

JOB DESCRIPTION

SCHOOL: The Deans Primary School

JOB DETAILS:

Job Title: Learning Support Assistant Level 2
Grade: NJC SCP 07-09 plus SNA allowance
Directly responsible to: Headteacher / SLT
Directly responsible for: N/A
Hours of Duty: 32.5 hours per week plus 5 days

Summary of Role:

To work under the direct instruction of teaching/senior staff in an enhanced resource provision to support access to learning for pupils, and provide general support to the teacher in the management of pupils and the classroom.

Main Duties and Responsibilities/Accountabilities:

Support for the Teacher

1. Assisting with the display of pupils' work and the preparation of the classroom and equipment as directed for lessons and clear up afterwards.
2. Organisation and preparation of classroom resources in accordance with lesson plans and assist pupils in their use.
3. Maintenance of pupil records as necessary and gather/report information from/to parents/carers as directed.
4. Promote good pupil behaviour, dealing with incidents in line with established policy and support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
5. Be aware of pupil problems/progress/achievements and report to the teacher as agreed.

Support for the Pupils

1. Provide support for pupils with special educational/health needs, ensuring their safety and access to learning. Promote self-esteem and encourage pupils to act independently as appropriate.
2. Undertake structured and agreed learning activities, recording achievement and progress and feeding back to the teacher.

3. Promote the inclusion and acceptance of all pupils.
4. To assist and encourage pupils in self help and self care and to be part of the self care team engaged in toileting, changing and training all pupils requiring this type of care, and to undertake laundry/cleaning duties.
5. Attend to pupil's personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
6. Establish good relationships with pupils, acting as a role model and being aware of and responding to individual needs.
7. Assist the teacher to supervise and support pupils ensuring their safety and access to learning.
8. Encourage pupils to interact and engage in activities led by the teacher.
9. Provide appropriate occupational therapy, or other specialist, interventions, to ensure appropriate developmental support for pupils.

Support for the Curriculum

1. Support pupils to understand instructions from the teacher.
2. Understand any differentiated curriculum, including any differences between individual pupils, and support pupils to access appropriate levels of learning and development.

General Tasks

1. Provide clerical/administration support e.g. photocopying, typing, filing, collecting money, contacting parents etc.
2. Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Contribute to the overall ethos/work/aims of the school.
4. Attend relevant meetings as required and participate in training and other learning activities and performance development as required.
5. Assist with the supervision of pupils within the setting, including before and after school and at lunchtimes where appropriate.
6. Accompany teaching staff and pupils on trips and visits and other school activities as required.

7. Safeguarding

The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.

Review Arrangements:

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Date Job Description prepared/revised:

September 2025

Prepared by:

Joanne Whiteley, Executive SBM

Agreed by Postholder
