



Chipping Ongar Primary School

Job Description & Person Specification

Learning Support Assistant

Job Title:	Learning Support Assistant
Scale:	Scale 3, point 4-5
Responsible to:	Headteacher
Responsible for:	N/A

Job Purpose: To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.

To provide support to students across the school, or support students with severe learning, communication, social, sensory and physical difficulties.

- Duties & Responsibilities:**
- Work with individuals or small groups of children under the direction of teaching staff.
 - Understand specific learning needs and styles and provide differentiated support to students individually and within a group
 - Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students’ responses as appropriate.
 - Establish positive relationships with students supported.
 - Provide feedback to students in relation to attainment and progress under the guidance of the teacher.
 - Support students with activities which support literacy and numeracy skills.
 - Support the use of ICT in the classroom and develop students’ competence and independence.
 - Promote the inclusion and acceptance of children within the classroom, ensuring access to lessons and their content through appropriate clarification, explanation and resources.
 - Promote positive student behaviour in line with school policies and help ensure students remain on task.
 - Monitor and record student responses and learning achievements, drawing any problems that cannot be resolved easily to the attention of the teacher or relevant professional.
 - Liaise with staff and other relevant professionals and provide information about students as appropriate.



- Encourage the inclusion of students in a mainstream setting by using positive behaviour management techniques designed to develop the students' ability to behave appropriately.

General:

- Understand and apply school policies in relation to health, safety, and welfare.
- Attend relevant training and take responsibility for own development.
- Attend relevant schools' meetings as required.
- Respect confidentiality at all times
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment.
- Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy.
- Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.

PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	• Educated to NVQ Level 2 in learning support or equivalent qualification/experience	D
		E
	• GCSE or equivalent in English and Maths at grade A*-C	D
	• Completion of DCSF induction programme	E
	• Basic understanding of Health & Safety	D
	• First Aid Qualification	
Knowledge & Experience	• Successful experience working with children in a primary/secondary school	D
	• Basic understanding of school policies & procedure	E
	• Understand and implement the school's behaviour management policy	D
	• Good understanding of the school curriculum	D



	<ul style="list-style-type: none">• Knowledge of literacy/numeracy strategies	D
	<ul style="list-style-type: none">• Good understanding of the general aspect of child development	D
	<ul style="list-style-type: none">• Understand and support the importance of physical and emotional wellbeing	E
	<ul style="list-style-type: none">• Understand and implement child protection procedures	D
	<ul style="list-style-type: none">• Understand the role of others working in and with the school	D
	<ul style="list-style-type: none">• Understand and value the role of parents and carers in supporting children	E
Skills and attributes	<ul style="list-style-type: none">• Excellent reading, writing, numeracy and ICT skills• Ability to use clear language to communicate information unambiguously• Ability to listen effectively and overcome communication barriers with children and adults• Consult with children and their families and carers and other adults• Ability to understand and support children with developmental difficulty or disability• Ability to assess progress and performance• Ability to work effectively with a range of adults• Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults• Demonstrate creativity and an ability to resolve routine problems independently• Know when, how and with whom to share information• Ability to follow instructions accurately	E E E D D E E E D E E
Personal qualities	<ul style="list-style-type: none">• Be prepared to develop and learn in the role• Understand procedures and legislation relating to confidentiality• Awareness of and commitment to equality and diversity• Ability to manage own time effectively• Good organisational skills• Ability to remain calm under pressure• Ability to support the work of volunteers and other learning support assistants in the classroom	E D E E E E E
Other	<ul style="list-style-type: none">• Committed to equality and diversity.• Commitment to own continuous personal and professional development.• Committed to our Health and Safety policies and procedures.• Compliance to Data Protection Act 2018 and GDPR principles/requirements.	E E E E



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- Committed to safeguarding and promoting the welfare of children and young people.

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated April 2025.