



# Hounsome Fields Primary School



Job Description Job Title;	Learning Support Assistant and lunchtime duties
Contract;	Fixed Term Sept 2025- 31st August 26 Term time only + 3 INSET days 8.15 am – 3.00 pm (break for lunch) 31.25 hrs/week
Pay;	PS3 £23,576 FTE (pro rata £17,425 per year)
Responsible to;	Head Teacher
Liaises with;	Class Teachers

Have you ever had the opportunity to work in a brand-new school?  
Do you want to be part of an exciting journey, shaping a school from the ground up  
in a growing community?

At Hounsome Fields Primary School, we're looking for passionate, proactive Learning Support Assistants to join our vibrant, expanding team as we open our doors in September 2025. This is your chance to play an integral role in shaping our school culture, curriculum, and community from the very start! You will join our small founding team of staff that will work closely together and grow our school from the very first day.

## **Main Purpose of job;**

To support and guide pupils, by either working within the classroom, or with a small intervention group or with an individual who has Special Educational Needs.

To have knowledge of a range of learning support needs and to develop an understanding of the specific needs of the child being supported.

Taking into account the learning support necessary, to aid the children to learn as effectively as possible both in the class and individual situations, for example by;

- Clarifying and explaining instructions – Ensuring the child is able to use equipment
- Motivating and encouraging
- Promoting independence in learning
- Promoting self confidence
- Assisting in weaker areas including with behaviour difficulties
- Liaising with the class teacher and Head Teacher – Developing appropriate resources
- Encouraging children to explore, try new things and develop their own motivations
- To establish a supportive relationship with the children concerned
- To encourage acceptance and inclusion of children with special educational needs
- Under the guidance of the classroom teacher, to plan and organise learning activities to suit pupil ability
- To deliver intervention group activities as directed by the Head Teacher or Class Teacher

## **Supporting the Teacher**

- To assist the Class Teacher in the development of a suitable programme of support for children in need of additional support



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- To contribute to the maintenance of children's progress records
- To participate in the evaluation of support programmes
- To provide regular feedback about the children to the teacher
- To support the evaluation of pupils' progress using a range of assessment techniques
- To contribute to discussion on curriculum delivery and classroom planning
- To monitor and evaluate pupils' responses to learning activities and note their progress towards targets
- To work as part of a team to ensure that the wellbeing, social and personal development of pupils enhances learning opportunities and life skills Supporting the school

## **Supporting the School**

- To liaise with other members of the school staff about the support for children with additional needs
- To demonstrate good team work skills and promote collaboration
- To contribute to reviews of children's progress, as requested
- To attend relevant in-service training
- To be aware of, and adhere to school procedures and policies
- To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately
- To be aware of safeguarding procedures and to inform appropriate staff of concerns you have about the welfare and safety of any child
- To carry out any other tasks as reasonably directed by the Head Teacher which fall within the umbrella of the post
- To maintain confidentiality in and outside the workplace
- To provide a role model for learners and other staff through personal and professional conduct
- To supervise pupil behaviour and safety in the playground at break, lunchtimes and in the hall.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Safeguarding Statement: Engage Enrich Excel Academy Schools are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS) to safeguard our pupils

All shortlisted candidates will be subject to an online search. The online search is not part of the shortlisting process and all candidates will have the chance to address any issues of concern in the interview.

## PERSON SPECIFICATION

Teaching Assistant Attributes		
		How identified
Warm and friendly personality	Essential	App/Res/SP
Ability to deal sensitively with children, parents and staff, recognise individual needs and take account of these in securing a consistent team approach to raising achievement	Essential	App/Res/SP
Organised and with ability to use initiative	Essential	Ref
Adaptable and flexible	Essential	App/Res
Works well within a team	Essential	App/Res
Competencies		
Experience of working with Early Years and Key Stage 1 children	Essential	App/SP
Good level of spoken and written English	Essential	App/SP
Numerate	Essential	Ref
Basic IT skills	Essential	App/Ref
GCSEs in Maths and English	Essential	App
Have a good health and attendance level	Essential	Ref
Able to maintain confidentiality	Essential	Ref
Able to follow instructions	Essential	SP/Ref
Willingness to develop professional skills	Essential	SP/App
Able to assist with the organisation of the learning environment, including display skills	Essential	App/Res/SP
Able to maintain records and pupil files	Essential	App/Ref
Able to communicate effectively with pupils including explaining instructions	Essential	SP
Able to support the school's values-based ethos and act as role model for the children	Essential	SP
Able to motivate children to learn	Essential	SP/App/Ref
Able to support children and build their self-esteem	Essential	App/Ref/SP
Shows awareness of Safeguarding procedures/ awareness of how to keep children safe in a school environment	Essential	SP

Key:

App - Application Form

Ref – Reference

SP – Selection process.

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