

Role Profile: Learning Support Assistant 1:1**Location: Akeley Wood Junior School****Function: SENCo****Reporting to: Inclusion Lead & SENCo**

Akeley Wood Junior School is a warm, vibrant and caring community set within stunning rural surroundings near Buckingham. Our Nursery provides a joyful, stimulating and secure space where children aged 12 months to 4 years can explore, play and learn with confidence. We are seeking an enthusiastic, caring and dedicated Learning Support Assistant 1:1 to join our Early Years team. We are also open to applications from apprentices, making this a fantastic opportunity for anyone looking to begin—or further develop—a rewarding career in early childhood education.

Role Purpose

To support pupils with additional needs, as directed by the Inclusion Lead and Class Teachers, to enhance progress

and raise achievement in any curriculum area both inside and outside the classroom. To work closely with the school Inclusion Lead, Class Teachers and on your own initiative, to prepare and deliver appropriate provision within your teaching team to provide consistent and effective support to improve academic outcomes. To make a valid contribution to the social, academic, moral, physical and emotional development.

Key Responsibilities**Student Support**

- Develop a thorough understanding of the pupil's individual needs and learning profile.
- Provide support in line with EHCP outcomes, Support Plans and agreed intervention programmes.
- Support pupils both individually and in small groups to maximise learning and engagement.
- Help pupils access the curriculum through differentiated resources and tailored learning strategies.
- Encourage independence, confidence and positive participation in school life.
- Support the development of social, emotional and behavioural skills.
- Promote and model positive behaviour in line with school policies.
- Establish positive, supportive relationships that foster pupil wellbeing and achievement.

Learning and Progress

- Deliver targeted interventions and support programmes as directed by the SENCo, Inclusion Lead and Class Teacher.
- Assist with preparing learning resources, visual aids and differentiated materials.
- Support pupils to maintain focus, complete tasks and overcome barriers to learning.

- Monitor, assess and record pupil progress using agreed systems.
- Provide regular feedback to teaching staff regarding progress, achievements and any concerns.
- Contribute to reports, reviews and evaluations of support programmes.

Teamwork and Communication

- Work collaboratively with teachers and the wider Learning Support Team to enhance teaching and learning.
- Attend planning meetings, review meetings and meetings with parents when required.
- Communicate effectively with colleagues, parents and external professionals.
- Report concerns, incidents or emerging issues promptly to the appropriate staff member.
- Support the school's inclusive ethos and contribute positively to the wider life of the school.

Wider School Contribution

- Support educational visits, residential trips, school productions and extracurricular activities.
- Attend staff training, INSET days and professional development opportunities.
- Promote the aims, values and ethos of the school at all times.
- Demonstrate professionalism through excellent attendance, punctuality and conduct.
- Undertake other duties appropriate to the role as reasonably requested.

Safeguarding Responsibilities

- Comply with all safeguarding, child protection and school policies.
- Demonstrate a strong commitment to safeguarding and pupil wellbeing.
- Report safeguarding concerns promptly and appropriately.
- Maintain a safe learning environment for all pupils.
- Participate in safeguarding training and updates as required.

Person Specification

Essential

- Experience of working with children in an educational setting.
- Experience supporting children with Special Educational Needs and Disabilities (SEND).
- Understanding of SEND and the SEND Code of Practice.
- Knowledge of safeguarding, health and safety, confidentiality and data protection requirements.
- Strong communication skills, both written and verbal.
- Ability to build positive relationships with pupils, parents and colleagues.
- Ability to deliver teacher-planned activities and interventions effectively.
- Good organisational skills and the ability to prioritise workloads.
- A calm, patient and empathetic approach.
- Commitment to helping every child achieve their full potential.

Desirable

- Previous experience as a Learning Support Assistant or Teaching Assistant.
- Experience leading targeted interventions or booster groups.
- GCSE Grade C/4 or above (or equivalent) in English and Maths.
- Relevant qualification such as NVQ, First Aid, ELSA, Lego Therapy or similar.
- Knowledge of child development and strategies for supporting additional learning needs.

Personal Qualities

- Caring, patient and approachable.
- Flexible and adaptable to changing needs.
- Positive, resilient and solution-focused.
- Honest, reliable and professional.
- Strong team player with excellent interpersonal skills.
- Enthusiastic about contributing to the wider life of the school.
- Passionate about supporting children to thrive, achieve and develop confidence in their learning.