



Jewell Academy
an Aspirations Academy

Learning Support Assistant and Breakfast Club Assistant Job Description

Post Title	Learning Support Assistant and Breakfast Club Assistant
Salary/Grade:	NJC Point 5-6 (£25,583.00 - £25,989.00)
Academy:	Jewell Academy Bournemouth
Reporting To:	Phase Leader
Disclosure Level:	Enhanced

The Learning Support Assistant will

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement
- Lead planned interventions as directed by the class teacher
- Be responsible for children at lunchtime and playtime as needed
- Safeguard children and adhere to the rules of confidentiality

Additional responsibilities for this post

- Working with a child with SEND needs

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND) and challenge children at all levels to achieve their very best
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and
- Use effective behaviour management strategies consistently in line with the school's policy and procedures

- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class (with an additional adult) if the teacher is temporarily unavailable
- Use IT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher
- Accompany and support pupil(s) on outings from school as necessary

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read, understand and deliver appropriate lesson plans
- Prepare the classroom for lessons alongside the teacher

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Adhere to the strict rules of confidentiality and respect
- Adhere to the Staff Code of Conduct and the policies of Jewell Academy

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents
- Be vigilant when on playground duty or on school trips
- Attend to minor accidents at school (where appropriate training has been given) and supervise unwell children

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- To undertake training and attend INSET days in accordance to contractual requirements.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity
- Adhere to whole school policies and procedures.

Additionally, from September 2026, the post holder will support the daily setup and supervision of the academy's new DfE Free Breakfast Club.

Breakfast Club & Daily Provision

- Support the daily setup, preparation, and supervision of the DfE Free Breakfast Club alongside school colleagues.
- Provide a warm, safe, and welcoming start to the day for pupils attending the club.
- Be responsible for the supervision of children at lunchtime, playtime, and during school transitions as needed.

