Learning Support Assistant job description

Reporting to the Year 1/2 class teacher for daily work and the Headteacher or delegated line manager. Work with the SENDCo and other colleagues to help pupils access learning and take part in school life.
Hours: 8.40am–3.15pm, Monday to Friday, term time. Contract: permanent. Pay: Essex Scale 3, point 7; £27,274 full-time equivalent, pro rata.
Optional additional breakfast-club hours: 7.15am–8.40am, with working days and arrangements agreed separately.

Learning and inclusion

- Support teacher-planned learning in the mixed Year 1/2 class, including phonics, reading, writing and maths; adapt resources under teacher guidance.
- Encourage communication, confidence and independence, using agreed SEND strategies and support plans.
- Observe learning and share accurate feedback with the teacher; contribute to records and planning discussions.
- Prepare resources, support classroom routines and use school technology appropriately.
- Apply the school behaviour policy consistently and help children resolve difficulties calmly.

Optional breakfast club duties

- Where additional hours are agreed, arrive at 7.15am to prepare for the club opening at 7.30am and support children until the 8.40am handover.
- Support registration, breakfast and activities; follow safeguarding, food hygiene, allergy and emergency procedures and hand over relevant information to class staff.
- Breakfast-club hours are optional and additional to the standard 8.40am–3.15pm day. Paid hours, breaks, staffing and training arrangements will be agreed before taking on these duties.

Care and safeguarding

- Supervise pupils during agreed break and lunchtime duties and maintain a safe, inclusive environment.
- Provide personal or intimate care where required, following agreed plans, training and school procedures.
- Report safeguarding concerns promptly through school procedures; maintain professional boundaries and confidentiality.
- Undertake relevant training, including first aid as required. Follow individual healthcare plans only within agreed training and competence.

Person specification

Essential

- English and maths GCSE grade 4/C or equivalent, or equivalent literacy and numeracy skills demonstrated through experience.
- Experience working with children and an understanding of their needs.
- Ability to follow teacher guidance, support inclusion and build positive relationships.
- Clear communication, basic ICT skills, reliability and willingness to learn.
- Commitment to safeguarding, confidentiality and calm, consistent behaviour support.

Desirable

- A relevant teaching assistant or childcare qualification.
- Experience in a primary school, supporting SEND or delivering small-group learning.
- Experience supporting early reading, phonics and maths in Key Stage 1; first-aid training.

Appointment and inclusion

Manuden Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Appointment is subject to satisfactory references, an enhanced DBS check and other pre-employment checks appropriate to the role. Online searches may be undertaken for shortlisted candidates.

We welcome applications from people of all backgrounds. Please contact the school office if you need reasonable adjustments during recruitment.

Recruitment arrangements

- Advert opens Monday 2 November 2026. Applications close Monday 9 November 2026 at midday.
- Interviews Thursday 12 or Friday 13 November 2026, with the final date confirmed to shortlisted applicants.
- Start date Thursday 19 November 2026, subject to completion of satisfactory pre-employment checks.

The job description describes the main duties and may be reviewed in consultation with the postholder. Any additional duties must be reasonable and consistent with the grade and role.