

**Lady Katherine Leveson C of E Primary School**  
**Fen End Road West**  
**Temple Balsall**  
**Knowle**  
**Solihull**  
**B93 OAN**

*'To learn, love and live with joy'*  
*To be all that we can be - academically, morally, and spiritually.*

## Job Description

*Birmingham Diocesan Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check and online searches*

### Lady Katherine Leveson C of E Primary School

**Job Title:** Teaching and Learning Support Assistant (child specific)

**Reporting to:** Headteacher and SENCO

**Salary:** Band 2, point 5 £19591.66 Actual (£25583.00 FTE)

**Working Hours:** 8.30am – 3.30pm Monday – Friday (32.5 hours per week). Term time only plus INSET Days - Fixed Term Position until 31<sup>st</sup> August 2026 (with a view to being extended at the end of the fixed term)

We have an exciting vacancy for an outstanding Teaching and Learning Support Assistant to join our dynamic and committed primary school.

Our support staff team is integral to the school's vision to ensure that all children can flourish and achieve their full potential in all aspects of school life.

#### Job Purpose:

To support the class teacher and other members of the teaching team to ensure that a pupil with an Education, Health and Care Plan is able to meet all the specified objectives detailed within the EHCP. To work on a 1:1 basis both inside and outside the classroom to provide bespoke interventions to meet the child's needs.

#### Key Responsibilities and Main Duties:

Under the direction and supervision of a qualified teacher and SENCO:

- Provide individual support for a designated pupil, ensuring their access to learning.
- Assist with the delivery of the Education, Health and Care Plan (EHCP)
- Provide feedback to the pupil and their parents in relation to their progress and achievement.
- Work with the teacher to establish and maintain an appropriate learning environment, both inside and outside the classroom.
- Prepare, maintain and use resources required for the learning activity and assist the pupil in their use.

**Head Teacher:** Mrs L Anderson B.A. (Hons)

**E-mail:** [office@ladyk.bdmata.org.uk](mailto:office@ladyk.bdmata.org.uk)

**Web Site:** <https://ladyk.bdmata.org.uk/>

**Telephone:** 01564 772 374

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- Assist the class teacher in the planning and preparation of activities in order to meet the needs of the pupil.
- Implement agreed learning activities and teaching programmes, adjusting activities according to pupil responses/needs.
- Monitor and evaluate pupil responses and progress against Learning Plan targets through observation and planned recording.
- Provide objective and accurate feedback and reports as required, to other staff on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- To participate in Learning Plan reviews and Annual Reviews.

#### Safeguarding:

Lady Katherine Leveson is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom they are responsible or come into contact with. Please refer to our Safeguarding policy via the link below

<https://ladyk.bdmatt.org.uk/wp-content/uploads/2025/07/Child-Protection-Safeguarding-Policy-July-2025-.pdf>

#### Qualifications and Training and Development:

Ideally, the successful candidate will possess a relevant TA Level 2 qualification and have experience working with SEND children, especially Autism and sensory differences.

As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

- The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify and contribute to job-related development needs.
- There are occasions throughout the year when compulsory training takes place. The applicant will be required to attend these training sessions and will be paid for the hours of attendance.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed. The work of all MATs and schools change and develop continuously which in turn, requires employees to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable but may change commensurate with the grading of the post. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation. Any major changes will involve discussion and consultation, which if wished, may involve a Trade Union/Professional Association representative.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.

**Head Teacher:** Mrs Laura Anderson **E-mail:** office@ladyk.solihull.sch.uk **Web Site:** <https://ladyk.bdmatt.org.uk/> **Telephone:** 01564 772 374

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## Person Specification

Knowledge/Qualifications and Experience	Essential	Desirable
English GCSE Grade C or equivalent	*	
Level 2 or equivalent Childcare Qualification		*
Experience working with children with Autism and Social, Emotional and Mental needs		*
Experience of recording and reporting on pupil or group achievement and progress		*
Skilled in positive behaviour management	*	
Ability to communicate effectively with children and adults	*	
Ability to assess individual pupil's learning and support their steps in learning through one to one sessions	*	
Able to work positively and effectively as part of a team	*	
Good organising and prioritising skills	*	
Able to build appropriate and effective relationships with children and their parents/carers	*	
Basic first aid knowledge		*
First Aid Certificate		*
Able to understand generic and specific needs of children	*	
Able to be patient and tolerant in dealing with children and parents	*	
Experience of working in an education setting or other suitable experience		*
Ensuring the health, safety and welfare of children	*	
Understanding of child development through play and learning	*	
Operating effective systems for planning, recording, monitoring and evaluating childcare setting		*
Communication: shares and listens to information, opinions and ideas, using a range of effective approaches.	*	
Willingness to work within the Christian framework of BDMAT	*	