



Job Description

School: The District CE Primary School **Role:** Learning Assistant (Level 2), Midday Supervisor, & Breakfast Club Assistant **Salary:** NJC SCP 3 (Learning Assistant scale) **Contract:** Permanent, Part-Time (Term Time + 1 Week)

Main Purpose of the Role

To provide comprehensive support to pupils across the full school day. This unique "wraparound" role requires transitioning between instructional support in the classroom, facilitating a positive morning start in Breakfast Club, and ensuring a safe, active lunchtime environment.

Key Responsibilities

- **Learning Support (LA Level 2):**
 - Work alongside teachers to deliver curriculum content effectively.
 - Lead targeted interventions for individuals or small groups, particularly in English and Maths.
 - Assist in the preparation of classroom resources and the learning environment.
 - **Morning & Lunchtime Care:**
 - Supervise Breakfast Club sessions to ensure a calm, organized, and nutritious start for pupils.
 - Provide active supervision during midday play and dining periods.
 - Organize playground games and manage transitions between activities.
 - **Pupil Wellbeing & Standards:**
 - Build strong, positive relationships with pupils to provide consistent pastoral care.
 - Act as a visible role model, upholding the school's Christian ethos and values.
 - Consistently implement school behavior, safeguarding, and inclusion policies.
 - **Safeguarding:**
 - Adhere to 'Keeping Children Safe in Education' (KCSIE) guidelines at all times.
 - Maintain high standards of vigilance regarding child welfare and report concerns promptly.
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Person Specification

The following criteria will be used to shortlist candidates. Please ensure your application statement provides clear evidence of how you meet these requirements.

Qualifications & Training

- **Essential:** NVQ Level 2 for Teaching Assistants (or equivalent qualification).
- **Essential:** GCSE Grade C/4 or above in English and Maths (or equivalent).
- **Desirable:** Valid First Aid certificate.
- **Desirable:** Food Hygiene certification.

Experience

- **Essential:** Proven experience working with children within an educational or structured childcare setting.
- **Essential:** Experience managing groups of children in outdoor or non-classroom environments (e.g., play supervision or clubs).
- **Desirable:** Experience delivering specific literacy or numeracy intervention programs.

Knowledge & Skills

- **Essential:** Confidence in supporting primary-level learning, specifically in English and Maths.
- **Essential:** Strong verbal and written communication skills to engage with pupils, staff, and parents.
- **Essential:** Ability to use ICT effectively to support learning and school administration.
- **Essential:** Basic understanding of school safeguarding and child protection procedures.

Personal Attributes

- **Essential:** A positive, resilient, and flexible attitude toward a varied workday.
- **Essential:** Ability to work collaboratively as part of a multi-disciplinary team.
- **Essential:** A deep commitment to the values, ethos, and inclusive mission of The District CE Primary School.
- **Essential:** Reliability and excellent time-management skills to cover the varied shift pattern.