

**Learning Support Assistant: Job Description**

**Job Title**: Learning Support Assistant

**Salary**: LGPS 3 - 6

**Contract Type**: Term-time only + training days

**Location**: St. Helen’s Catholic Primary School

**Reports to**: Class Teacher

**Purpose of the Role:**

To support teaching and learning in the classroom under the guidance of the class teacher.

To help create a safe, nurturing and stimulating learning safety, welfare and good conduct of pupils during the lunch break, promoting positive play and social interaction.

**Key Duties & Responsibilities**

**Classroom Support**

Assist the class teacher with the delivery of planned learning activities.

Work with small groups or individual pupils to reinforce learning and support progress.

Support pupils with additional needs, promoting inclusion and independence.

Prepare resources, displays and learning materials as directed.

Assist with pupil assessment by observing, recording and reporting progress to the teacher.

Promote positive behaviour and encourage pupils to engage in their learning.

**Midday Supervision**

Supervise pupils in the dining hall, playground and school premises during the lunch period.

Encourage good manners, healthy eating and demonstration of the school’s values.

Organise and support safe and inclusive play activities.

Deal with minor accidents and incidents, referring to senior staff where necessary.

Undertake first aid training and administer first aid as required.

Ensure the safety and well-being of all pupils at all times.

**General**

Uphold the school’s policies, vision and values.

Maintain confidentiality in all school-related matters.

Undertake training and development relevant to the role.

Carry out other duties reasonably requested by the Headteacher or Senior Leadership Team.

**Person Specification**

**Essential**

Qualifications in English and Maths to Level 2 equivalent

Ability to engage positively with children, support learning, and manage challenge effectively.

Good communication and teamwork skills.

Ability to use initiative.

Good standard of spoken English.

**Desirable:**

Experience of working with children in an education setting

Relevant qualifications at Level 3