

Job Title:	Learning Support Assistant	Grade:	Grade 5
Working Hours:	18 Hours/Week (TTO)	Working Weeks:	39 Weeks per annum
Contract Type:	Fixed-Term (EHCP Stream)	Responsible To:	Headteacher / SLT / Class Teacher

Accountability: To support teaching, learning, and welfare of targeted pupils with EHCPs, ensuring equal opportunities across structured and unstructured times.

POST OBJECTIVES & MAIN PURPOSE

- To improve the educational achievement and progression of named pupils across Early Years, Year 3, and Year 6.
- To deliver structured 1-to-1 and small-group interventions in English and Mathematics.
- To facilitate daily *Read Write Inc. (RWI)* Phonics groups to accelerate early reading progress.
- To provide mid-day supervision and targeted social interaction support during Playtime Club and lunchtime.
- To improve overall access to the curriculum and report any safeguarding concerns immediately.

KEY DUTIES & RESPONSIBILITIES

1. Support for Pupils & Targeted Learning

- Assist with the implementation of Individual Learning Plans and EHCP targets for named pupils.
- Deliver structured interventions in English and Mathematics across Early Years, Year 3, and Year 6.
- Lead daily *Read Write Inc. (RWI)* Phonics groups to accelerate reading confidence and fluency.
- Work alongside class teachers to help pupils overcome individual social, emotional, and learning barriers.
- Establish productive working relationships with pupils, acting as a positive role model with high expectations.
- Promote the inclusion and active acceptance of all pupils within class and school settings.
- Produce concise, quality annotations on pupil work to assist ongoing classroom assessments.

2. Unstructured Time & Mid-Day Supervision

- Lead and facilitate structured social activities during Playtime Club to nurture positive play skills.
- Deliver mid-day supervisory support during lunchtime, ensuring a secure, orderly, and encouraging environment.
- Maintain positive behavioral standards, recording incidents accurately or escalating them as required.
- Report any injuries promptly, liaising with designated First Aid and Safeguarding leads.

3. Safeguarding, Health & Behavior Support

- Safeguard the welfare of children and young people at all times in compliance with statutory guidance.
- Implement positive behavior strategies appropriate to pupils' needs, fostering self-regulation and independence.
- Adhere strictly to Health and Safety policies, reporting any site or pupil hazards immediately.

4. Professional Standards & School Support

- Comply with School and Derbyshire County Council guidelines, GDPR, confidentiality, and Equal Opportunities.
- Exercise initiative and sound judgment to respond proactively to daily classroom and playground demands.
- Engage constructively with professional training, including RWI Phonics and relevant INSET days.
- Challenge unrecognized visitors on site in accordance with school security protocols.

- Undertake any other reasonable duties commensurate with the grade and responsibilities of the post.

Note: This job description outlines the main duties and level of responsibility required. It is not an exhaustive employment contract. Because this appointment is linked directly to external EHCP funding, it includes a funding-linked notice clause.

Postholder Signature

Date

Headteacher Signature

Date

Assessment Methods: **AF** = Application Form | **I** = Interview / Selection Task

Category	Essential Criteria	Desirable Criteria	As-sessed
Qualifications & Education	GCSE English and Maths at Grade C/4 or above (or equivalent).	- NVQ Level 2 or 3 in Education/Childcare. - Training in <i>Read Write Inc.</i> Phonics. - First Aid / SEND qualification.	AF
Experience	- Experience working with children with SEND / EHCPs. - Experience supporting pupil behavioral, social, and emotional needs.	- Delivering small-group/1:1 interventions in English and Maths. - Experience in mid-day supervision or play coordination.	AF / I
Skills & Abilities	- Proactive, constructive "can-do" approach. - Strong team collaboration and communication. - Accurate record-keeping (written and digital). - Sound judgment and composure in class and playground.	Familiarity with Early Years, KS1, and KS2 learning goals.	AF / I
Knowledge & Understanding	- Understanding of child development and SEND learning barriers. - Appreciation of positive reinforcement and proactive behavior management.	- Practical understanding of structured phonics (<i>RWI</i>). - Awareness of statutory SEND codes of practice.	AF / I
Safeguarding & Values	- Strict commitment to safeguarding and child welfare. - Full adherence to inclusion and equal opportunities. - High integrity, discretion, and confidentiality (GDPR).		AF / I