



Enrich – Empower – Ignite!

Learning Support Assistant Job Description

Working times Monday to Friday 8.30-3.30pm Term time only

Salary Bucks Pay Range 2 .11-15 depending on experience

Reports to: Deputy Head, Curriculum & Enrichment Lead & Class Teacher

Purpose of the post:

To support pupils and accelerate the progress of their learning through interventions in or out of the classroom environment. To work within a team to ensure high quality education, enabling all children to achieve their best.

Duties and Responsibilities:

To undertake the following duties with minimal supervision, demonstrating a thorough knowledge of the Early Years curriculum and able to work with a degree of independence showing initiative and enthusiasm. To show flexibility and adaptability when working across the EYFS department.

Values:

- Be able to demonstrate CHEER: cooperation, honesty, enthusiasm, empathy and respect to all children and adults alike
- Be a good role model
- Demonstrate a high level of personal integrity, loyalty, discretion and professionalism
- Assist in implementing school policies and the implementation of the School Development Plan
- Support the school to ensure the whole school community is committed to its vision and values, encouraging them to achieve their best and help secure the best outcomes for children and the success of the school

Teaching and Learning:

- Follow the schools' policies and procedures
- Use encouragement and praise with children to promote development and positive behaviour
- Work under the supervision of the class teacher and aid as required in the classrooms
- Work with pupils in all areas of the curriculum as reasonable required by class teachers. Particular emphasis may sometimes be placed on working with children who need additional support in the classroom
- Support the class teacher and other staff in class in taking responsibility for preparation and organisation of resources needed to support children's learning
- Work with individual and small groups of pupils who may have learning difficulties throughout the school and who may need additional support in a particular lesson
- Record observations and assist with individual assessment as required
- Undertake playground duties and administer first aid
- Participate in arrangements for further training and professional development
- Cover break duties as required

- Carry out the duties of Midday Supervisor
- Supervise groups of pupils on educational visits or residential trips
- Report any areas of concern including safeguarding and know who to report to
- Be a team member
- Attend meetings when required
- Adhere to the school safeguarding procedures and attend child protection training when required

Please note a degree of flexibility is required as duties may change from time to time.

Hughenden Primary School is committed to safeguarding and promoting the welfare of its pupils and expects all staff to share this commitment. Any offer of employment, is subject to receipt of satisfactory references and DBS checks.

In line with Keeping Children Safe in Education 2025, online searches will be carried out on all shortlisted candidates, who will have the opportunity to address any issues of concern arising, during the interview process.