



## Job Description

This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

<b>Post Title</b>	Learning Support Assistant (Child Specific)
<b>School</b>	Bentley Heath CE Primary School
<b>Salary Band/Range</b>	Band 2
<b>Hours/weeks</b>	30 hrs/week
<b>Responsible to</b>	Assistant Headteacher with Inclusion and SENCo
<b>Location</b>	Bentley Heath CE Primary School
<b>DBS Check</b>	Enhanced
<b>Special Conditions</b>	N/A

### 1. Job Purpose

- To support the class teacher and other members of the teaching team to ensure that a pupil with an Education, Health and Care Plan is able to meet all the specified objectives detailed within the EHCP. To work on a 1:1 basis both inside and outside the classroom to provide bespoke interventions to meet the child's needs.

### 2. Key Responsibilities

#### 2.1 Main Duties

##### **Under the direction and supervision of a qualified teacher:**

- Provide individual support for a designated pupil, ensuring their access to learning.
- Assist with the delivery of the Education, Health and Care Plan (EHCP)
- Provide feedback to the pupil in relation to their progress and achievement.
- Work with the teacher to establish and maintain an appropriate learning environment, both inside and outside the classroom.
- Prepare, maintain and use resources required for the learning activity and assist the pupil in their use.
- Assist the class teacher in the planning and preparation of activities in order to meet the needs of the pupil.
- Implement agreed learning activities and teaching programmes, adjusting activities according to pupil responses/needs.
- Monitor and evaluate pupil responses and progress against Learning Plan targets through observation and planned recording.
- Provide objective and accurate feedback and reports as required, to other staff on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- To participate in Learning Plan reviews and Annual Reviews.

		<ul style="list-style-type: none"> <li>Establish relationships with parents/carers, exchanging information supporting home to school links.</li> <li>Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.</li> <li>Attend staff meetings, parental consultations and other school events as required.</li> <li>To undertake any other duties that can be reasonably expected of and are relevant to the nature of the post.</li> <li>To adhere to and promote all school policies</li> </ul> <p>To provide a service that respects children's life experiences and celebrates diversity; in terms of language, culture, ability, race and religion</p>
	<b>2.2</b>	<b>People</b>
		The job involves no direct responsibility for the supervision, co-ordination or training of other staff in the school.
	<b>2.3</b>	<b>Safeguarding</b>
		School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom they are responsible or come into contact with.
	<b>2.4</b>	<b>Financial</b>
		N/A
	<b>2.5</b>	<b>Buildings &amp; Equipment</b>
		To be responsible for reporting loss/damage or low stock levels to the relevant staff.
	<b>2.6</b>	<b>Health &amp; Safety</b>
		The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.
	<b>2.7</b>	<b>Policies &amp; Procedures</b>
		The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
<b>3.</b>	<b>Other Conditions</b>	
	<b>3.1</b>	<b>Mobility</b>
		Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
	<b>3.2</b>	<b>Equal Opportunities</b>
		School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.

	<b>3.3</b>	<b>Variations to Job Descriptions</b>
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.
	<b>3.4</b>	<b>Training and Development</b>
		The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
	<b>3.6</b>	<b>Core Qualities &amp; Leadership Framework</b>
		The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.
<b>Compiled/Reviewed</b>	D Goodman	<b>Date:</b>
		18/07/2025