



ST PAUL'S C of E COMBINED SCHOOL

GROWING IN WISDOM, STRENGTH AND FAITH



LEARNING SUPPORT ASSISTANT / SEN 1:1 JOB DESCRIPTION

Post	Learning Support Assistant / SEN 1:1
Salary Scale	Buckinghamshire School Pay Range 1 (point 5-10)
Hours	8:30 – 3:30pm (to include 30 mins unpaid lunchbreak) 32.5 hours per week – 39 weeks per year (to include Training Days)
Contract Type	Full Time (Term Time Only) - Permanent
Reporting to	Assistant Head/Class teacher

Role Overview

This role description outlines the key duties and responsibilities of a Learning Support Assistant / SEN 1:1 at St Paul's Church of England Combined School & Nursery. As a valued member of our team, you will play an important role in supporting children's learning, wellbeing and development, in line with the school's aims, ethos and values.

Learning Support Assistants work closely with class teachers and other colleagues to provide high-quality support that enables all children to access learning, develop confidence and achieve their potential. The role requires a good understanding of the primary curriculum, a commitment to inclusive practice and a willingness to keep up to date with current guidance and approaches that support children's learning and wellbeing.

Underpinning all we do is the desire to create a love of learning and excitement and awe and wonder in the Early Years, rooted in a foundation of play, fun and friendship. This is developed from the belief that the early Years are crucial in shaping later attitudes to learning and that the skills and knowledge fostered in the early years paves the way to later success.

Duties and Responsibilities:

- Provide high-quality care, support and learning experiences for children across the school, in line with the national curriculum and the individual needs of each child.
- Help to create and maintain a safe, nurturing and stimulating environment where all children feel valued, confident and ready to learn.
- Support the development of learning opportunities and classroom environments that reflect children's interests, needs and next steps.
- Work alongside teachers to deliver engaging, inclusive and child-centred learning experiences that support progress and achievement.
- Observe, assess and record children's progress, using information effectively to support learning and development.
- Support children's emotional, social, physical and academic development, encouraging positive behaviour, resilience, independence and a love of learning.

Supporting Children's Progress and Wellbeing:

- Build positive, trusting relationships with children, supporting their individual needs, confidence and sense of belonging within the school community.
- Work closely with teachers and support staff to understand children's strengths, needs and next steps in learning.
- Contribute to the assessment and tracking of children's progress through observations, records and feedback, helping to identify areas where additional support may be needed.
- Support the collection of evidence and information that demonstrates children's learning, progress and achievements.
- Contribute to communication with families by sharing relevant information and celebrating children's successes.
- Work collaboratively with colleagues to review outcomes, adapt support and ensure children are given the best possible opportunities to thrive.

Behaviour, Safeguarding and Wellbeing:

- Promote and model high standards of behaviour, kindness, respect and positive attitudes across the school community.

- Establish positive relationships with children and maintain consistent expectations, ensuring that all children feel supported, valued and treated fairly.
- Be a positive role model, demonstrating the attitudes, values and behaviours that we expect children to develop.
- Encourage children to develop confidence, resilience and independence by promoting perseverance, problem-solving and a growth mindset.
- Help to create a safe, calm and purposeful environment where children can learn, feel secure and achieve their best.
- Follow the school's behaviour systems and approaches, supporting children to make positive choices and develop self-regulation.
- Follow safeguarding procedures and report any concerns promptly to the Designated Safeguarding Lead, maintaining a professional attitude that recognises safeguarding is everyone's responsibility.
- Follow all health and safety procedures, including supporting risk management and maintaining a safe environment for children and staff.

Pastoral Support and Relationships:

- Treat all children with dignity, kindness and respect, building positive relationships based on trust, mutual understanding and a belief that every child can flourish.
- Support children's emotional wellbeing by creating opportunities for them to share their feelings, worries and experiences in a safe and supportive environment.
- Celebrate children's efforts, achievements and progress, encouraging a positive attitude towards challenge, mistakes and learning.
- Help to create a climate where children feel valued, included and confident to be themselves, enabling them to flourish both personally and academically.
- Encourage children to express their views, ideas and concerns, ensuring they feel listened to, understood and supported.
- Develop a strong understanding of the children you work with, recognising their individual personalities, strengths, needs and circumstances, and responding with sensitivity and care where additional support may be needed.

Working Collaboratively with Others:

- Be an active and supportive member of the school team, sharing ideas, experiences and learning with colleagues to support the best outcomes for children.
- Build positive and respectful relationships with parents and carers, working in partnership to support children's progress, wellbeing and development.
- Work collaboratively with teachers and support staff to create a welcoming, inclusive and supportive environment where everyone can flourish.
- Attend staff meetings, training and professional development opportunities, contributing positively to your own learning and the wider development of the school.
- Reflect on your practice, seeking ways to improve and contribute to the continued growth and success of the school community.
- Respond positively to feedback and guidance, demonstrating a willingness to learn, develop and grow as part of the team.

Wider Professional Responsibilities:

- Be a positive role model for children, demonstrating and promoting the school's Christian values and ethos in all aspects of school life.
- Support and contribute to our vision of growing in strength, growing in wisdom and growing in faith, helping to create a community where every child is encouraged to flourish and reach their full potential.
- Engage positively in professional development opportunities, demonstrating a growth mindset and a commitment to continually developing your knowledge, skills and practice.
- Be open to new ideas, initiatives and approaches that support children's learning, wellbeing and the continued development of the school.
- Participate positively in the performance development process, reflecting on your practice and identifying opportunities for growth and improvement.
- Contribute to the wider life of the school by supporting enrichment opportunities, extra-curricular activities and projects that enable children to develop their talents, confidence and sense of belonging.
- Any other duties and responsibilities, which do not change the general character and purpose of the post, as may be required, following consultation with the Headteacher.