

Person Specification

Learning Support Assistant

Job Title: Learning Support Assistant

Place: Thorndon CoE Primary School

Salary: £24,414 Pro Rata

Grade: Grade 2

Responsible to: Head of School/Executive Headteacher

Line Manager: SENCo/Class teacher

Term of Contract: Fixed Term until 31st August 2026

Hours: 32.5 hrs per week (Mon-Fri 8.30-3.30)

Start Date: September 2025

Purpose of Job: To assist and support pupils with special educational needs.

Liaison with: SENCO, Head of School, Class teachers, family, and other support staff, which may include outside agencies, e.g. Speech and Language Therapists, health care specialists on behalf of the SENCo should the need arise.

Responsibilities of the post:

The Learning Support Assistant's main role is to provide support for pupils with special educational needs. The Learning Support Assistant will ensure that the pupil can integrate as fully as possible in the activities generally undertaken by the other children in the class and make progress.

Duties will include running specific programmes and activities to assist the pupils' individual learning and social needs. The LSA will be responsible for implementing the pupils' learning targets in liaison with the class teachers and the SENCo.

Supporting pupils

- To provide physical and communication support using modes of communication appropriate to the individual needs of the child.
- To ensure the physical welfare of students and assist the student with their physical needs as appropriate and agreed, e.g. assisting with moving around the building safely, personal care.
- To provide learning support for pupils in class or in 1:1 situations.
- To develop knowledge of the particular needs of the children and seek advice from the SENCo, class teacher and outside agencies as required.
- To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, games, visual prompt cards etc.
- To make or modify resources as suggested and advised by the SENCo, Educational Psychologist or other outside agencies.
- To organise and maintain an inclusive learning environment across the whole school environment.
- Provide positive reinforcements, praise and rewards to pupils.
- Facilitate inclusion in small group activities with peers and support interaction between them.
- To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.

Supporting the SENCO

- To work as part of the team to ensure that the well being and personal development of the pupil enhances their learning opportunities and life skills.

- To attend planning meetings with the SENCo to develop learning programmes and to assist in the delivery of the individual learning programmes on a daily basis to promote learning ,behaviour and communication skills.
- To provide regular feedback to the SENCo and, where necessary, relevant outside agencies about any pupil's difficulties and progress.
- To contribute to the pupils' annual review by writing a brief report and attending the meeting.

Supporting the School

- To foster links between home and school.
- To participate in relevant professional development as deemed appropriate.
- To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs.
- To maintain confidentiality and sensitivity to the pupils' needs but have regard to the safeguarding procedures of the school.
- To carry out duties as directed by the SENCo or Head of School/Executive Headteacher.

Personal Specification for Special Educational Needs Learning Support Assistant

You will need to:

- Ideally have experience of working with children with special educational needs in a primary school setting
- Have knowledge and understanding of the different social, cultural and physical needs of pupils.
- Have an interest in how children learn and behave.
- Provide appropriate role models of behaviour both in the classroom and around school
- Really care about children, particularly those with learning barriers.

You must be able to:

- Carry out tasks and responsibilities under the direction of the SENCo, Class Teacher, or Head of School/Executive Hedteacher.
- Be productive and show initiative.
- Communicate effectively and appropriately to pupils with different abilities and ethnic backgrounds.
- Motivate pupils to learn and reach their full potential.
- Motivate pupils to be sociable.
- Assist with the organisation of the learning environment.
- Maintain accurate records of the pupils.
- Work effectively with other adults in the school and wider community.
- Be a responsible and trustworthy role model.
- Have patience and be flexible and innovative with a clear understanding of how children might find learning new concepts and remembering taught concepts difficult.
- Respect and maintain confidentiality but have regard to the safe guarding protocols of information sharing where necessary.
- Attend training courses considered appropriate for the post.