



# King's Academy Binfield and King's Academy Oakwood

## Job Description and Person Specification

### Primary Learning Support Assistant

#### **THE ROLE:**

We are looking for a passionate, talented and rigorous practitioner to join our dedicated team. The successful candidates will be part of a team of Learning Support Assistants based within our two academies.

Our new Learning Support Assistant will support children within the mainstream classroom, work with small groups and offer 1:1 support with identified students. Experience of working with students with Speech and Language difficulties and Autism is desirable but not essential.

#### **PURPOSE OF THE JOB**

- To assist teachers in providing a learning environment that enables all children to access the curriculum and learn to the best of their ability
- To work with and support children with a variety of academic, physical and emotional/behavioural needs on a class, group or individual basis.

#### **KEY ACCOUNTABILITIES**

- To support Quality First Teaching in all curriculum areas within the age range 3-11 years old
- To help support students in mixed ability groups ensuring they are able to meet the objectives of the lesson.
- To plan, prepare and deliver small group support and interventions.
- To establish supportive, caring and secure relationships with the students, promoting respect, self-esteem and a positive, inclusive whole academy ethos.
- To develop knowledge and understanding of specific academic, physical and emotional/behavioural needs of individuals and groups of students and respond to them effectively.
- To help, support and motivate the students, clarifying instructions, encouraging independent learning and behaviour and enabling learning targets and outcomes to be achieved;
- To contribute to monitoring and recording pupils' progress, maintaining records and providing relevant feedback to teachers.
- To ensure that resources and displays are organised and available to promote a purposeful environment for teaching and learning to take place. To liaise with teaching staff and support, if required, with appropriate levels of differentiation for the students needing additional intervention.
- To promote the inclusion of all students in the school curriculum.
- To provide targeted support to students with complex needs.
- To attend internal and external meetings as directed.

- To communicate with parents / carers to celebrate successes and inform them of issues promptly when appropriate.
- To contribute to target setting for students with Special Educational Needs or Disabilities.
- To attend review meetings and contribute to Education and Health Care Plans as required.
- To ensure safety of all students on and off site.
- To model and enforce excellent standards of behaviour within and beyond the Learning Support faculty.
- To assist with general school duties. These may include:
  - Setting up classrooms, preparing resources and displays and tidying and clearing away
  - Supervision of students during break times and lunch times
  - Supervision of students entering and leaving school premises.

### **SUPPORTING THE ACADEMY**

At an appropriate level, according to the job role, grade and training received, all employees in the academy are expected to:

- Support the aims, values, mission and ethos of the academy and participate in a team approach to all aspects of school life.
- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.

### **SAFEGUARDING**

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the academy Child Protection Policy, Safeguarding policy and Code of Conduct.
- Ensure all issues relating to pupils are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements

### **HEALTH AND SAFETY**

- Ensure a personal awareness of and compliance with, policies and procedures related to health, safety, and security, confidentiality, and data protection
- Ensure concerns are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices

### **Equity, Diversity & Inclusivity**

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity

## **OTHER DUTIES**

- The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties
- To embody the academy's values both on and off site.

As a new academy, job roles will evolve as the school grows and develops. The above list is not exhaustive and may be subject to amendment in due course in discussion with the relevant employee.

**October 2025**



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King's Academy Oakwood  
Person Specification  
Learning Support Assistant**

<b>Essential Qualifications and Competencies</b>	<b>Desirable</b>	<b>Assessment Criteria</b>
A* - C grade in English and Maths at GCSE level or equivalent.	Evidence of other relevant CPD qualifications within Special Educational Needs	Application Form
Experience of working with young people in both 1-1 and small group settings.	Experience of working in a Primary or Secondary school setting.	Application form, interview and reference.
	Trained ELSA.	Application form, interview and reference.
	Speech and Language Therapy experience	Application form, interview and reference.
High standard of both written and spoken English		Application form and interview.
A team player who will support all aspects of academy life and relentlessly pursue what is best for the students.		Application form, interview and reference.
Able to communicate effectively with peers, students and staff across the academy.		Application form and interview.
Ability to remain calm and diffuse challenging situations.		Application form and interview.
Strong commitment to the ethos of the academy		Application form and interview.

**Safeguarding**

2 satisfactory written references including from current/most recent employer.

A satisfactory enhanced DBS check.

Social media checks will be carried out.