



**Learning Support Assistant
Bourton Meadow Academy**

Position	Learning Support Assistant Early Years Foundation Stage, Key Stage 1 or Key Stage 2
Hours of work	Full time/part time available Hours will be agreed with the successful candidate.
Contract Type	Permanent
Salary	Pay Range Campfire 9-10 (depending on experience) FTE £24,480.07 - £24,915.58
Start Date	ASAP

Main Purpose

The TA will:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

Duties and Responsibilities

Teaching and Learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with managing space and resources to help maintain a stimulating and safe learning environment
- Organise and manage teaching space and resourcing to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning

- Undertake any other relevant duties given by the class teacher

Safeguarding

- Promote the safety and wellbeing of pupils at all times through your words, actions and behaviour.
- Safeguard pupils by following the requirements of Keeping Children Safe in Education and our school's child protection policy.

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and visions
- Make positive contribution to the wider life and ethos of the school

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have a proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity
- Safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct

Other areas of responsibility

- Support children at lunch whilst they eat and/or play as required – supporting whole cohorts or individual children
- Undertake break duties to support children at play times
- Look after children who are upset or have had accidents

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Learning Support Assistant will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the class teacher, year group leader or SLT.

How to Apply: Please complete an application form and submit this via <https://www.mynewterm.com/>.

Closing date: 11th December 2025

Interviews: TBC

Bourton Meadow Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful candidate will be subject to pre-employment checks including: an enhanced DBS check, references and the right to work in the UK.

We reserve the right to close this vacancy early before the advertisements closing date, if deemed appropriate.