School	**Deighton Gates Primary School**
Job Title	Learning Support Assistant
Grade	A1/B1
Responsible To	Head of School/Executive Head

Special Conditions: This post is subject to a higher-level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Job Purpose: To provide support under the guidance of teaching and senior staff, working alongside the teacher to ensure all pupils, including those with Special Educational Needs, can access learning opportunities. The postholder will also support the management of pupils and the classroom and may occasionally be required to work outside of normal school hours and off-site as directed by the school.

Responsibilities

Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters

Supervise and support pupils ensuring their safety and access to learning

Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.

Promote the inclusion and acceptance of all pupils

To support individuals or small groups of pupils with Special Educational Needs, as direct by teacher or SENCo.

Encourage pupils to interact with others and engage in activities led by the teacher

Encourage pupils to act independently as appropriate

Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work.

Be aware of pupil problems/progress/achievements and report to the teacher as agreed.

Undertake pupil record keeping using CPOMs and other class-based procedures.

Support the teacher in managing pupil behaviour, reporting difficulties as appropriate

Gather/report information from/to parents/carers

Provide clerical/administrative support - photocopying, typing, filing etc

Support pupils to understand instructions

Support pupils in respect of local and national learning strategies - literacy, numeracy, early years, as directed by the teacher

Support pupils in using basic ICT as directed

Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

Contribute to the overall ethos of the school

Appreciate and support the role of other professionals

Attend relevant meetings as required

Accompany teaching staff and pupils on visits, trips and out of school activities as required.

Participate in appraisal, training, and development activities as necessary to ensure up to date knowledge and skills

To improve own practice through observation, evaluation, discussion with colleagues and CPD programmes.

To work collaboratively with colleagues, knowing when to seek help and advice.

Be aware of and comply with school and Leeds City Council policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and Leeds City Council.

Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Qualifications GCSE Maths and/or English grades A-G or equivalent is desirable

PERSONAL SPECIFICATION

ESSENTIAL REQUIREMENTS: Candidates must be able to demonstrate how they meet the criteria for the post within the context of the role's duties and responsibilities. Shortlisting for interview will only be carried out where the application form provides clear evidence that all essential requirements have been met.

Skills Required

Good numeracy and literacy skills

Computer literary skills

Able to relate well to children and adults

Able to work constructively as part of a team

Knowledge Required

Understanding classroom roles and responsibilities and your own position within these.

Participate in development and training opportunities

Experience Required

Of working with or caring for children of relevant age

Behavioural & other Characteristics required

Ability to understand and observe the School and Leeds City Council's Equal Opportunities Policy.

Carry out all duties having regard to an employee's responsibility under the School and Leeds City Council's Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development

DESIRABLE REQUIREMENTS: It is essential that candidates demonstrate, within the context of the role's duties and responsibilities, that they meet the criteria for the post. Only candidates who provide clear evidence on their application form that they meet all of the essential requirements will be shortlisted for interview.

Knowledge

First aid

Aware of policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection.

GCSE Maths and/or English grades A-G or equivalent

A Teaching Assistant is responsible for contributing to the safeguarding and welfare of pupils by ensuring a safe learning environment, remaining vigilant to potential concerns, reporting issues in accordance with safeguarding procedures, and actively supporting the wellbeing and development of all children.

Job Description Content Prepared / Reviewed by:

Mrs Krissie Bamforth, School Business Manager, 25.09.2026
Reviewed by: Mr Luke Hale, Head of School, 26.09.2026