

## Job Description

Job Title:	Learning Support Assistant
Responsible to:	Class Teacher / Headteacher
Pay Range:	2AS point 4 – 5 Salary: £25,185 to £25,583 FTE per annum £19,927 to £20,242 per annum actual 8.30am to 3.40pm, Monday to Friday, term time plus 5 training day. <b>NB:</b> Various working days/hours are available for discussion, for which the above salary will be adjusted accordingly
Date Prepared:	April 2026

### JOB SUMMARY

As a Learning Support Assistant you will work closely with teachers to provide tailored support to students with a range of learning difficulties, developmental disabilities, or behavioral challenges. Responsibilities include one-on-one and small group assistance, implementing individualised education plans, promoting a positive and inclusive learning environment, and supporting students' social and emotional development.

### MAIN DUTIES AND RESPONSIBILITIES:

- Support pupils with all learning opportunities as directed by the class teacher.
- Under direct or indirect supervision deliver prepared work to small group of pupils or provide one-to-one support to a pupil.
- Ensure supervision of pupils at all times including play/break times, transport etc.
- Access relevant training in addition to induction in order to develop skills for use in the classroom.
- Undertake whole school duties as directed by class teachers or SLT.
- Work with both individual pupils and groups of pupils to support learning and promote access to learning activities.
- Implement behaviour support plans with pupils, as directed.
- Implement communication programmes with pupils, as directed.
- Support the personal and social aspects of teaching, for example, working with pupils on eating programmes and toilet training.
- Contribute towards the physical education of pupils, for example, swimming and PE.
- Assist in aspects of recording pupil progress as directed by the class teacher and in line with school policy.
- Assist in creating educational resources including classroom and whole school

displays.

- Accompany pupils on educational visits and journeys including sports events and community access.
- Administer medication as required (training will be given)
- Attend regular after school staff meetings as directed by SLG.
- Respect confidentiality of information on all pupils and their families.
- Any other duties of similar nature or level as required.

## PERSON SPECIFICATION – LEARNING SUPPORT ASSISTANT

	<b>Essential Attributes</b>	<b>Preferred Attributes</b>
Qualifications	<ul style="list-style-type: none"> <li>• Completion of Secondary School to CSE/GCSE standard</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant practical qualifications, for example sign language, first aid, health &amp; safety</li> <li>• Relevant vocational qualifications, for example Health &amp; Social care, Child Development, Childhood studies</li> </ul>
Work Related Experience, Skills & Knowledge	<ul style="list-style-type: none"> <li>• Experience of working with children and/or young people in an educational or care environment</li> <li>• Experience of working with a team</li> <li>• Experience of offering support and inspiring/encouraging and motivating individuals to reach their full potential</li> <li>• Understanding of Safeguarding and keeping children safe from abuse</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with pupils with severe or profound and multiple learning difficulties</li> <li>• Experience of manual handling and assisting with physical activities</li> <li>• Experience of using alternative systems of communication e.g. sign language</li> <li>• Experience of carrying out behaviour management programmes</li> <li>• Experience of making resources and putting up displays</li> </ul>
Personal Skills & Attributes	<ul style="list-style-type: none"> <li>• Ability to communicate effectively both orally and in writing</li> <li>• Interacts and communicates well with children and colleagues</li> <li>• Positive attitude and flexible approach shared with children and colleagues</li> <li>• Ability to follow directions and complete tasks to a high standard</li> <li>• Ability to use own initiative and work independently</li> <li>• Keenness to learn</li> <li>• Reliable, good timekeeper and excellent attendance record</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to share personal interests with pupils</li> <li>• Willingness to drive a minibus</li> <li>• Willingness to take part in extracurricular activities and school community events</li> <li>• Values staff development and take responsibility for own professional improvement</li> <li>• Ability to support pupils using local amenities and community facilities</li> <li>• Ability to support pupils in our hydrotherapy pool</li> </ul>
Other	<ul style="list-style-type: none"> <li>• This is a customer facing post and the post holder must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English</li> </ul>	

The job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after discussion, to meet the changing needs of the school and/or the wider Trust.

The Trust will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of any of the protected characteristics (as defined by the Equality Act 2010). The Trust will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The Trust provides an open, welcoming and safe environment for all its students, employees and visitors.

BILTT is committed to Safeguarding, Prevent, the welfare of pupils and ensuring equality of opportunity for all pupils, staff, parents and carers; irrespective of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, belief, sex or sexual orientation and expects staff to share that commitment. The post is subject to satisfactory references, social media checks, enhanced DBS, probationary period & health clearance.

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).