Job Description

Job Details	
School Name	The Olive Tree Primary School
Job Title	LEARNING SUPPORT ASSISTANT
Grade	GRADE 5 (SCP 6 - 11)
Full time Equivalent	£26,847.00 - £29,071.00 FTE (Actual Pro-Rata £18,285.00 - £19,800.00)
Working Hours	30.00 hours per week
Contract Type	Permanent. Term-time only (38 weeks).
Primary Purpose of Job	To work with teachers as part of a professional team to support teaching and learning for pupils including those with neurodiversity. Providing specialist assistance to pupils who may need particular help to overcome barriers to learning, such as those with moderate and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities. Develop understanding and incorporate the use of accessibility features on school technology when planning and supporting pupils with additional needs.
Responsible to	Line Manager/Principal
Responsible for	N/A
Start Date	Immediate
Special Conditions	An enhanced disclosure and barring service (DBS) check, and right to work confirmation is required for this post.

Main Duties	
	Provide learning activities across all key stages for individuals and groups of pupils under the professional direction and supervision of a qualified teacher adapting learning programmes to suit the needs of allocated pupils including pupils with neurodiversity and Down Syndrome.
	Support the teacher in planning and evaluating specialist learning activities, contributing ideas to reports and maintaining records as required.
	Work with pupils on Individual Education Plans (IEP)/ Education Health Care Plans (EHCP), designed by therapist/care professional, Local Authority, if required.
	Monitor, assess, record and report to the teacher on development, progress and attainment, under the supervision of the teacher, drawing any problems which cannot be resolved to the attention of the teacher;
	Select and adapt appropriate resources/methods to facilitate agreed learning activities as indicated on the teachers' planning.
	Under teacher direction, implement behaviour support/ personal development plans for pupils in accordance with teacher planning (such as IEPs).
	Attend to pupils' personal needs including toileting, hygiene, dressing and feeding, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate.

Main Duties	
	Establish and maintain positive, professional relationships with families and carers and other professionals, e.g. speech therapists under direction of the teacher who will remain the primary point of contact.
	Under direction of teacher/ SALT or other qualified professional; advise and assist pupils in the proper use and deployment of learning aides and equipment, where required.
	Responsible for the careful and safe use of specialist equipment e.g. wheelchair, sensory equipment.
	Physically assist pupils in activities (may involve hoisting/lifting, where mobility is an issue),
	Maintain confidentiality and adhere to safeguarding procedures.
	Working with individuals, groups and/or whole classes of pupils where work is regularly interrupted, which requires switching from one activity to another.
	Encourage children's positive behaviour and where required provide adapted support for pupils with additional needs.

Additional duties for learning support assistants in this role	
	Administer medication in accordance with an agreed plan under the direction of a healthcare practitioner and following appropriate training.
	Support pupils in using basic IT.
	Be responsible for the preparation, maintenance and control of consumables.
	Invigilate exams and tests.
	Support pupils as part of a planned inclusion programme.
	Escort and supervise pupils on educational and out of school activities including swimming support.
	Prepare and clear up the learning environment and resources and contribute to maintaining a safe learning environment, including photocopying, filing and the display and presentation of pupils' work.
	Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas.
	Work with pupils not working to a normal timetable.
	May demonstrate own duties to new or less experienced staff.
	Support children's play and learning (where required).
	Support individuals during therapy sessions (where required).
	Contribute to pupils' annual review (where required).
	To participate in relevant professional development.
	The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Head of School and to meet the needs of the school.

Version Control	
Job Description prepared by:	Mrs Z Patel (Principal)
Job Description updated:	2nd April 2026

Person Specification

Job Details	
School Name	The Olive Tree Primary School
Job Title	LEARNING SUPPORT ASSISTANT
Grade	5

Stage One

The minimum essential requirements for the above post are as follows. Please try to show in your application form, how best you meet these requirements. Disabled candidates are guaranteed an interview if they meet the essential criteria.

	Personal Attributes required (on the basis of the job description)	**Essential (E)/ or Desirable (D)**	**Method of Assessment**
Qualifications			
	Holder of GCSE Mathematics and English qualification Grades A-C or 9-4 / NVQ level 2 or above qualification appropriate to the post (or equivalent)	E	Application form
	Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	E	Application form
Experience			
	Previous experience of working with children including those with neurodiversity.	E	Application form/interview
	Previous experience of working in a relevant classroom/ environment.	E	Application form/interview
	Experience of supporting pupils including those with challenging behaviour.	E	Application form/interview
	Experience of supporting pupils with differing needs.	E	Application form/interview
	Experience of administrative work.	D	Application form
	Previous experience of successfully supporting children with Down Syndrome.	D	Application form/interview
	Previous experience of working closely with speech and language therapists / language lead	D	Application form/interview

Skills and Knowledge		Essential (E)/ or Desirable (D)	Method of Assessment
	Ability to relate well to children and adults	E	Application Form
	Ability to work constructively as part of a team; understand classroom roles and responsibilities and your own position within these.	E	Application Form
	Good communication skills.	E	Application Form
	Ability to communicate effectively with pupils and parents/carers .	E	Application Form
	Ability to supervise and assist pupils	E	Application Form
	Time management skills.	E	Application Form
	Organisational skills.	E	Application Form
	Knowledge and understanding of classroom roles and responsibilities including adaptation of activities in consultation with SENCo/Others professionals.	E	Application Form
	Understanding of the concept of confidentiality	E	Application Form
	Administrative skills	D	Application Form
	Knowledge of strategies, for example numeracy and literacy.	E	Application Form
	Ability to make effective use of ICT to support learners and provide feedback on learners progress.	E	Application Form
	Ability to assess children's development	E	Application Form
	Ability to deliver work programmes e.g Read Write Inc, Signalong & Wellcomm and Picture Exchange Communication System (PECS).	E	Application Form
	Flexible attitude	E	Application Form
	Understanding of principles of child development and learning processes	E	Application Form
	Ability to self-evaluate learning needs and actively seek learning opportunities	E	Application Form
Other		**Essential (E)/ or Desirable (D)**	**Method of Assessment**
	Commitment to undertake continuous professional development	E	Application Form
	Commitment to safeguarding and protecting the welfare of children and young people	E	Application Form
	Awareness of codes of practice and information or instructions in place for children with disabilities and special educational needs.	E	Application Form / Interview
	Awareness of assessment and intervention framework for children with special educational needs.	E	Application Form / Interview

Skills and Knowledge		Essential (E)/ or Desirable (D)	Method of Assessment
	Ability to create learning displays with school expectations under the guidance of the class teacher.	E	Application Form / Interview
	Knowledge of specialist aids and equipment available for children/young people with disabilities and special educational needs.	D	Application Form / Interview

Stage Two

This will only be used in the event of a large number of applicants meeting the minimum essential requirements. Please try to show in your application form, how best you meet these requirements.

Skills and Knowledge		Essential (E)/ or Desirable (D)	Method of Assessment
1.	Ability to listen and observe children/young people and share observational findings effectively.	D	Application Form/Interview
2.	Ability to establish and maintain rapport with pupils.	D	Application Form/Interview
3.	Ability to demonstrate verbal and non-verbal communication skills when dealing with children, colleagues, parents, carers, families and other practitioners.	D	Application Form/Interview

Work Related Circumstances		Method of Assessment
1.	To attend staff training days, twilight training sessions and relevant out of hours training and events.	Application Form/Interview
2.	This post is subject to an enhanced disclosure and a barred list check from the Disclosure & Barring Service.	Application Form/Interview
3	It is essential that applicants can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work	Application Form/ Interview

Experience, Qualifications and Training		Method of Assessment
1.	Experience of planning for each or young person's individual requirements in partnership with other colleagues.	Application form/Interview

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