



Albourne C of E Primary School
The Albourne Way
Living life to the full



The Street, Albourne, Hassocks, West Sussex. BN6 9DH

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Headteacher: Ms F Keeling

'The children at Albourne are fortunate to be there.' SIAMS 2025

Ofsted 2025

high expectations of pupils' learning and behaviour
delight in showing their knowledge
ambition for children relish opportunities aspirational role models
PUPILS LOVE LEARNING
pupils' exceptionally strong attitudes to school
display impeccable manners and behave well

Job Description

1:1 Learning Support Assistant

Role and Responsibilities

This is a crucial role and you will take responsibility for:

- Providing learning activities for an individual under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of the pupil
- Assessing, recording and reporting on development, progress and attainment as agreed with the teacher
- Monitoring and recording the pupil's responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
- Selecting and adapting appropriate resources/methods to facilitate agreed learning activities
- Supporting the pupil with social and emotional well-being, reporting problems to the teacher as appropriate

Learning Support Assistants in this role may also undertake some or all of the following:

Perseverance Aspiration Respect



Responsibility Kindness Courage

- Establish and maintain relationships with the family and other adults, e.g. speech therapists
- Escort and supervise the pupil on educational and out of school activities
- Guide and support the pupil in their personal, emotional and social development

PERSONAL SPECIFICATION –1:1

	Essential	Desirable
Qualifications	<input type="checkbox"/> Good general education to GCSE level (Maths & English Grade C or above) <input type="checkbox"/> NVQ3, or equivalent, in Teaching and Learning	<input type="checkbox"/> Current First Aid qualification
Experience	<input type="checkbox"/> Experience of working both under direction and using own initiative, as appropriate <input type="checkbox"/> Experience of working with children with individual needs <input type="checkbox"/> Knowledge of the key aspects that affect the development of children's learning <input type="checkbox"/> Experience of working with children	
Competencies/Skills	<input type="checkbox"/> The ability to keep and regularly update records of activities undertaken and outcomes in order to inform the class teacher and SENCo <input type="checkbox"/> Able to communicate effectively with children, parents and staff <input type="checkbox"/> Able to display children's work effectively both within and outside the classroom <input type="checkbox"/> The ability to work with ICT <input type="checkbox"/> Ability to implement effective behaviour management strategies <input type="checkbox"/> Able to follow all safeguarding procedures <input type="checkbox"/> The ability to tailor the learning to address the current needs of the children	<input type="checkbox"/> ELSA trained

	<input type="checkbox"/> Ability to lead small group interventions <input type="checkbox"/> Able to assess through observations <input type="checkbox"/> Able to plan designated classroom areas in order to create a stimulating learning environment	
Personal Qualities	<input type="checkbox"/> A positive, reliable team member with excellent interpersonal skills <input type="checkbox"/> Smart and professional image <input type="checkbox"/> The ability to use initiative <input type="checkbox"/> Commitment to support the learning and emotional well-being of the children <input type="checkbox"/> To be highly professional and able to keep confidential information within school <input type="checkbox"/> Able to demonstrate positive praise and manage children's behaviour effectively <input type="checkbox"/> A willingness to continue professional development through courses and in-house training <input type="checkbox"/> A flexibility to be able to work with all classes as required and support individuals as needs arise <input type="checkbox"/> A commitment to create a positive learning environment	