

## **Gawsworth Primary School**

### **Job Description: Learning Support Assistant (Grade 4)**

**Job Title:** Learning Support Assistant

**Grade:** Grade 4

**Responsible to:** Headteacher / Class Teacher / SENCo

**Contract Type:** Part-time, Term Time Only

**Start Date:** September 2026

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#### **Purpose of the Role**

To support teaching and learning by working with individuals or small groups of pupils, particularly those with additional needs, to enable them to access the curriculum and achieve their full potential.

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#### **Key Responsibilities**

##### **Support for Pupils**

- Provide targeted support for pupils with additional learning needs, on a 1:1 or small group basis
  - Assist pupils in accessing classroom activities and completing tasks
  - Adapt resources and learning activities to meet individual needs
  - Support the emotional, social and behavioural development of pupils
  - Promote independence and self-confidence
  - Implement strategies to support positive behaviour
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##### **Support for Teaching and Learning**

- Work under the direction of the class teacher to deliver planned learning activities
  - Support the implementation of Individual Education Plans (IEPs) or SEND support plans
  - Assist in monitoring and recording pupil progress
  - Prepare and maintain classroom resources
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##### **Support for the School**

- Work collaboratively as part of the wider school team
  - Support school policies and procedures, including safeguarding and behaviour
  - Contribute to a positive and inclusive learning environment
  - Attend relevant meetings and training as required
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##### **Safeguarding**

- Promote and safeguard the welfare of children and young people in line with school and Trust policies
  - Follow all safeguarding procedures and report concerns promptly
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##### **General Responsibilities**

- Maintain confidentiality at all times
  - Demonstrate a commitment to equality and inclusion
  - Participate in training and professional development
  - Undertake any other duties commensurate with the grade of the post
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#### **Person Specification: Learning Support Assistant (Grade 4)**

##### **Essential Criteria**

###### **Qualifications**

- Good standard of education, including English and Maths (GCSE or equivalent)
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###### **Experience**

- Experience of working with children or young people (school, childcare or care setting)
  - Experience of supporting learning or development
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###### **Knowledge & Skills**

- Basic understanding of child development and learning
- Ability to support pupils with additional needs
- Good communication and interpersonal skills
- Ability to work effectively as part of a team
- Ability to follow instructions and use initiative when appropriate
- Good organisational skills

The Halliard Trust is committed to safeguarding children and young people and therefore the successful candidate will be subject to stringent vetting procedures, including an enhanced Disclosure Barring Service Check (DBS)

**Gawsworth Primary School, Longbutts Lane, Gawsworth, Macclesfield, Cheshire, SK11 9QU.**

Tel: 01625 426547 | Email: [admin@gawsworth.ht.school](mailto:admin@gawsworth.ht.school) | Web: [www.gawsworth.ht.school](http://www.gawsworth.ht.school)

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### **Personal Qualities**

- Patient, calm and supportive approach
- Positive, flexible and proactive attitude
- Commitment to inclusion and equality
- Ability to build positive relationships with pupils and staff
- Reliable and professional

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### **Desirable Criteria**

- Experience of working with pupils with SEND
- Knowledge of behaviour support strategies
- Relevant training (e.g. SEND, safeguarding, behaviour support)
- Experience in a primary school setting

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### **Safeguarding Statement**

Gawsworth Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check and satisfactory references, as well as an online search.

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