



Holy Trinity CE Primary School, Cuckfield

Learning Support Assistant (LSA)

Role Overview

- To support individual children or small groups, enabling full access to the curriculum and school life while promoting independence and wellbeing.

Key Responsibilities

- Work with individual pupils or small groups across the curriculum
- Support learning in English, Maths, Science, RE, and other subject areas
- Enable pupils to fully participate in classroom and school activities
- Assist in the educational and social development of pupils under the direction of teaching staff

Supporting Teaching & Learning

- Support pupils to access learning effectively
- Provide in-class and out-of-class support for individuals and groups
- Assist class teachers in delivering differentiated learning
- Promote inclusion, confidence, and independence
- Help monitor pupil progress and provide feedback to the class teacher/Inclusion Manager
- Support planning sessions and take part in training with the wider staff team
- Prepare resources, assist with photocopying, and support classroom organisation
- Prepare and present displays of pupils' work
- Maintain and update children's records as directed

Behaviour & Ethos

- Support the school's Behaviour and Anti-Bullying policies
- Promote positive behaviour and relationships
- Work within and uphold the Christian ethos and values of the school

Safeguarding & Compliance

- Maintain strict confidentiality at all times
- Follow school policies on Health & Safety, Child Protection, and Safeguarding
- Ensure the safety and wellbeing of pupils in all situations



Communication & Teamwork

- Work effectively with teachers, the Inclusion Manager, and senior leaders
- Collaborate with other professionals and agencies where appropriate
- Contribute positively to the wider school team

Supervision & Wider Duties

- Supervise pupils during playtime and lunchtime
- Assist with classroom supervision
- Accompany pupils on trips and off-site activities as required
- Attend to pupils' personal, intimate, and social needs as required
- Work collaboratively with external professionals when needed
- Undertake additional duties as directed by the Headteacher or Senior Leadership Team

Key Attributes

- Flexible and able to use own initiative
- Reliable and punctual
- Strong team player
- Effective communication skills
- Solution-focused approach
- Well organized