



Mossbourne  
Federation

# Learning Support Assistant

## Job Description

Date last reviewed on:	March 2026
Date to be revised on:	



<b>POSITION</b>	Learning Support Assistant
<b>SALARY</b>	Competitive
<b>START DATE</b>	ASAP
<b>HOURS</b>	Part-time 16.25 hours / Full-time 32.5 hours
<b>FULL TIME EQUIVALENT</b>	Full Time, 52.143 weeks per annum
<b>CONTRACT TYPE</b>	Fixed-Term Contract until July 2026
<b>RESPONSIBLE TO</b>	SENCO/ Assistant Headteacher
<b>LOCATION</b>	Mossbourne Herd Lane Academy
<b>KEY WORKING RELATIONSHIPS</b>	Teachers, students, and parents

## Background

Mossbourne is the realisation of Sir Clive Bourne’s dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation’s calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

The Mossbourne Federation consist of seven academies: Mossbourne Community Academy (MCA), Mossbourne Fobbing Academy (MFA), secondary and sixth form, Mossbourne Victoria Park Academy (MVPA), Mossbourne Port Side Academy (MPSA) secondary, Mossbourne Parkside Academy (MPA), Mossbourne Riverside Academy (MRA), Mossbourne Herd Lane Academy (MHLA) primary.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian and other minority ethnic descent. Injustice, discrimination, and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

## Mossbourne Herd Lane Academy (MHLA)

Mossbourne Herd Lane Academy is a ‘Good’ School with a proud history and centric to a thriving community. Many pupils’ families and even staff were former students.

The academy strives for every child to “Be the Best that they Can Be” through an ambitious, inclusive curriculum. The highly experienced and dedicated staff ensure excellent outcomes alongside preparation for secondary school and beyond. With a specialist provision for speech and language and a full-range of extra-curricular opportunities are integral to the academy’s offering.



Dear Prospective Staff Member,

I would like to thank you for your interest for working at Herd Lane Academy where we provide every child with the opportunity to fulfil their fullest potential, academically, socially, emotionally by promoting an enhancing and inspiring educational experience that goes beyond the curriculum. Please take a look at our video which shows you a day in the life of our wonderful school! [https://youtu.be/xTo9Ve0mA\\_8](https://youtu.be/xTo9Ve0mA_8)

Our school is located in the heart of Corringham, a village in Essex, and we are proud that our school reflects and celebrates our community which we have served since 1922. We are highly ambitious, passionate and determined to achieve success in every aspect of school life. All of our staff and Governors share this vision and work together to make sure this remains a reality. At Herd Lane Academy, we nurture happy, balanced, confident and inquisitive children – aiming to be the best that we can be.

We are an inclusive school which embraces the philosophy of No Outsiders. We have a 20 place Speech and Language resource base which works on an integrated model, alongside a commitment to diversity and inclusion.

The school has a reputation within the community for the way in which it helps every child and has a strong ethos of care and friendliness. The teachers, learning support assistants and office staff are experienced and approachable.

We are also proud to have recently joined the Mossbourne Federation. Mossbourne Federation is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed, Mossbourne offers an environment where all learners, regardless of ability, benefit from innovative and enlightened approaches to teaching and learning. Our calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field, and academically.

We consist of seven academies:

- Mossbourne Community Academy (MCA) secondary and sixth form, Hackney
- Mossbourne Fobbing Academy (MFA) secondary and sixth form, Thurrock
- Mossbourne Herd Lane Academy (MHLA) primary, Thurrock
- Mossbourne Parkside Academy (MPA) primary, Hackney
- Mossbourne Port Side Academy (MPSA) secondary, Thurrock
- Mossbourne Riverside Academy (MRA) primary, Hackney
- Mossbourne Victoria Park Academy (MVPA) secondary, Hackney

We would welcome applicants who can bring with them their own special qualities to give the best for the children and the school.

The best way to find out what a fantastic school we are is to book a tour and see for yourself. To do this please email [patoheadteacher@corringhamprimary.com](mailto:patoheadteacher@corringhamprimary.com) where my PA will contact you to arrange a time and date that suits you.

I look forward to seeing you in the near future.

Yours sincerely

Mrs K Garrick  
Headteacher



### **Job Summary**

To enable pupils' access to learning by supervising and assisting pupils (one to one and in small groups) across a wide range of activities and supported learning activities. To promote the development of the physical and mental well-being of pupils as directed by a teacher

Contribute to the effective organisation of the school with administrative and clerical support

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health & Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Head teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

### **Main Duties & Responsibilities**

- Assist with the planning of learning activities by identifying and preparing resources required to support lesson plans, learning outcomes.
- The preparation of materials/equipment (e.g. books, pencils, art supplies, sort games, AVA equipment) preparing and clearing up activities with the pupils
- Maintaining classroom resources and designated areas
- Assisting with reading, word and number games, science and art and craft activities to support learning outcomes using the teachers planned teaching and learning method
- Provide unobtrusive guidance and support to enable pupils to find answers to questions and tasks set, using knowledge of each pupil's differing levels of development and ability to ensure progression and continuity.
- Supervise individual or small groups of pupils undertaking teacher-led learning activities by co-coordinating and explaining basic instructions for the activity, adjusting activities within the scope of the lesson plan and learning outcomes in response to pupils' learning
- Assisting pupil achievement by monitoring learning against learning outcomes, informing the teacher of progress/problems
- Assist pupils to develop their independence through undertaking tasks
- Support the use of IT as a tool to enable learning
- Support the development of literacy and numeracy skills of pupils from a wide variety of backgrounds
- Administer and mark routine tests with clearly defined predetermined answers
- Invigilate exams as required
- Assist with special activities in the school within school hours (e.g. sports days, plays, concerts, open days) accompany on school visits, projects
- Ensure that pupils work and play together positively and cooperatively, with good behaviour
- Helping pupils change for practical activities
- Arrange classroom to create a positive learning environment including arranging classroom displays
- Be involved in extracurricular activities (e.g. clubs, activities, trips, open days, presentation evenings)
- Provide clerical and administrative support, e.g. photocopying, typing, filing, collation of pupil reports
- Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc
- Attend meetings and training sessions as required



### Person Specification

General heading	Detail	
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Have a minimum Grade C / 4 in English and Maths preferably with NVQ2 or equivalent in an area relevant to this post</li> <li>• Had previous experience in an educational setting</li> <li>• Be committed to supporting the children in their learning</li> <li>• Have experience of working with children with SEND</li> </ul>	
	Literacy	Good reading and writing skills
	Numeracy	Good numeracy skills
	Technology	Knowledge of basic ICT to support learning
	Written	Ability to write basic reports
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
<b>Communication</b>	Languages	Overcome communication barriers with children and adults
	Negotiating	Consult with children and their families and carers and other adults
	Behaviour Management	Understand and implement the school's behaviour management policy
	SEND	Ability to understand and support children with developmental difficulty or disability
<b>Working with children</b>	Curriculum	Good understanding of the school curriculum Knowledge of literacy/numeracy strategies The ability to carry out observations to a high standard and in accordance with the Early Years Foundation Stage
	Child Development	Good understanding of the general aspect of child development Ability to assess progress and performance
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
	Working with partners	Understand the role of others working in and with the school Understand and value the role of parents and carers in supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
<b>Working with others</b>	Team work	Ability to work effectively with a range of adults Good customer awareness Friendly, flexible approach



	Information	Know when, how and with whom to share information Ability to follow instructions accurately
	Organisational skills	Good organisational skills Ability to remain calm under pressure Ability to work as a member of a team and on own initiative
	Line Management	Ability to support the work of volunteers and other teaching assistants in the classroom
<b>Responsibilities</b>	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve routine problems independently
	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
<b>General</b>	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role

***Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met.  
The document is not a comprehensive list; it simply outlines the expectations of this role.  
This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.***