

Learning Support Assistant Job Description



Approved by: Alison Neal / Graham Richards

Last reviewed on: June 2025

Next review due by: June 2026

Title	Learning Support Assistant (LSA)
Location	Little Acorns School, London Beach Farm, Ashford Rd, Tenterden Kent TN30 6SR
Accountability	Class Teacher Management Team Senior Leadership Team

Purpose & Objective

Under the instruction and guidance of the Head Teacher, Deputy Head, Management Team and Class Teacher and other professionals, you will undertake educational activities and attend to the educational, personal and social needs of the pupils to support their learning and development and ensure their safety. You will assist in the support of small groups or individual pupils.

Responsibility: Supporting the Pupil

Develop an understanding of the specific needs of the children concerned.

Taking into account the special needs involved, to aid the child/ren to learn as effectively as possible both in group situations and on his/her own by:

- Clarifying and explaining instructions
- Ensuring the child is able to use equipment and materials provided
- Motivating and encouraging children as required
- Assisting in areas of weakness, e.g. language, behaviour, reading, spelling, handwriting, presentation etc
- Helping pupils to concentrate on and complete work set
- Liaising with class teacher devising complementary learning activities
- To encourage pupils to become more independent working
- To attend to the personal care needs of pupils; this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding as required.
- All care needs are part of an individual learning programme and should be taught to promote independence.
- To assist with cleaning the classrooms and toilet areas.
- To implement behaviour management programmes and promote positive behaviour in pupils through high expectations.

To establish a supportive relationship with the children concerned

To develop methods of promoting/reinforcing children's self-esteem, motivation and self-worth

To ensure that the Rewards & Sanctions system in place in the School is fully supported

To reinforce the targets set in the child's PEP and EHCP outcomes.

**Responsibility:
Supporting the Teacher**

To assist the class teacher in the development of a suitable programme of support for the child/ren

To keep a daily record of the children's progress on the PLP trackers

To keep behaviour logs on CPOMs

To contribute to the maintenance of child/ren's progress record

To participate in the evaluation of each child's EHCP and PLP's

To respect the confidential nature of information regarding pupils

To have access to all relevant up-to-date files and documentation

To provide teaching support to individual pupils or small groups in the classroom and school in general

To assist, where appropriate, in the drawing up of individual support plans and risk assessments

To assist the teacher with the observation and monitoring of the progress of children

To promote positive behaviour patterns, raise self-esteem and improve independent working in children to assist in their education and growth

To develop learning opportunities based on pupils' prior learning

To assist the teacher where necessary with the preparation and clearing away of the classroom and materials to ensure effective and efficient teaching

To set up learning environments, which may include laptops, tablets, switch-operated equipment and displays

To supervise school playtimes

Support for the Curriculum

- To develop your knowledge of the curriculum and schemes of work used by Little Acorns School, and contribute ideas to develop pupils' learning and skills.

- To contribute to the development and evaluation of curriculum plans and schemes of work used by Little Acorns School.
- To support the teaching of literacy, numeracy and other specific curriculum areas as required and agreed with the Head Teacher, Key Stage Lead and Class Teacher.
- To support learning through the development and production of work-related tasks and materials.

Training expectations:

To make a commitment to your own professional development, undertaking training that is identified through appraisal and the school development plan.

To undertake training and implement school policies and procedures including: -

- * Child Protection Training
- * Securicare Training
- * First Aid Training
- * Health and Safety
- * Fire Safety
- * Food Safety
- * Risk Assessment
- * COSHH

Support for the School

- To work collaboratively with colleagues as part of a professional team, in particular the class teacher and other teaching assistants
- To assist in the general efficient operation of the school, including providing cover for other staff where necessary and as directed by the Head Teacher.
- To attend staff meetings, participate in appraisal arrangements and undertake training and development activities.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- To undertake and contribute to the risk assessment of the environment and activities, ensuring that pupils and staff are safe at all times.
- To maintain up-to-date knowledge of school policies and working practices.
- To undertake tasks of a similar nature and level, as directed by the Head Teacher.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- To report any safeguarding concerns to the DSL and record on CPOMS.

The Learning Support Assistant will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

CRITERIA	QUALITIES
<p>Qualifications and training</p>	<p>GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths</p> <p>Level 2 or 3 LSA course is desirable but not essential</p>
<p>Experience</p>	<p>Experience working in a school environment or other educational setting</p> <p>Experience working with children / young people with SEMH needs</p> <p>Experience planning and delivering learning activities</p>
<p>Skills and knowledge</p>	<p>Good literacy and numeracy skills</p> <p>Good organisational skills</p> <p>Ability to build effective working relationships with pupils and adults</p> <p>Skills and expertise in understanding the needs of all pupils</p> <p>Knowledge of how to help adapt and deliver support to meet individual needs</p> <p>Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</p> <p>Excellent verbal communication skills</p> <p>Active listening skills</p> <p>The ability to remain calm in stressful situations</p> <p>Knowledge of guidance and requirements around safeguarding children</p> <p>Strong ICT skills, particularly using ICT to support learning</p> <p>Understanding of roles and responsibilities within the classroom and whole school context</p>

Personal qualities	<p>Enjoyment of working with children</p> <p>Sensitivity and understanding, to help build good relationships with pupils</p> <p>A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding pupil's wellbeing and equality</p> <p>Resilient, positive, forward looking and enthusiastic about making a difference</p> <p>Capacity to inspire, motivate and challenge children and young people</p>
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Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: June 2025

Next review date: June 2026

Headteacher/ line manager's signature:

Staff Member Signature:
