



Achieving Extraordinary Things

Langland Community School



Learning Support Assistant FTC 31/08/2025



The Langland Way

'Be Our Best' to achieve our best.

Our School Values:

We are...

- **Honest**
- **Considerate**
- **Curious**
- **Courageous**
- **Ambitious**
- **Resilient**

Our children are at the very heart of our school, and we aspire to provide the very best for every child. We have high expectations and aim to provide a safe, happy and caring environment. We want children to excel, learning the importance of values that will support them to develop a positive attitude towards themselves, their friendships and their learning for now and in the future.

We pride ourselves on building strong, positive relationships with our children and families which are essential in achieving success for our children...together we are **Team Langland** – fully committed to achieving the best for everyone!

School Rules: *Be Ready Be Respectful Be Safe*

Kind regards,

Donna Christy



Headteacher

Job Description Learning Support Assistant – FTC 31/08/2025

Post Holder: Learning Support Assistant

33 hours per week; 38 weeks per year plus 5 INSET days NJC Grade B point 5 £24,790 FTE (actual £21,512)

Responsible to: Headteacher

This job description may be amended at any time following discussion between the Headteacher and member of staff. The job description will be reviewed annually.

Areas of Responsibility and Key Tasks

Purpose of job:

- To support children's learning and to share in the care and wellbeing of the children throughout the school.
- To support individual and small groups of children in the curriculum to accelerate their learning.
- To support the emotional, behavioural and pastoral needs of all pupils, including children with SEND.
- To carry out specific administrative/ procedural tasks to support the class teacher.
- To be involved in the planning, development and delivery of intervention strategies.
- To observe and monitor pupils progress and adapt agreed approaches to their particular needs.
- To provide support and assistance for children's pastoral needs (e.g. dressing, going to the toilet, the changing of nappies or the administration of an EpiPen)
- To assist in children's records including EHCPs.
- To promote the school's values and ethos.

To undertake all of the following:

- Work proactively as part of a team and assist the class teacher to ensure quality education for the children.
- Assist in the personal, social and emotional development of children through the promotion of the school's values and for individuals through the implementation of EHCPs, Individual Provision Maps, learning plans, behaviour plans and/or personal care plans to



ensure all children are well cared for in accordance with the school's policies and high expectations.

- To promote the development of reading, writing and maths, including providing additional support to children with special needs or to bilingual learners, by working alongside the class teacher.
- Be aware of and support school policies and procedures.
- Liaise and plan with the teacher to support pupils in their learning.
- Work with individuals/small groups of children by planning and carrying out relevant interventions that accelerate and raise the level of achievement for all pupils involved in all areas of the curriculum, under the guidance of the Class Teacher.
- Under the guidance of the Inclusion Lead and class teacher, run interventions as set out by professional or specialist support staff involved in the children's education. These may involve social workers, health visitors, language support staff, speech therapists, educational psychologists and physiotherapists.
- Build and maintain positive and constructive working relationships with pupils, parents, carers and colleagues to maximise pupils' development and maintain the overall ethos of the school.
- Report any concerns regarding children's welfare or education, to the Class Teacher.
- Be aware of safeguarding responsibilities, referring such matters to the appropriate designated person for further action.
- Monitor, feedback, record and report on pupil progress, including feedback to pupils, and participate in the completion of pupil profiles, EHCPs and records of attainment to maximise pupil development.
- Under the direction of the teacher, liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times.
- Promote positive behaviour management throughout the school at all times, following school procedures. When directed escort and supervise pupils on planned visits/journeys.
- Assist with the preparation of resources e.g. photocopying, repairing books, filing of work, making games and the creation and mounting of displays for children's work.
- Assist and attend with seasonal events e.g. parents' evenings, concerts and festivals
- Attend appropriate staff meetings and training days/events as requested.



Person Specification: Learning Support Assistant:

Category	Essential	Desirable
Qualifications and experience	<p>Good basic education to GCSE level in maths and English or equivalent.</p> <p>Experience of working with children who have a wide variety of educational needs.</p> <p>A willingness to undertake further training relevant to the role.</p>	<p>Level 2 or 3 teaching assistant qualification</p> <p>Training undertaken on a variety of learning and behaviour-management strategies.</p> <p>Experience of working with children with significant language and communication difficulties.</p> <p>Certificate or Diploma in Childcare and Education. First Aid training RWI trained, delivered or supported the delivery of RWI</p>
Knowledge and understanding	<p>Awareness of:</p> <ul style="list-style-type: none"> how children develop. behaviour management strategies. how to support children in literacy and numeracy. the different ways in which children learn and how to motivate them. <p>Knowledge and experience of filling in intervention records for activities.</p>	<p>Experience of observing children to assess their learning.</p> <p>Experience of working with children with SEND either as a class teacher or as a one-to-one TA.</p>
Skills	<p>Able to:</p> <ul style="list-style-type: none"> Contribute to a range of teaching, learning and pastoral activities. Work with an individual or group of children, also work as a member of a team. Explain tasks simply and clearly. Reinforce teaching points during teacher input. Teach new concepts as agreed with the class teacher. Supervise children and be a positive role model. 	<p>Able to use Office 365</p> <p>Team Teach – Training and experience of Team Teach philosophy for de-escalation and how to support children.</p>



	<p>Encourage good social skills. Work with guidance, but under limited supervision. Liaise and communicate effectively with others and maintain confidentiality at all times. Demonstrate good organisational skills. Get involved in professional development and attend courses. Display work effectively and make and maintain basic teaching resources.</p>	
Personal Qualities	<p>Excellent interpersonal, communication and organisational skills. Proactive in areas of responsibility with an awareness of whole school issues. A willingness to take on appropriate delegated tasks relevant to the post. Demonstration of a growth mindset. Ability to show a committed, professional and loyal attitude to the school, openly modelling its aims and values inside and outside. An ability to use and understand discretion, confidentiality and professionalism. An ability to learn from mistakes and take advice.</p>	



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How to Apply

To apply for this position, please complete the enclosed Trust application form and submit, together with a letter of application of no more than two sides of A4 supporting your application.

Please return by email to Deborah.Richardson@langlandschool.org.uk

or by post to:

Langland Community School

Langland Road

Netherfield

Milton Keynes

MK6 4HA.

Closing date: 16:00 05/12/2024

Interviews: wc 09/12/2024

Please note CV's are NOT accepted without an accompanying FULLY COMPLETED application form.





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