



Learning Support Assistant

Job Description & Person Specification

June 2025

Responsible to:
Review Date:

Headteacher
June 2027

Role Overview

To support teaching and learning, and associated activities in accordance with school policies and procedures under the direct supervision of the teacher.

Key Accountabilities

- To support children (including those with SEND) in their learning in whole class, group and 1:1 activities.
- Provide feedback to children and teachers in relation to attainment and progress of children.
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher, including the use of ICT.
- To cover class teachers for short periods where necessary.
- Assisting in areas such as: speech and language, reading, spelling, maths, handwriting/presentation, and developing pupil social skills both inside and outside the classroom. Liaise with external professionals as appropriate.
- Be responsible for leading interventions for groups of children and monitoring and assessing their progress towards individual targets and outcomes.
- Liaise with the class teacher, SENCO and other professionals about SEND Support Plans (SSPs), contributing to the planning and delivery of learning.
- Provide additional nurture, social, emotional and mental health support to individuals when requested by the class teacher or SENCO consistently applying the school's behaviour management strategies including positive encouragement and praise to develop self-esteem.
- Carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development.
- Support with the personal/intimate care of all pupils including those with continence issues.
- Supervise lunchtime clubs for children and assist in outdoor activities and trips.

And such other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading.

Person Specification

Education & Qualifications	Essential	Desirable
GCSE grades A-C in English and Maths or equivalent, or willing to work towards.	✓	
NVQ level 2 in learning support/ early years or equivalent qualification/experience or be prepared to undertake this training at own expense whilst working.	✓	
Qualification or training in SEND completed.		✓
First Aid Certificate		✓
Training in relevant learning strategies and interventions e.g. Intensive Interaction, Lego Therapy		✓
Experience & knowledge		
Recent and relevant experience of working with children within a school or Pre-school environment.	✓	
Experience of working with children with Special Educational Needs		✓
Experience of working with EYFS pupils		✓
Knowledge of child development		✓
Knowledge of the EYFS or National Primary Curriculum	✓	
Experience of using recognised SEN assessments		✓
Experience of differentiating the National Curriculum/Early Year Curriculum		✓
Skills		
		✓

Ability to differentiate work set by the class teacher and contribute to planning, leading and delivery of sessions.		
Ability to lead sessions and interventions for a small group of children.	✓	
To communicate information coherently and clearly with a range of people, as well as listen effectively	✓	
To effectively support and assist children in developing their self-esteem and confidence.	✓	
Able to self-evaluate learning needs and seek appropriate learning opportunities.	✓	
Be able to communicate information coherently and clearly with a range of people, as well as listen effectively	✓	
Be able to use ICT to support learning and maintain up-to-date records of achievement.	✓	
Experience with supporting children with communication difficulties and using communication aids and interventions e.g. intensive interaction, PECS, Makaton.		✓
Attributes		
Committed to the Mowbray Education Trust values and aims	✓	
Aware of and committed towards equal opportunities	✓	
Committed to own continual professional development	✓	
Other		
Ability to travel to other Multi Academy Trust sites	✓	
Is fluent in the use of the English language	✓	

All roles are subject to full pre-employment safeguarding checks; including an Enhanced DBS with Barred List check.