Learning Support Assistant

Job Information

Reports to: Headteacher
Grade: RG2 (SP 3-5)
Location: School Site
Health & Safety Responsibility: Level 2

Job Purpose

The Learning Support Assistant provides high-quality support to pupils and teachers across the school. Working under the direction of the class teacher, the postholder helps create a calm, inclusive and purposeful learning environment where every child feels valued and able to succeed. The role involves supporting learning, behaviour, routines, wellbeing and classroom organisation across the class, small groups or individual pupils where needed.

Safeguarding & Compliance

The post holder must follow all safeguarding, child protection, health & safety and data protection policies. An enhanced DBS check is required. Health & Safety Level 2.

- Follow all safeguarding and child protection procedures in line with Keeping Children Safe in Education (KCSIE).
- Report any safeguarding concerns immediately to the DSL or DDSL.
- Maintain professional boundaries at all times, following the Staff Code of Conduct.
- Maintain strict confidentiality and comply with GDPR and data-protection requirements.
- Be alert to signs of vulnerability, harm, neglect or unmet needs and act on concerns promptly.
- Follow all policies relating to child protection, health & safety, safe working practices, confidentiality, safe touch, behaviour and therapeutic approaches.
- Complete any mandatory refresher training (e.g., Prevent Duty, First Aid, KCSIE) as required.
- Uphold and model the school's values, behaviour expectations and Therapeutic Thinking ethos.
- Follow emergency, lockdown, first aid and critical incident procedures as required.
- Support the school's commitment to equality, inclusion and safer working practices.
- Check school email at least weekly to stay up-to-date with safeguarding updates, operational messages and key announcements.

Key Duties and Responsibilities

General Duties

- Help maintain a tidy, safe and welcoming classroom environment.
- Prepare simple resources, equipment or materials to support learning.
- Accompany pupils on trips, walks or off-site learning where needed.
- Contribute positively to the ethos, routines and values of Coley Primary School

Classroom Support

- Support the class teacher in creating a calm, well-organised and purposeful learning environment.
- Work with individuals or groups of pupils on set tasks, reinforcing learning and offering encouragement.
- Help pupils understand instructions, access resources and stay focused during teaching activities.
- Use clear, calm and positive language to support behaviour and engagement.
- Assist with classroom routines, transitions and settling activities.

Learning Support

- Support pupils in completing learning tasks as directed by the teacher.
- Help scaffold learning through simple explanations, modelling, prompts or visual aids.
- Encourage independence, resilience and confidence in learning.
- Observe and share useful information about learning behaviours with the class teacher.

Wellbeing and Emotional Support

- Build warm, caring and professional relationships with pupils.
- Support emotional regulation, concentration and confidence using the school's therapeutic approaches.
- Encourage pupils to interact positively with peers and take part in social activities.
- Recognise when pupils may need reassurance, a quiet moment or gentle encouragement.

Behaviour and Routines

- Follow the school's Therapeutic Thinking approach when supporting behaviour.
- Model prosocial behaviours such as kindness, patience, respect and taking turns.
- Use consistent routines to help pupils feel secure and ready to learn.
- Notice early signs of dysregulation and support calm, preventative strategies as directed by teaching staff.

Communication and Teamwork

- Work professionally and collaboratively with teaching staff and support staff.
- Share relevant observations with the class teacher to support planning and next steps.
- Follow guidance and support plans consistently and accurately.

Person Specification

Qualifications / Training

- Good literacy and numeracy skills suitable for the role.
- Willingness to undertake training such as First Aid or other role-specific CPD.

Experience

- Experience supporting children or young people is desirable.
- School-based experience is helpful but not essential.

Knowledge, Skills and Abilities

- Warm, patient and calm approach with children.
- Ability to follow teacher guidance and work within a team.
- Ability to build trusting, supportive relationships with pupils.
- Ability to maintain consistent routines and expectations.
- Good communication skills and a positive attitude.
- Professionalism, confidentiality and reliability.
- Willingness to develop skills and reflect on practice.

Coley Values – Learning Support Assistant

At Coley Primary School, our values guide everything we do. Learning Support Assistants help bring these values to life in the classroom through their relationships, language, actions and support for pupils and staff.

Belonging

Helping every pupil feel included, welcomed and part of the class community. Creating a warm, accepting environment where all children feel they matter.

Respect

Showing fairness, patience and understanding in every interaction. Modelling respectful language and behaviour and encouraging pupils to treat others with kindness.

Honesty

Communicating clearly and professionally with staff and pupils. Acting with integrity, reliability and trustworthiness at all times.

Curiosity

Noticing how pupils learn, think and behave, and responding thoughtfully. Being willing to learn new strategies and approaches to support pupils effectively.

Courage

Remaining calm and steady during challenges and supporting pupils to persist, try again and feel safe when things are difficult.

Pride

Taking pride in supporting children's progress and wellbeing, and in contributing positively to the success of the class and the wider school community.