Job Description

Job Title: Key Stage 2 (KS2) Learning Support Assistant

School: St Silas CE Primary School (Rainbow Education Multi-Academy Trust)

Salary: Grade 2, SCP 3–5 **Contract Type:** Fixed Term, Term Time Only

Hours of Work: Monday, Tuesday, Thursday, Friday: 08:15 - 15:45 | Wednesday: 08:15 - 16:45

Start Date: ASAP

Accountable to: Headteacher

Purpose of the Role

To work alongside teachers and the wider school team to support teaching and learning across Key Stage 2. The primary focus of this role is to provide tailored learning and pastoral support for children, including those with Special Educational Needs and Disabilities (SEND). The successful candidate will deliver high-quality interventions and foster a vibrant, supportive environment where the wellbeing, inclusion, and progress of every child are central to the school's Christian ethos.

Main Duties and Responsibilities

1. Teaching and Learning Support

- Support the class teacher in delivering an engaging, broad, and balanced KS2 curriculum.
- Support individual and small groups of children with targeted learning to accelerate progress.
- Confidently assist with the delivery of the English and mathematics curriculum.
- Build strong, positive, and motivating relationships with pupils to foster independent learning and build confidence.
- Consistently implement the school's behavior and inclusion policies, promoting high expectations for pupil achievement and conduct.

2. SEND and Pastoral Support

- Provide dedicated, tailored support for children with SEND, ensuring their specific learning, physical, and emotional needs are met in strict accordance with their individual support plans.

- Plan, assist with, and deliver specific, high-quality intervention programmes.
- Promote inclusion at all times, ensuring all pupils have equal access to learning opportunities.
- Supervise pupils during playtimes and lunchtimes to facilitate safe, structured, and inclusive play.

3. Administration and Classroom Preparation

- Carry out general administrative tasks as directed by the class teacher (e.g., maintaining registers, photocopying, and organizing classroom displays).
- Prepare, organize, and maintain learning resources and materials required for daily lessons and targeted interventions.

4. Professional Development and School Ethos

- Actively promote and celebrate the diversity and Christian ethos of St Silas CE Primary School and the Rainbow Education Multi-Academy Trust.
- Build positive, professional relationships with parents, carers, and the wider staff team.
- Attend and actively engage in ongoing Continuous Professional Development (CPD), staff meetings, and training sessions as required (including the extended Wednesday hours).

5. Safeguarding

- Strictly adhere to the school's safeguarding and child protection policies, reporting any concerns immediately to the Designated Safeguarding Lead (DSL).
- Undergo comprehensive pre-employment vetting in line with *Keeping Children Safe in Education*, including an enhanced DBS check with a barred list check and an online search.

Person Specification

Criteria	Essential (E) / Desirable (D)	How Assessed
Qualifications & Training		
Good standard of general education, including strong literacy and numeracy skills (e.g., GCSE English and Maths at grade C/4 or above)	E	Application / Certificates
A recognized Teaching Assistant or Childcare qualification (e.g., NVQ Level 2/3)	D	Application / Certificates
Additional training in specific SEND interventions or safeguarding	D	Application / Certificates

Experience

Experience working with children in a primary school or similar educational setting	E	Application / Interview
Specific experience supporting pupils with Special Educational Needs and Disabilities (SEND)	D	Application / Interview
Experience delivering targeted interventions to individuals or small groups	D	Application / Interview

Knowledge & Skills

Confidence in supporting learning across the KS2 curriculum, particularly in English and maths	E	Application / Interview / Task
Excellent communication, interpersonal, and active listening skills	E	Interview
Ability to build strong relationships with pupils, parents, and staff	E	Interview
Understanding of effective behavior management strategies and inclusive practice	E	Interview

Competent administrative skills (e.g., preparing resources, photocopying)	E	Application / Interview
Personal Qualities		
A demonstrable commitment to the values, vision, and Christian ethos of St Silas CE Primary School and the Trust	E	Interview
High expectations for pupil achievement, inclusion, and behavior	E	Application / Interview
High levels of empathy, patience, resilience, and a positive attitude	E	Interview
Flexibility and adaptability to respond to the changing needs of the classroom and pupils	E	Interview
Safeguarding & Equalities		
A firm commitment to safeguarding and promoting the welfare of children	E	Application / Interview
Commitment to celebrating diversity and promoting equality of opportunity	E	Interview

Willingness to undergo an enhanced DBS check and online search	E	Application