



William Gilpin CE VA Primary School

Learning Support Assistant Job Description

Responsible to the Headteacher

All staff are expected to:

- work in accordance with school policies, providing excellent moral, social, spiritual and cultural role models;
- put the needs of the school's pupils first and actively promote an enthusiasm to learn.

Function

To provide support service – complementary to the teaching activities – in the school.

In particular to provide:

- 1) general classroom;
- 2) curriculum support for individual children;
- 3) administrative support for class teachers;
- 4) general support around school as and when needed and directed.

In all cases support will be given as directed by the Class Teacher and Headteacher.

General Duties

You are required as a Learning Support Assistant to support the class teacher as directed by the Headteacher. The principal duties shall be drawn from the following list.

1. Curriculum support

To:

- a. work alongside the children as directed by the teacher supporting the learning programme being followed in the classroom, as established by school policies
- b. make and display teaching aids
- c. prepare equipment and put it away after the teaching sessions
- d. prepare materials and put them away after the teaching session
- e. basic upkeep of education equipment
- f. teach intervention programmes to individuals and groups
- g. liaise with the person responsible for SEN for guidance on programmes to be delivered to children with special educational needs
- h. Ensure the learning environment and storage areas are tidy, safe and organised at all time

2. Welfare support

To:

- a. assist with the supervision of pupils throughout the day as required.
- b. Support vulnerable children with 'meet and greet' sessions when required.
- c. help children with personal cleanliness and clear messes when the caretaker or cleaner is not available.
- d. Support children with intimate care eg if they are unwell or have specific needs with toileting.
- e. assist infants with physical difficulties with dressing and undressing on their arrival and departure and before and after P.E./Forest School sessions.

- f. manage the lost property arrangements.

3. Administration

- a. To assist the class teacher in maintaining records of pupils and other class administration activities. Under the direction of the class teacher to:
 - Record, compile, enter data on the computer system and file;
 - photocopy;
 - prepare resources;
 - organise and tidy resources;
 - mark tests;
 - collect and process trip money to send to the office;
 - put up displays;
 - enter behaviour and safeguarding concerns on CPoms;
 - complete ABCC charts for children who display dysregulated behaviour;
- b. To assemble information that is required in considering provision for pupils with special needs.
- c. To attend meetings dealing with particular children you are involved with when possible. These meetings may take place outside normal school sessions and include teachers, parents and outside agencies.
- d. To liaise with teachers, educational psychologists, Health Service staff etc in the administrative aspect of their work.

4. Other duties and responsibilities

- a. Play an active part in professional development opportunities. Take responsibility for own CPD.
- b. Attend morning briefings.
- c. Attend relevant staff meetings and training.
- d. Such other duties as may reasonably be allocated by the Headteacher.
- e. Such other duties specific to your individual role and listed separately.

May 2026