



Job Description and Person Specification: Learning Support Assistant (KS1/2)

Job Description

Job Title: Learning Support Assistant (Key Stage 1 & 2)

Location: Garston Church of England Primary School

Responsible to: Headteacher

Working Hours: Term time only, Monday to Friday, 8:15 a.m. – 3:45 p.m.

Contract: Fixed Term until July 2026

Salary: Grade 2, SCP 3

Job Purpose:

To support the class teacher in the daily management of pupils, ensuring a safe, supportive, and stimulating learning environment. The Learning Support Assistant will work with individuals and groups of pupils to help them access the curriculum and achieve their full potential.

Main Duties and Responsibilities:

Support for Pupils:

- Assist the class teacher with the delivery of a broad and balanced curriculum, adapting activities to meet the needs of pupils where necessary.
- Build positive and trusting relationships with pupils to foster their social, emotional, and academic development.
- Support pupils' learning by leading activities and tasks, both individually and in small groups, as directed by the teacher or SENCO.

- Deliver specific intervention programmes, such as Read Write Inc (RWI), Fresh Start, and Number Stacks, to support pupils' literacy and numeracy skills.
- Effectively implement the school's behaviour management strategies to promote a positive and productive learning environment.
- Supervise pupils during playtime and lunch breaks, ensuring their safety and well-being.

Support for the Teacher:

- Assist with general classroom management and administrative duties, including taking the register, photocopying, and preparing resources.
- Collaborate with the class teacher and SENCO to create and prepare appropriate learning materials and displays.
- Communicate any pupil progress or concerns to the class teacher and other relevant staff members.

General:

- Adhere to the school's policies and procedures, including those related to safeguarding and child protection.
- Participate in training and development opportunities as required.
- Maintain confidentiality at all times regarding pupils and their families.

Person Specification

Garston Church of England Primary School is seeking to appoint a passionate and dedicated Learning Support Assistant to join our team. The successful candidate will have a strong commitment to supporting children's development and a desire to contribute positively to our school community.

Essential Criteria:

- Experience of working with primary school-aged children in a paid or voluntary capacity.
- A good standard of education, with GCSEs (or equivalent) in Maths and English.
- Knowledge and understanding of how children learn and develop.
- Excellent communication and interpersonal skills, with the ability to build effective relationships with pupils, colleagues, and parents.

- A calm, patient, and flexible approach, with the ability to work effectively as part of a team.
- The ability to follow instructions and use initiative when appropriate.
- A commitment to safeguarding and promoting the welfare of children.
- Understanding and appreciation of the Christian ethos of a Church of England school.

Desirable Criteria:

- Experience of working with children with Special Educational Needs (SEN).
- Experience of delivering specific intervention programmes (e.g., Read Write Inc, Number Stacks).
- A relevant qualification in education or childcare (e.g., Level 2 or 3 Teaching Assistant qualification).
- Knowledge of the Key Stage 1 and 2 curriculum.

Equal Opportunities: Garston Church of England Primary School is an equal opportunities employer. We welcome applications from all suitable candidates regardless of age, disability, gender, gender identity, marriage and civil partnership, race, religion or belief, or sexual orientation.

Safeguarding: This post is subject to all the relevant pre-employment checks as set out in 'Keeping Children Safe in Education', including an enhanced Disclosure and Barring Service (DBS) certificate with a barred-list check and an online search.