



# Thrive CE Academy Trust

Belonging Believing Becoming

## Learning Support Assistant – Job Description

**Post title:**

Teaching Assistant Level 2

**Salary and grade:**

NJC, Grade 3

**Line manager/s:**

The headteacher, members of the senior leadership team (SLT) and the class teacher

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### Main purpose of the job:

We believe that teaching assistants are an integral part of our school workforce. The Teaching Assistant Level 2 will, under the guidance of teaching or senior support staff, contribute to creating a positive and supportive learning environment. The role involves helping pupils access learning, encouraging their independence and wellbeing, and supporting the smooth running of the classroom.

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### Duties and responsibilities:

#### Support for pupils

- Work with groups of pupils under the guidance of the teacher, helping to deliver engaging learning activities and individual support plans.
- Provide encouragement and tailored support to pupils, including those with additional needs, ensuring their safety and access to learning activities
- Attend sensitively to pupils' personal needs, including minor first aid, pastoral, social health, physical hygiene and welfare matters, promoting their wellbeing and comfort.
- Build warm and positive relationships with pupils, acting as an encouraging role model by presenting a positive and professional personal image and responding appropriately to individual needs.
- Promote inclusion so every pupil feels valued and able to participate fully.
- Encourage pupils to develop independence at a pace that feels achievable for them.
- Supervise classes or groups occasionally, helping maintain a calm and purposeful learning environment.

#### Support for teachers

- Provide supportive administrative assistance such as preparing materials and organising resources.
- Help prepare the classroom so it is welcoming, organised and ready for learning.
- Keep simple records and contribute to updates that help track pupil progress.
- Support positive behaviour approaches by reinforcing strategies shared by the teacher.
- Build constructive relationships with parents and carers, supporting positive communication.
- Observe pupils during activities and share helpful insights with the teacher.
- Assist with routine assessments and help with simple marking tasks when appropriate.



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## Support for the Curriculum

- Help deliver agreed learning activities, adapting tasks to support pupil engagement where needed.
- Support pupils in using ICT with confidence, encouraging independence in small steps.
- Contribute ideas and practical help to the planning and preparation of lessons.
- Assist in preparing and organising learning materials and resources.

## Support for the School

- Follow school policies including safeguarding, health and safety and confidentiality, helping keep pupils safe and supported.
- Work collaboratively with colleagues, contributing positively to the team.
- Support supervision of pupils during learning and play activities in a calm and encouraging manner.
- Contribute to the positive ethos and shared values of the school.
- Support pupils' participation in all learning opportunities, valuing individuality and difference.
- Engage in training and development opportunities to enhance skills.

## Other

- To have professional regard for the ethos, policies and practices of our Trust schools and the Trust and maintain high standards in your own attendance and punctuality.
- Perform any reasonable duties as requested by the headteacher.

On rare occasions, and under the clear direction and guidance of a teacher, the postholder may be asked to supervise a class or group for a short period. This will not involve the planning, preparation or assessment of lessons, which remain the responsibility of the teacher.

## Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school or Trust is changed. Nothing will be changed without consultation.

**Signature of post holder:**

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**Date:**    /    /

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**Signature of Head teacher:**

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**Date:**    /    /

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## Person Specification:

### Qualifications & Training

- GCSE (or equivalent) in English and Maths at Grade 4/C or above.
- Willingness to complete first-aid training.
- Additional training linked to SEND, behaviour support or child development is welcomed.

### Experience

- Experience working with children or young people in a school or similar setting.
- Experience supporting pupils with behavioural, emotional or social needs.
- Experience contributing to learning activities and adapting support for individual needs.
- Experience working collaboratively with staff, parents and professionals.

### Skills & Knowledge

- A warm, calm and nurturing approach to supporting pupils.
- Strong behaviour-support skills and understanding of positive behaviour strategies.
- Good literacy, numeracy and organisational skills.
- Ability to build positive relationships with pupils, colleagues and families.
- Understanding of how to adapt support for pupils with SEND.
- Clear and compassionate communication skills.
- Ability to remain calm and solution-focused during challenging situations.
- Knowledge of safeguarding principles.
- Competent in using ICT to support learning.

### Personal Qualities

- Enjoyment of working with children and supporting their development.
- Sensitivity, patience and compassion.
- Commitment to achieving the best outcomes for all pupils and upholding school values.
- A positive, resilient and reflective mindset.
- Professional approach to confidentiality and safeguarding.
- Enthusiasm to inspire and motivate children.