



ST. THOMAS OF CANTERBURY C OF E PRIMARY SCHOOL

*"Let all that you do be done in love." 1 Corinthians 16:14*

**JOB DESCRIPTION**

**NAME:** A. N. Other **DATE:** February 2026  
**JOB TITLE:** Learning Support Assistant (SEND) **SALARY SCALE:** Scale 3 Point 5-6  
**RESPONSIBLE TO:** Headteacher/ SENCO **LIAISON WITH:** All school staff

**HOURS:** **30 hours 50 minutes**

Monday 8:45 -12:00	Tuesday 8:45 -12:00	Wednesday 8:45 -12:00	Thursday 8:45 -12:00	Friday 8:45 -12:00
(3¼ hrs)	(3¼ hrs)	(3¼ hrs)	(3¼ hrs)	(3¼ hrs)
Lunchtime Duty	Lunchtime Duty	Lunchtime Duty	Lunchtime Duty	Lunchtime Duty
(45 mins)	(45 mins)	(45 mins)	(45 mins)	(45 mins)
13:15 -15.25	13:15 -15.25	13:15 -15.25	13:15 -15.25	13:15 -15.25
(2 hrs 10 mins)	(2 hrs 10 mins)	(2 hrs 10 mins)	(2 hrs 10 mins)	(2 hrs 10 mins)

**GENERAL DUTIES:**

1. To work with and support the classteacher to fulfil the educational, social and emotional needs of the children (or a named pupil)
2. To provide general welfare assistance throughout the school

**PARTICULAR DUTIES:**

- To work with individuals or small groups of children under the direction of teaching staff
- To establish positive relationships with the children supported
- To implement planned learning activities/teaching programmes as agreed with the classteacher adjusting activities according to children's responses as appropriate
- To support children with activities which support literacy and mathematics skills
- To support the use of IT (computing) in the classroom and develop children's competence and independence
- To promote positive behaviour management in line with school policies (Character Education) and help keep children on task
- To implement and support Trauma Perceptive Practice (TPP) principles across the school
- To interact with, and support children, according to individual needs and skills
- To promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation, adaption, differentiation and resources
- To participate in planning and evaluation of learning activities with the classteacher, providing feedback to the classteacher on pupil engagement, progress, attainment and behaviour
- To monitor and record pupil activities as appropriate, writing records and reports as required

*A Christian community where children are known by name and loved, which empowers them to learn and to grow in faith, knowledge and fellowship.*

Sawyers Hall Lane, Brentwood, Essex CM15 9BX

Telephone: 01277 223651 [admin@stthomaspri.essex.sch.uk](mailto:admin@stthomaspri.essex.sch.uk) [www.stthomaspri.org](http://www.stthomaspri.org)

Headteacher: Mr D. M. Moran





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- To provide feedback to children in relation to attainment and progress under the guidance of the classteacher
- To support learning by arranging/providing resources for lessons/activities under the direction of the classteacher
- To attend to children's personal needs including help with social, welfare and health matters, including minor first aid (where qualified to do so)
- To assist with the development and implementation of PCPs and targets
- To liaise with other staff and provide information about children as appropriate
- To assist with the display and presentation of children's work
- To supervise the children for limited and specified periods including break-times when the post holder should facilitate games and activities
- To assist with escorting pupils on educational visits
- To understand and apply school policies in relation to health, safety and welfare; Child Protection and Safeguarding
- To attend relevant training and take responsibility for own professional development including participation in Performance Management reviews
- To attend relevant school meetings/non pupil days as required
- To respect confidentiality at all times
- These duties may be varied to meet changed circumstances at the discretion of the Headteacher

**NOTE:** The job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

The job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

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