



The Street, Albourne, Hassocks, West Sussex. BN6 9DH
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Headteacher: Ms F Keeling

'The children at Albourne are fortunate to be there.' SIAMS 2025

Job Description

Learning Support Assistant

Role and Responsibilities

This is a crucial role and you will take responsibility for:

- Providing learning activities for an individual under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of the pupil
- Assessing, recording and reporting on development, progress and attainment as agreed with the teacher
- Monitoring and recording the pupil's responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
- Selecting and adapting appropriate resources/methods to facilitate agreed learning activities
- Supporting the pupil with social and emotional well-being, reporting problems to the teacher as appropriate

Teaching Assistants in this role may also undertake some or all of the following:

- Establish and maintain relationships with the family and other adults, e.g. speech therapists
- Escort and supervise the pupil on educational and out of school activities
- Guide and support the pupil in their personal, emotional and social development.

PERSONAL SPECIFICATION – Teaching Assistant

	Essential	Desirable
Qualifications	<input type="checkbox"/> Good general education to GCSE level (Maths & English Grade C or above) <input type="checkbox"/> NVQ3, or equivalent, in Teaching and Learning	<input type="checkbox"/> Current First Aid qualification
Experience	<input type="checkbox"/> Experience of working both under direction and using own initiative, as appropriate <input type="checkbox"/> Experience of working with children with individual needs <input type="checkbox"/> Knowledge of the key aspects that affect the development of children's learning <input type="checkbox"/> Experience of working with children in KS1 and KS2	<input type="checkbox"/> Read, Write, Inc Phonics trained
Competencies/Skills	<input type="checkbox"/> The ability to keep and regularly update records of activities undertaken and outcomes in order to inform the class teacher. <input type="checkbox"/> Excellent common sense and judgement. <input type="checkbox"/> Able to communicate effectively with children, parents and staff <input type="checkbox"/> Able to display children's work effectively both within and outside the classroom <input type="checkbox"/> The ability to work with ICT <input type="checkbox"/> Ability to implement effective behaviour management strategies <input type="checkbox"/> Able to follow all safeguarding procedures <input type="checkbox"/> The ability to tailor the learning to address the current needs of the children <input type="checkbox"/> Ability to lead small group interventions <input type="checkbox"/> Able to assess through observations <input type="checkbox"/> Able to plan designated classroom areas in order to create a stimulating learning environment	<input type="checkbox"/> ELSA trained
Personal Qualities	<input type="checkbox"/> A positive, reliable team member with excellent interpersonal skills <input type="checkbox"/> Smart and professional image <input type="checkbox"/> The ability to use initiative <input type="checkbox"/> Commitment to support the learning and emotional well-being of the children	

	<ul style="list-style-type: none"> <input type="checkbox"/> To be highly professional and able to keep confidential information within school <input type="checkbox"/> Able to demonstrate positive praise and manage children's behaviour effectively <input type="checkbox"/> A willingness to continue professional development through courses and in-house training <input type="checkbox"/> A flexibility to be able to work with all classes as required and support individuals as needs arise <input type="checkbox"/> A commitment to create a positive learning environment 	
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