



Learning Support Assistant

30 hours per week, 8.45am – 3.15pm
Permanent contract
commencing January 2025

Lubenham Primary School is a small thriving primary school. It is set in extensive grounds located in the south of Leicestershire near to the historic market town of Market Harborough. The school, which enjoys beautiful views of the surrounding countryside, serves the local community and beyond by aiming to provide the highest quality of education within a context rooted firmly in Christian values.

We are committed to developing all children academically, emotionally and socially. Our expectations are high, both in work and behaviour. Our staff are dedicated professionals, who work as a close-knit team to do their best for every child in their care.

We are looking to appoint a Learning Support Assistant to work with pupils and support them with their education.

This is a Grade 5 post £16690 - £17,980 per annum (£12.45 – £12.84 per hour) term time only plus training days. 30 hours per week, 5 days per week, including lunchtime duties.

We are looking for someone

- with experience of working with children
- with a good level of literacy and numeracy
- who is patient, lively, caring and creative
- who is able to work well in a team

Closing date for applications:

Learn Academies Trust is committed to promoting equality, valuing diversity and creating a truly inclusive Trust. We are determined to ensure all our stakeholders flourish and thrive. We aim to foster a culture where all are valued and respected. We acknowledge and celebrate all protected characteristics. We endeavour to remove all barriers to learning and participation. Our ED&I Policy and objectives are integral to all that we do.

Our vision for ED&I is simple, we aim to create an environment where everyone has a seat at the table, where everyone has a voice and where everyone belongs. We are committed to safeguarding and promoting the welfare of children and young people. An offer of employment will be subject to the receipt of a satisfactory enhanced level DBS disclosure with a children's barred list check, two satisfactory references (these will be requested if you are shortlisted) and successful completion of vetting.

Learn Academies Trust is a Disability Confident employer and is committed to recruiting and retaining a diverse workforce and candidates with a disability who meet the essential job criteria will be given an opportunity to demonstrate their abilities at interview.



JOB DESCRIPTION

Job Title:	Learning Support Assistant (LSA)
Grade:	5
Responsible To:	Headteacher
Key Relationships/ Liaison with:	Teachers, Other classroom support staff, SENCo
Job Purpose:	LSA will work under the direct supervision of a teacher to provide support for teaching and learning and associated activities in accordance with school policies and procedures. This may include providing general support for whole class learning activities or supporting individuals or small groups of pupils.
Occupational Standards:	Supporting Teaching and Learning (STL) Level 2

MAIN DUTIES AND RESPONSIBILITIES:

1. To provide agreed support to the teacher in the delivery of planned whole class learning activities.
2. To work under the direct supervision of a teacher to carry out planned learning activities with small groups or individual pupils, providing feedback on their engagement in activities and their achievement of the desired learning objectives.
3. To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
4. To observe and feed back to the teacher on pupil performance and behaviour, taking action as appropriate in line with relevant school policies.
5. To support the physical, intellectual, emotional and social development of pupils, including contributing ideas and suggestions to support planning, to meet their development needs.
6. To interact with and respond positively to children, young people and adults.
7. To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
8. To support pupils to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.
9. To prepare and utilise ICT resources to support pupils learning.



10. To prepare and support the use of learning materials and create visual displays, in accordance with the requirements of the teacher, in order to facilitate a relevant physical learning environment.
11. To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
12. To contribute to the provision of support for bilingual / multilingual pupils if required.
13. To invigilate internal and external tests and examinations under formal conditions.
14. To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks if required).

Optional extra responsibilities not affecting the grade of the post:

15. To undertake midday supervision duties.
16. To provide toileting support to pupils as necessary.
17. To support, as appropriate, in instances where pupils are unwell whilst at the school

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply :

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (b) Expenses will be paid in accordance with the Local Conditions of Service.
- (c) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.



PERSON SPECIFICATION

Job Title: Learning Support Assistant (LSA)

Grade: 5

	Essential	Desirable	How assessed
<p><u>Qualifications</u></p> <ul style="list-style-type: none"> NVQ 2 in Supporting Teaching and Learning, or equivalent <p>OR</p> <p>Able to demonstrate the ability to meet the STL Level 2 National Occupational Standards relevant to this post.</p> <ul style="list-style-type: none"> Level 2 qualifications in maths/numeracy and English/literacy 	✓		App/Doc
<p><u>Experience</u></p> <ul style="list-style-type: none"> Experience of supporting teaching and learning in a formal setting 	✓		App/Int/ Ref
<p><u>Knowledge</u></p> <ul style="list-style-type: none"> Knowledge of child protection and health and safety procedures. 	✓		App/Int/ Ref
<p><u>Skills/Attributes</u></p> <ul style="list-style-type: none"> Ability and willingness to undertake professional development. Good interpersonal skills. Empathy with children and young people. Ability to work effectively as part of a team. 	✓ ✓ ✓ ✓		App/Int Int/Ref Int/Ref Int/Ref
<p><u>General Circumstances</u></p> <ul style="list-style-type: none"> Attendance - evidence of regular attendance at work. An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. 	✓ ✓		App/Ref/ Med App/Int
<p><u>Factors not already covered</u></p> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.</p>	✓		Med

App = Application Form
Int = Interview
Med = Medical Questionnaire

Test = Test
Pre = Presentation
Doc = Documentary Evidence (E.g., Certificates)