



POST - Learning Support Assistant

CONTRACT: Fixed contract until end of school year 2025-26 (31st August 2026)
29 hours 10 mins/ 5 days per week - term time only

SALARY SCALE: Band B (pt 3) + SEN allowance **Will be pro-rata for term time hours only

START DATE: As soon as possible depending on Pre- employment checks

Responsible to: Headteacher & SENCo, Team leader

Responsible for: N/A

Job Summary:

- To provide classroom support to pupils under the direction of the teacher.

Additional duties and responsibilities:

Support to Pupils

- To keep and maintain a record of support provided to pupils.
- To assist pupils in the use of resources including ICT.
- To maintain pupils' interests and motivation.
- To assist pupils with dress/changing for activities/personal hygiene.
- To support individual and group work assigned by the teacher in raising core skills, support individual learning plans (ILP).
- The care and welfare of pupils to include toileting and feeding as required.
- To supervise pupils at lunchtimes and/or break times as required.
- Escorting pupils around school premises/and take home, together with another member of staff.

Support to School

- To have contact and links with those with parental responsibility during the working day, as part of the normal consultative and educational process.
- To be aware of and maintain school policies and procedures.
- To contribute to ILPs.
- Preparation of rooms, equipment and displays.
- To maintain school routine.
- To promote high standards of behaviour throughout school in accordance with Discipline and Behaviour Policy.
- Support ethos of school.
- Maintenance of safe environment.

Support to Teachers

- To deliver pre-planned programmes of work under the direction of a teacher.
- To develop resources for pupils as required.
- To assist in the assessment of pupil attainment/progress.

- To undertake duties on a rota basis during mid-morning and mid-afternoon breaks.
- To assist the teacher with the supervision of pupils on school trips/visits.
- To keep materials and equipment in a tidy and safe manner.
- To liaise with teachers and other staff to obtain, exchange and record information on pupils in accordance with school policy.
- To support the supervision of individuals/groups of pupils.

Support with Curriculum

- To be involved in planning meetings.
- Attendance at appropriate training sessions as required.
- To undertake repairs and maintenance of books and equipment.
- To develop and prepare curriculum activities/materials.

Other

- The post holder must at all times carry out his/her responsibilities with due regard to the Academy's policy, organisation and arrangements for KCSIE 2023 or any update, Health and Safety at Work.
- It is your responsibility to carry out your duties in line with the Academy's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.
- The post holder must attend any necessary training.
- Any other duty that may be appropriate to achieve the objectives of the post commensurate with the post holder's salary grade, abilities, and aptitudes.

Signed _____ (LSA)

Date _____

Signed _____ (Headteacher)

Date _____