



Hillmead Primary School

Job Description

Job Title:	Learning Support Assistant
Job Grade:	N / A
Salary Range & Stage:	
Duration of Role:	As per contract
Annual Leave:	As Contractual Entitlement
Other Benefits:	None
Accountable To:	Deputy Headteacher Headteacher School's Governing Board
Direct Reports:	No-one
Working Relationships with:	All Children All Staff
Statutory Documents relevant to the Role:	• Teachers' Standards • SEN Code of Practice • Keeping Children Safe (2020 DfE Publication) • Hillmead Primary School's approved policies, processes, procedures, standards and guidelines

Purpose of the Role:

The person appointed will take on the duties of a Learning Support Assistant and as such their duties will include working with pupils to enable them to access their learning and to assist the class teacher in the management of pupils and the classroom.

The post holder will ensure high standards of teaching, learning and achievement, efficient use of resources and creative development of the curriculum.

Context:

Hillmead Primary School is a one form entry community school funded by its Local Authority. There are currently 228 children on roll.

The school is situated on a large open site with substantial outdoor space. SEND provision by the school is of a high standard, led by a very experienced SENCo.

At the last Ofsted Inspection in 2024 the school was graded as Good.

Since the last inspection the school has focussed on initiating a change to bring improve the learning opportunities for all pupils.

All matters concerning staff and children are confidential and any concerns regarding the welfare of staff or children should be immediately reported to the Headteacher.



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General Duties

Learning Support Assistants are expected to:

- support children's learning and to share in the care and wellbeing of the children throughout the school
- support the emotional, behavioural and pastoral needs of all pupils, including children with SEND
- support individual and small groups of pupils in the curriculum to accelerate their learning
- carry out specific administrative / procedural tasks to support the class teacher
- be involved in the planning, development and delivery of intervention strategies
- observe and monitor pupil progress and adapt agreed approaches to meet the needs of the child
- provide support and assistance for children's pastoral needs
- assist in the maintenance of pupil records
- supervise the lunchtime/break periods on the playground and in the dining hall
- promote the school's values – include, empower, inspire

Specific Duties – Support for Pupils

Learning Support Assistants are expected to:

- develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of the pupils to be supported
- supervise and provide particular support for pupils, ensuring their safety and access to learning activities
- work and play with individuals / small groups of children
- carry out planning and deliver relevant activities that accelerate and raise the level of achievement for all pupils involved in all activities that accelerate raise the level of achievement for all pupils involved in all areas of the curriculum, under the guidance of the class teacher
- establish a constructive relationship with the pupils and interact with them according to individual needs
- promote the inclusion and acceptance of all children
- set challenging and demanding expectations and promote self-esteem and independence
- provide the necessary pastoral care to enable children to feel secure and happy
- assist with the reception and departure of children at the beginning and end of the school day
- assist with maintaining good discipline throughout the school at all times, following school procedures
- promote the development of maths, language and speech, including providing additional; support to children with special needs or bilingual learners



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Specific Duties – Support for Teachers

Learning Support Assistants are expected to:

- liaise and plan with the teacher to support pupils in their learning
- assist the teacher by receiving instructions directly from professional or specialist support staff involved in the children's education
- assist with the preparation of resources
- assist with classroom displays
- assist with the development and delivery of a suitable programme of support for pupils
- provide feedback to pupils in relation to progress and achievement under the guidance of the teacher
- contribute to the maintenance of children's progress records
- administer routine tests and undertake routine marking of children's work

Specific Duties – Wider School Community

Learning Support Assistants are expected to:

- be aware of and comply with the procedures relating to Child Protection, health and Safety, Confidentiality and Data Protection and report all concerns to the appropriate person
- be aware of and support all pupils regardless of their race, religion, sexuality and be aware of the Equal Opportunities Policy
- contribute to the overall ethos, vision and aims of the school
- attend and participate in relevant meetings as required
- develop and foster links between home and school
- attend and support extra-curricular activities such as PTA events, School Discos etc
- set a good example in terms of dress, punctuality and attendance
- prepare and present displays of children's work as required
- help colleagues to create a stimulating learning environment for the teaching and learning of the subject
- undertake other duties from time to time as required by the Headteacher



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Specific Duties – When Covering Classes

Learning Support Assistants are expected to:

- meet with the class teacher prior to the lesson, whenever possible, to discuss the planning and expectations
- contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupil needs and interest
- monitor pupils responses to learning tasks and modify approaches accordingly
- monitor pupils' participation and progress, providing feedback to teachers, and giving constructive support to pupils as they learn
- communicate effectively and sensitively, in line with school policies and procedures, with pupils to support their learning
- promote and support the inclusion of all pupils ion the learning activities in which they are involved
- use behaviour management strategies, in line with school policies and procedures, which contribute to a purposeful learning environment
- recognise and respond to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment
- organise and manage safely the learning activities, the physical teaching space and resources for the subjects for which they have been given responsibility
- ensure feedback and marking is in line with school policy