Learning Support Assistant

Employer	St Thomas of Canterbury Catholic Primary School
Salary:	NJC D2 point 4 - 11 (£26,168 - £29,071) pro rata for part time/term time
Contract Details:	Monday to Friday 8.40am – 3.40pm (30hrs per week), Fixed Term, term time only
Start Date:	To be agreed - subject to successful DBS and Safer Recruitment checks

Responsibilities of the post:

The Teaching Assistant will be expected to support the class teacher in the teaching and welfare of the children to attain the targets set in their personal learning.

Supporting children

1. Provide teaching support under the guidance of the class teacher to children in all areas of the curriculum within the classroom, individually or in small groups.
2. To work with the class teacher and SENCO to assist in drawing up and undertaking the delivery of the individual pupil learning programmes, either in small intervention groups, within the classroom or 1:1 to ensure delivery of the individual's targets and curriculum.
3. Assist the teacher with observation and monitoring of the progress of the children and maintaining accurate records in order to ensure documentation of all interventions.
4. To prepare differentiated work/materials for the children (under the direction of the teacher).
5. Promote positive behaviour patterns, raise self-esteem and improve independent working to assist in the children's education and growth. Provide positive reinforcements, praise and rewards to children.
6. Assist the teacher where necessary with preparation (and clearing away) of the learning spaces and materials to ensure effective and efficient teaching.
7. To supervise children at lunchtime.
8. To ensure that children are in a caring school environment following all Safeguarding policies and procedures.
9. To participate in In-Service Training where appropriate.
10. Follow the Staff Code of Conduct.
11. To hold regular liaison time with the class teacher/SENCO and other support staff involved in the classroom.
12. To act in accordance with the equal opportunities policy, health and safety policy, behaviour policy, safeguarding and confidentiality guidelines.
13. To develop knowledge of the particular needs of the children and seek advice from the SENCO, class teacher and outside agencies as required.

14. To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, games, visual prompt cards etc.

15. To organise and maintain an inclusive learning environment across the whole school environment.

Personal Specification for Learning Support Assistant

You will need to

- Have GCSE, 'O' Level or equivalent qualifications in Maths and English.
- Hold a relevant teaching assistant qualification (e.g. NCFE, CACHE or NVQ Level 1, 2 or 3)
- Have previous experience of working with children within the last 2 years and have a clear understanding of the support needed for children with speech, language and communication, sensory and social, emotional and mental health needs.
- Demonstrate patience, empathy and a nurturing approach when working with children, understanding their unique challenges and providing appropriate support.
- Have knowledge and understanding of the different social, cultural, educational and physical needs of children.
- Have experience of EYFS learning and support
- Model positive behaviour both in the classroom and around school.
- Excellent interpersonal skills.
- Previous experience with working with children.

You must be able to:

- Carry out tasks and responsibilities under the direction of the SENCo, Class Teacher, Deputy Head Teacher or Head Teacher.
- Plan and prioritise tasks and work under the pressure of a busy inclusive primary school.
- Be productive and show initiative.
- Communicate effectively and appropriately to children with different abilities and ethnic backgrounds.
- Motivate children to learn and be sociable.
- Assist with the organisation of the learning environment.
- Maintain accurate records of the children.
- Work effectively with other adults in the school and wider community.
- Be a responsible and trustworthy role model.
- Have patience with children with a clear understanding of children who find learning new concepts and remembering taught concepts difficult.
- Respect and maintain confidentiality but have regard to the safe guarding protocols of information sharing where necessary.
- Be computer literate.
- Attend training courses considered appropriate for the post.

This job description is subject to review by the Headteacher in consultation with the postholder as appropriate to the changing needs of the school.

St Thomas of Canterbury Catholic Primary school is committed to recruiting with care and safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS Check and successful references will be required prior to any offer of employment.

Please contact the school office for an application form
office@st-thomascanterbury.medway.sch.uk

Closing date: Friday 13 November 2026.

We reserve the right to close applications prior to this date if sufficient applications have been received