

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.

Post Title	Learning Support Assistant	Post No	
School	Castle Bromwich Junior School		
Salary Band/Range	B (£24796 – 25583 FTE) (£18671 -£19263 Actual) 32.5 hours, TTO		
Responsible to	Deputy Head		
Location	Castle Bromwich Junior School		

1. Job Purpose

To support the class teacher and other members of the teaching team to ensure that a pupil with a Statement of Special Educational Need / Education Health and Care Plan is able to meet all specified objectives.

2.	Key Responsibilities
	2.1 Main Duties
	<p>Under the direction and supervision of a qualified teacher</p> <ul style="list-style-type: none"> • Provide individual support for a designated pupil, ensuring their safety and access to learning. • Assist with the development of the Individual Education Plan (IEP) and personal care programme and assist with EHCP annual review. • Provide feedback to the pupil in relation to their progress and achievement. • Work with the teacher to establish and maintain an appropriate learning environment. • Mark pupil's work as agreed with the teacher and school policy • 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 when not under direct supervision. • Implement agreed learning activities and teaching programmes, adjusting activities according to pupil responses/needs. • Monitor and evaluate pupil responses and progress against action plans [IEPs] through observation and planned recording. • Maintain accurate, objective and timely records of pupil's progress via the Provision Mapping system, to other staff, ensuring the availability of appropriate evidence. • Support small groups of vulnerable pupils with social and emotional needs. • Establish relationships with parents/carers, exchanging information, providing feedback on progress and achievement, facilitating their support for the child's access to learning and supporting home to school and community links. • 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. • Attend staff meetings, parental consultations and other school events as required. • Take part in the personal care of pupils with physical impairments and administer basic first aid as appropriate. • Supervise the pupil on visits, trips and out of school activities as required. • Assisting with the display and presentation of children's work. • To pass on sensitive information relating to pupils or parents with other members of staff and /or outside agencies in a professional manner. • Take charge of at least one enrichment club activity for pupils • To undertake any other duties that can be reasonably expected of and are relevant to the nature of the post.
	2.2 People
	Periodically staff will be asked to work alongside other colleagues in a supportive role – including offering advice based on their own experience and training
	2.3 Safeguarding
	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 she/he is responsible or comes into contact with.
	2.4 Financial

		The postholder may be required to handle small amounts of cash, cheques or equivalent for school activities, school trips and fund raising events..
	2.5	Buildings & Equipment
		<ul style="list-style-type: none"> Responsible for the correct use and handling of equipment. Some responsibility for ensuring that the correct equipment/resources are available for pupil use.
	2.6	Health & Safety
		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.
	2.7	Policies & Procedures
		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.
3. Other Conditions		
	3.1	Mobility
		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.
	3.2	Equal Opportunities
		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.
	3.3	Variations to Job Descriptions
		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.
	3.4	Training and Development
		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 that can then be shared with members of the team.
	3.6	Core Qualities & Leadership Framework
		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.
Compiled/Reviewed by		Julie Whitehouse
Date:		May 2026

Person Specification

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	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	NVQ Teaching Level 3 or equivalent Good literacy and numeracy (e.g. GCSE in English and Maths, or equivalent)	First Aid Training	

Skills & Abilities	Ability to use ICT effectively to support learning	Experienced in the use of relevant school IT software	
	Effective interpersonal and communication skills.		
	Ability to work effectively under pressure.		
	Work effectively as part of a team and make an active contribution.		
	Ability to assess individual pupil's learning and support their next steps in learning		
	Ability to create a stimulating, effective and challenging learning environment		
	Skilled in positive behaviour management		
	Ability to be able to manage and organise time and resources effectively		

	Commitment to working within organisational procedures and processes in order to meet required standards for the role		
	Ability to self-evaluate learning needs and actively seek learning opportunities.		

Experience & Knowledge	Experience of working with children on a one to one basis, in an educational setting or learning environment.	Experience of working with children with mixed, complex developmental needs	
	Experience of preparing, planning delivering and evaluating lessons and work plans under the guidance of a teacher.		
	Experience of working with children who have special educational needs.		
	Experience of recording and reporting on pupil achievement and progress.		
	Knowledge of relevant educational policies, legislation and guidance in relation to working with, and the protection of children		
	Knowledge of how young children acquire and develop receptive, expressive and social language skills		

Core Qualities	Personal Effectiveness: makes things happen; operates with resilience, flexibility and integrity.		
	Communication: shares and listens to information, opinions and ideas, using a range of effective approaches.		
	Self Awareness: learns continuously and effectively adapts behaviour in response to feedback.		
	Service Delivery: understands customer needs and responds appropriately and demonstrates continuous improvement. .		

Compiled/Reviewed by	Julie Whitehouse
Date	May 2026