

<b>Job Title</b>	<b>Learning Support Assistant</b>
<b>Grade/Salary</b>	Local Government Pay Scale 2 & 3, Points 3 to 6 depending on experience. Actual salary £16,290 pa to £17,074 per annum
<b>Contract</b>	Fixed Term – until 31 <sup>st</sup> August 2025
<b>Hours</b>	30 hours per week. Monday to Friday - 8.30am to 3.00pm, Term Time only (38 Weeks)
<b>Date Required</b>	3 <sup>rd</sup> January 2025
<b>Interview Date</b>	As soon as suitable applications are received
<b>Reporting To</b>	SEND Manager

## Details

We are seeking a dedicated and compassionate Learning Support Assistant (LSA) to join our team. As an LSA, you will play a crucial role in supporting students with diverse learning needs, ensuring they can fully participate in classroom activities and achieve their full potential. This is a rewarding opportunity for someone passionate about education and making a difference in young people's lives.

## Principal Accountabilities

- Provide particular and skilled support to pupils with severe learning, behavioural, communication, social, sensory or physical difficulties

## Specific Duties

- Take an active role in the preparation, maintenance and control of stocks of materials and resources
- Working with individuals or small groups of children under the direction of teaching staff
- Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Establish positive relationships with pupils supported
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support pupils with activities which support literacy and numeracy skills
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher
- To support learning by selecting appropriate resources/methods to facilitate agreed learning activities

Headteacher: Sarah Cox, BA (Hons)

Croft Road, Benfleet, Essex, SS7 5RN Tel: 01268 794215

Email: [info@theappletonschool.org](mailto:info@theappletonschool.org) Website: [www.theappletonschool.org](http://www.theappletonschool.org)



THE APPLETON  
SCHOOL





# The Appleton School

- To attend to pupils' personal needs including help with social, welfare, physical and health matters, including minor first aid.
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities
- To assist with escorting pupils on educational visits

## General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

*The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher, to carry out appropriate duties within the context of the job, skills and grade.*

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Category	Essential	Desirable
<b>Application</b>	<ul style="list-style-type: none"> <li>• A fully completed application form</li> <li>• Two suitable references (any School references must be from a Headteacher)</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Grade C / Grade 4/5 GCSE English and Maths</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience working with students in an educational setting, preferably in a tutoring or mentoring capacity.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong knowledge of the English and Mathematics curriculum, including key concepts and skills at various grade levels.</li> <li>• Sound knowledge of the SEND Code of Practice.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Willing to undertake continued professional development</li> <li>• Willingness to learn new skills</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of training or further learning in related field</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to use language and other communication skills that parents/carers, students and staff members can understand and relate to.</li> <li>• Able to work closely with other adults, offering them practical advice and strategies that assist them to overcome problems relating to the teaching of and support to students.</li> <li>• Skilled at making and sustaining positive relationships with children.</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic and creative thinker with the skills, abilities and passion to enable young people to flourish.</li> <li>• Confidence in sharing ideas and initiatives</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate enthusiasm and sensitivity whilst working with others</li> <li>• Patience, empathy, and a genuine passion for helping students succeed.</li> <li>• Positive and enthusiastic approach towards work.</li> <li>• Kindness and empathy towards students and colleagues.</li> <li>• Ability to work as part of a team and on own initiative.</li> <li>• Flexible and adaptable to change.</li> <li>• Resilience in challenging circumstances.</li> </ul>	<ul style="list-style-type: none"> <li>• A passion for education</li> </ul>