THE MID ESSEX ANGLICAN ACADEMY TRUST

Job Description: Learning Support Assistant including Midday

Trust Vision and Values:

To unlock every child's potential as a unique child of God

Respect – Forgiveness – Trust – Responsibility – Thankfulness – Justice – Humility

The vision of the Trust is for every child and adult to flourish, achieving the best possible outcomes, across the breadth of the curriculum, with a wealth of rich engaging experiences, within a culture where everyone feels like they belong and can shine. We are already on this journey but want our school leaders to work collaboratively across the Trust to lead our staff and pupils, as well a working in partnership with parents and the community, to achieve this vision together over the coming years.

Job Title: Learning Support Assistant including Midday

Grade: Scale 3 pt 5-6

Reports to: Head of School / Senior Midday Assistant (if applicable)

Liaison with: Pupils, Senior Midday Assistant (if applicable), Head of School, teaching staff, Catering and Caretaking Staff

Job Purpose: To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.

Duties:

- Establish positive relationships with pupils supported.
- Support all pupils with their academic, social and emotional learning
- Interact with, and support pupils, according to individual needs and skills
- To follow teacher direction and use own initiative to support pupils to reach their potential
- Implement planned learning activities/teaching programmes as agreed with the Teacher, adjusting activities according to pupils' responses, as appropriate
- Support the use of IT in the classroom and develop pupils' competence and independence in its use
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Interact with, and support pupils, according to individual needs and skills
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Participate in planning and evaluation of learning activities with the Teacher, writing reports and records as required
- Participate in assessment of pupil's work under the direction of the teacher
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher

- To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid.
- To assist with the preparation, maintenance and control of stocks of materials and resources.
- To assist with mealtime, including assisting with eating and clearing up as appropriate.
- To attend to individuals' personal needs including help with social, personal hygiene, welfare and health matters, including minor first aid.
- To administer basic first aid as required.
- To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed.
- To provide pastoral care, guidance and routine advice as appropriate.
- Where necessary and appropriate to lead games and activities.
- To alert Senior Midday Assistant and/or the Head of School of any concerns regarding an individual child or group of children.
- Escort individual to their teacher at end of session.
- Liaise with other staff and provide information as appropriate.

General

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
- Encourage **interaction and teamwork** within the school and Trust; attend relevant school meetings, as required, share ideas and new initiatives Job Description
- Respect **confidentiality** and maintain **professionalism** at all times
- Actively engage in relevant training opportunities, taking responsibility for own **professional development**
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall **ethos, work and aims** of the school and Trust
- Comply with all **School and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Head to carry out appropriate duties within the context of the job, skills and grade.

The Mid Essex Anglican Academy Trust and all its academies are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

Contractual information:

Permanent contract starting September 2026, 5 days a week, 8.45am – 3.20pm with 30 minute lunch break
Location: Shenfield St Mary's
Total number of hours: 30 hours 25 mins per week
Total number of weeks: 39 weeks (Term time plus inset days)
Pay scale: scale 3 (point 5 to 6). Pro rated salary £18,544.07 to £18,830.21

PERSON SPECIFICATION – Learning Support Assistant including Midday

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working with children in a school/early years environment Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid (certified attendance at Basic First Aid training) and understanding of the school's policies and procedures
	Literacy	Good reading and writing skills (GCSE English grade C or above)
	Numeracy	Good numeracy skills (GCSE Maths grade 4 or above, grade C or above or equivalent)
	Technology	Knowledge of basic ICT to support learning
Communication	Written	Ability to write basic reports
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Overcome communication barriers with children and adults
	Negotiating	Consult with children and their families and carers and other adults
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Ability to understand and support children with developmental difficulty or disability
	Curriculum	Good understanding of the school curriculum Knowledge of English and maths teaching strategies
	Child Development	Good understanding of the general aspect of child development Ability to assess progress and performance
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school

		Understand and value the role of parents and carers in supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school
	Information	Know when, how and with whom to share information Ability to follow instructions accurately
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to support the work of volunteers and other teaching assistants in the classroom
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve routine problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures (attendance at annual safeguarding updates provided by the school)
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role
	Christian ethos	Be supportive of the Christian ethos of the school