



JOB DESCRIPTION

Job Title:	Learning Support Assistant
School:	The Cornerstone Academy
Responsible to:	SENDCo / Deputy SENDCo

Main Responsibilities and Duties

To support a variety of students in developing a range of skills and acquiring knowledge by working directly with them in lessons in KS3 and KS4. The successful candidate will demonstrate strong relationship building skills and use this to support students in accessing the curriculum. Patience and creativity will be required to adapt tasks, ensuring students' needs are supported in order to secure the best outcomes for them.

Support the school by:

- 1) Being aware of and working in accordance with the school's policies and procedures.
- 2) Respecting confidential issues linked to home, other students, staff, or the academy.
- 3) Contribute more widely to the supervision of the academy through duties such as Lunch and/or Break duty, before school breakfast club or after school homework club. Any such duties would be built into the overall timetable for the individual.

Support personal development by:

- 1) Participating in the academy's performance development process.
- 2) Attending relevant training and development opportunities as required by the SENDCo/Deputy SENDCo.

Generally:

- 1) Support the school's fire and emergency procedures.
- 2) Retain the confidentiality of all aspects of school life.
- 3) Comply with all decisions, policies and standing orders of the school and BCP Council; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 4) Have a commitment to Child Safeguarding and promote the welfare of students in accordance with the school's agreed procedures.

Knowledge and Skills

- 1) Experience of working with students in an educational setting is an advantage.
- 2) Demonstrate a willingness to train in supporting students with specific learning difficulties.
- 3) The post holder will require discretion, loyalty, commitment, patience, flexibility, good personal organisation, determination, the ability to work within a team, and good communication.
- 4) An education standard equating to 5 GCSE's grade C (or 4), including English, Mathematics and Science is essential.
- 5) A Level 3 TA Qualification or willingness to undertake this training which will be delivered by United Learning with supported time to complete this CPD commitment or relevant experience in this area.
- 6) Good ICT skills including Microsoft applications

Creativity and Innovation

- 1) Within prescribed school guidelines and under the direction of the teacher, implement a range of strategies to engage individuals and groups of students, often with differing requirements, in learning activities.
- 2) Use a variety of interpersonal techniques to establish supportive relationships with students, parents and carers.

Contacts and Relationships

- 1) Regular communication with the staff team and contact with parents or carers to share progress and strategies.
- 2) Seek guidance from teaching staff when needed and refer more complex decisions to the SENDCo/Deputy SENDCo.

Decisions

- 1) Within the agreed academy policies, guidelines and rules, decide when and how to apply a range of strategies for the benefit of students in relation to their educational activities, behaviour and care.
- 2) The post holder will be expected to support the behaviour of students in line with the academy policy.

Prepared by: The Cornerstone Academy

Date: July 2026

This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

I confirm that I have read and understood the details contained within this job description.

I understand that by signing this document, I agree to the terms and conditions contained within it.

Signed	
Print Name	
Dated	

PERSON SPECIFICATION

Job Title:	Learning Support Assistant	
ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	• Experience of working with students who have a variety of educational needs	Application form Interview References
Qualifications & Training	• 5 GCSE's with a minimum grade C (or 4) or above in English and Mathematics • Level 3 TA Qualification or willingness to undertake this training which will be delivered by United Learning with supported time to complete this CPD commitment.	Application form Certificates Interview
Aptitudes & Abilities	• Excellent verbal communication skills • Ability to remain calm and make decisions whilst under pressure • Good organisational, planning, evaluation and monitoring skills • Ability to work under own initiative • Ability to respond sensitively and flexibly to competing demands from students • Ability to handle confidential information with discretion • Respond sensitively to students' needs • Ability to apply a wide range of strategies for the benefit of the student	Application form Interview References
Knowledge	• Understanding of the school's health and safety policy • Knowledge and understanding of the National Curriculum including literacy and numeracy strategies • Understanding of lesson plans • Excellent knowledge of the five outcomes of Every Child Matters • Understanding of Individual Learning Plans • Knowledge of school's behaviour and management policy and procedures • Knowledge of Child Safeguarding • Good ICT skills including Microsoft applications	Application form Interview References
Attitude / Motivation	• A commitment to developing students as independent learners • A commitment to developing yourself through continuing education and training • Team player	Application form Interview References
Other Factors	• Commitment to Inclusion and Equal Opportunities • Enhanced DBS check	Application form Interview References DBS process