opportunities for all children and young people across the partnership by developing a strong collaborative and co-operative model through which we encourage autonomy, share best practice, enhance the professional aspirations of our staff and ensure the safety and well-being of all pupils and staff.



## Job Purpose

The Learning Support Assistant will work under the direct supervision of the Teacher to provide support for teaching and learning and associated activities in accordance with school policies and procedures. This may include providing general support for whole class learning activities, or supporting individuals or small groups of pupils as directed by the Teacher.

The Learning Support Assistant may also provide support to pupils with SEN.

## Relationships

The Learning Support Assistant will report directly to the Head Teacher. Other key relationships include:

- **Pupils** – establish an environment that is welcoming and safe for pupils ensuring that a nurturing, professional working relationship is in place. Act as a role model to pupils at all times.
- **Parents/Carers** – ensure that parents/carers find the Learning Support Assistant approachable, supporting the Teacher in establishing positive working relationships with parents/carers.
- **Wider Staff Team** – Establish excellent working relationships with the wider staff team ensuring that relationships are collaborative and seek to share best practice at all times.
- **Stakeholders** – There may be times where visitors attend school in which the Learning Support Assistant will be required to work with/communicate with.
- **Trust Colleagues** – establish effective working relationships with Trust wide colleagues as required.

## BEP Employee Responsibilities

- Truly support the mission statement, values and ethos of the Trust – demonstrate and role model this commitment in everything that you do to students and colleagues;
- Make safeguarding children a priority;
- Understand and comply with relevant policies and procedures, including (not exhaustive) those relating to:
  - Child protection
  - Health, safety and security
  - Code of Conduct
  - Whistleblowing
  - Confidentiality and data protection
- Be aware of and support difference and ensure equal opportunities for all;
- Commitment to develop own professional skills;
- Work co-operatively as part of an immediate and wider team to aid effective working practices and a good quality education to the children and students within our Trust
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.



## Specific Responsibilities

### Specific Duties and Responsibilities:

- To provide agreed support to the Teacher in the delivery of planned whole class learning activities.
- To work under the direct supervision of the Teacher to carry out planned learning activities with small groups or individual pupils, providing feedback on their engagement in activities and their achievement of the desired learning objectives.
- To help prepare, monitor and maintain a safe and secure learning environment in line with the Teacher's lesson plans.
- To observe and feed back to the Teacher on pupil performance and behaviour, taking action as appropriate in line with relevant school policies.
- To support the physical, intellectual, emotional and social development of pupils, including contributing ideas and suggestions to support planning, to meet their development needs.
- To interact with and respond positively to children, young people and adults.
- To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
- To support pupils to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.
- To prepare and utilise ICT resources to support pupils learning.
- To prepare and support the use of learning materials and create visual displays, in accordance with the requirements of the teacher, in order to facilitate a relevant physical learning environment.
- To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
- To contribute to the provision of support for bilingual / multilingual pupils if required.
- To invigilate or provide authorised SEN support for internal and external tests and examinations under formal conditions.
- To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks if required). (Primary and Special schools)
- To support, as appropriate, in instances where pupils are unwell whilst at the school. \*
- To provide toileting support to pupils as necessary. \*\*
- To participate in educational visits and off-site activities, supervising small groups as required by the teacher/organiser and ensuring pupil's health, safety and well-being.
- To undertake midday supervision duties.
- On unplanned occasions the Learning Support Assistant may be required to cover the class at short notice with the appropriate resources and support provided.
- To ensure that all pupils for whom you have delegated responsibility are safely supervised during the lunch hour, in the cloakroom, toilet areas, dining hall, school playground and, during wet lunch times, in the classroom, and that pupils are never left unattended.
- To supervise and assist pupils in the dining hall, positively encouraging good manners and helping to ensure that an acceptable level of noise is maintained.
- To promote and encourage positive play in the playground, ensuring that pupils are playing in appropriate areas and are safe at all times.
- To encourage pupils to form positive relationships with each other.
- To promote and encourage positive behaviour from the pupils during the school lunch hour, maintaining good discipline at all times and correcting any unacceptable behaviour.

- To supervise pupils safely, engaging them in appropriate activity as necessary, in allocated teaching areas during wet lunch breaks.
- To organise and run play activities for pupils as required.
- To supervise the re-entry of pupils to their classrooms at the end of the lunch break, remaining with them until the teaching staff arrive to take responsibility.
- Following appropriate First Aid training, to administer simple first aid where appropriate, recording all injuries and attention given (however minor) in the Accident Book. To complete an accident form where an injury or incident is of a serious nature.
- To clean away plates, tables and cutlery during break times.
- To report any incidents, accidents or instances of unacceptable behaviour which may occur to the Class Teacher/Head of Year or other designated member of staff, and where these are serious to also report the issue directly to the Head teacher or their representative.
- Report any safeguarding concerns in line with the Trust's Child Protection Policy.

\* first aid should only be provided by staff who hold appropriate first-aid qualifications. However, any member of staff may be required to provide general support to a child who is unwell or receiving first aid treatment.

\*\*these duties only to be undertaken after appropriate risk assessment and training have been provided.

**The job description outlines key accountabilities for the role and it may be necessary to ask the postholder to undertake additional duties commensurate to the role as and when required.**



## The Person

**NVQ Level 2 in  
Supporting Teaching  
and Learning or able to  
demonstrate  
equivalent experience**

**Ability to communicate  
effectively with a wide  
range of people ensuring  
professionalism is upheld  
at all times**

**Experience of  
supporting teaching  
and learning in an  
educational setting is  
desirable**

## The Post Holder

**Ability to take  
direction from the  
Class Teacher to  
ensure all tasks and  
learning is undertaken  
within and outside of  
the classroom**

**Ability to demonstrate  
empathy with children  
and young people to  
support wellbeing**

**Ability and willingness to  
undertake professional  
development**

**Signed Declaration:**

**I have read, understood and agree with the contents of the job description:**

**Name:** .....

**Signed:** .....

**Date:** .....