



Parkside Middle School

Job Description

- Designation:** Learning Support Assistant (Level 2)
- Responsible to:** SENDCo
- Hours of work:** 32.5 hours - Term Time Only – Plus TED Days

Purpose of Role

To work under the instructions/guidance of the teacher or senior staff member to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Key Functions

Support for Pupils

- Provide targeted support to pupils, including those with complex or additional needs, ensuring safety, engagement, and access to learning.
- Contribute to the development and implementation of individual education, behaviour, and care plans.
- Build positive relationships with pupils, responding to individual needs and promoting inclusion.
- Encourage active participation, independence, and self-esteem through structured support and high expectations.
- Deliver feedback to pupils on progress and achievement, in line with teacher guidance.

Support for Teaching and Learning

- Maintain a purposeful and supportive learning environment, assisting with displays and classroom organisation.
- Collaborate with teachers to plan and deliver differentiated learning activities.
- Monitor and record pupil progress, providing accurate feedback to inform planning.
- Support behaviour management strategies, responding to incidents in accordance with school policy.
- Administer assessments and contribute to the evaluation of pupil outcomes.
- Deliver structured learning programmes and interventions, adapting activities to meet pupil responses and needs.
- Implement national and school-based strategies (e.g. literacy, numeracy), tracking progress and reporting outcomes.
- Promote effective use of ICT to enhance learning and develop pupil independence.
- Prepare and manage resources to support planned learning activities.

Support for the School

- Uphold school policies on safeguarding, health and safety, confidentiality, and data protection.
- Champion diversity and inclusion, ensuring equal access to learning opportunities.
- Contribute to the wider school ethos and participate in school initiatives.
- Take initiative in reviewing curriculum plans to prepare effectively for lessons.
- Collaborate with colleagues and external professionals to support pupil development.
- Engage in professional development, training, and relevant meetings.
- Supervise pupils during off-site visits, taking responsibility for a group as directed.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

Contacts

- Liaise with SLT, Teachers, Learning Support Assistants, Support Staff, Pupils, Parents, Visitors and other agencies.