

<b>Job title:</b>	Learning Support Assistant
<b>Responsible to:</b>	Headteacher and Deputy Headteacher
<b>Manages/Supervises:</b>	None
<b>Location:</b>	Finstock Church of England Primary School The post holder may be required to carry out work and/or training at any of the MILL Academy Schools as required.
<b>Salary:</b>	Grade 4 / 5
<b>Hours:</b>	Monday to Friday term time only either 7.30am-2pm or 10am-4.30pm. 32.5 hours a week
<b>Required</b>	September 2026
<b>Disclosure level:</b>	Enhanced

### **Role Purpose:**

To work under the instruction and guidance of the teacher or senior staff to provide support to individual, small groups of children or whole classes to enable them to access learning and play, and maximise their chances academically, socially and morally.

### **Main responsibilities:**

#### **Support for Pupils**

- Supervise and provide support for all pupils, including those with special needs, ensuring their safety and access to a broad and balanced curriculum;
- Secure provision for individuals and groups of children
- Have high expectations of all pupils
- Provide live feedback and aid adaptive teaching strategies to aid progress
- Liaise with families, school staff and external professionals to help to identify and support children's needs
- Keep records up to date using school systems
- Promote the inclusion and acceptance of all pupils

## **Support for the Curriculum**

- Undertake structured and agreed learning tasks/teaching programmes, adjusting activities according to pupil responses;
- Deliver daily core and foundation subject lessons to small groups of children under the guidance of the teacher.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals;
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use;
- Establish constructive relationships with our families;
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- To be responsible, by agreement, for activities indoor and outdoor learning environments and to plan, prepare and display appropriate materials (this may include plants and animals).
- Respond to children calmly and consistently
- Deliver small group phonics lessons (RWI).

## **Support for the School and the Trust**

- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop;
- Contribute to the overall ethos/work/aims of the school including the school's Christian Distinctiveness and spiritual development.
- Appreciate and support the role of other professionals;
- Carry out the supervision of pupils out of lesson times, including before and after school wraparound care (breakfast club/after school club), breaks and at lunchtime;
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the trip leader.

## **Additional Responsibilities:**

- To hold an Early Years Paediatric First Aid qualification.
- To administer medication, when necessary, in accordance with school policy.
- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve school outcomes and outputs, and personal appraisal targets, as agreed with the Line Manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- To be committed to the School and Academy's core values and ethos and to demonstrate this commitment in the way duties are carried out.
- Maintain confidentiality and ensure that duties are undertaken with due regard to and compliance with the GDPR, Data Protection and Equality Act at all times.
- To carry out duties and responsibilities in accordance with the School's Health and Safety procedures, the Academy's Health and Safety Policy and relevant Health and Safety legislation.

- Demonstrate consistently high standards of personal and professional conduct; showing tolerance and respect of the rights of others whether other staff, students or parents, observing proper boundaries and having regard to the safeguarding and wellbeing of pupils.
- The post holder is responsible for ensuring all child protection policies are adhered to and that any concerns or incidents are raised in accordance with these policies.
- To undertake any other reasonable tasks commensurate with the grade as are required from time to time at the discretion of Headteacher.

## Person Specification

Qualifications and Training	Essential	Desirable
Educated to GCSE, with good grades in Maths & English (C or better, or equivalent)	✓	
Excellent standard of literacy, spelling, grammar, and numeracy	✓	
Level 2 Early Years or Childcare qualification equivalent		✓
Qualification or completed training course(s) in relevant ICT skills		✓
Paediatric First Aid Qualification		✓
Food Hygiene Qualification		✓
Willingness to undertake relevant training	✓	
<b>Experience</b>		
Experience of working with children	✓	
Experience of supporting children in groups or 1:1		✓
Experience within a school setting	✓	
<b>Personal Skills</b>		
Patient, calm and nurturing	✓	
Reliable, punctual, and responsible	✓	
Positive attitude and willingness to learn	✓	
Able to work well as part of a team	✓	
Flexibility to respond to changing needs	✓	
Resilient	✓	
<b>Communication Skills</b>		
Have excellent interpersonal skills and be able to communicate effectively whether verbally or in writing and in the manner appropriate to the individual situation	✓	
Ability to develop good relations with school leaders, school staff, the wider school community, and external stakeholders	✓	