

Job Description & Person Specification

Job Title: Learning Support Assistant (LSA)

Reporting to: Deputy Head Teacher and Head of Inclusion

Collaborates with: All Primary Staff

OBJECTIVE OF THE ROLE

Working closely with class teachers, the Inclusion Team, external agencies, and families, the Learning Support Assistant will provide personalised and holistic support to meet the diverse needs of individual pupils. The role will contribute to creating an inclusive, nurturing, and progressive learning environment where every child is supported to develop academically, physically, socially, and emotionally.

KEY REQUIREMENTS

The Learning Support Assistant will:

- have a minimum of 3 years experience working in a school setting
- demonstrate strong knowledge of the UK National Curriculum
- hold a qualification in SEN teaching and assisting
- be a native English speaker (or possess a high level of proficiency in English)
- be proactive and self-driven in identifying and implementing next steps for a child's development
- possess experience in supporting children with additional needs, planning interventions and learning experiences that are tailored to address specific learning or behavioral needs.

MAIN RESPONSIBILITIES

Teaching and Learning

- lead the planning and delivery of interventions across the curriculum framework, ensuring that learning is differentiated to meet the needs of all students
- design and implement learning opportunities that promote engagement and are closely linked to the children's individual interests and developmental needs
- support children's learning by actively engaging them in their task; using questioning and dialogue to extend their thinking and promote deeper learning

Assessment and record keeping

- regularly monitor, assess, and review the progress and attainment of focus students, documenting their development and supporting the creation of IEPs

- collaborate with teachers, the inclusion team, external agencies, and parents to share observations, set next steps, and ensure coordinated support
- maintain accurate and detailed records of children's progress and attainment each term

Standards and quality assurance

- uphold high standards, ensuring that all children's learning environments are safe, nurturing, and inclusive
- ensure that interventions and teaching practices align with the school's overall vision, ethos, and safeguarding policies
- regularly participate in performance reviews, using feedback to enhance practice and continually improve the quality of support provided to children
- attend and contribute to staff meetings
- engage in ongoing professional development to stay current with best practices, new strategies, and developments in early years education

This list is not exhaustive and is designed to provide a framework for areas of involvement.