



**Application pack for
Learning Support Assistant
Pay scale B, step 3
Actual annual salary £15,974
Full time equivalent £25,128**

**Closing date: Midday Friday 26th June 2026
Interview date: Monday 6th July 2026
Intended start date: 1st September 2026**

Shakespeare Infant School
Shakespeare Road
Eastleigh
SO50 4FZ

02380 573888
adminoffice@shakespeare-inf.hants.sch.uk

Shakespeare Infant School offers an excellent place to work and learn with lots of professional opportunities to develop and improve. It is a forward thinking and dynamic school. We set and achieve high standards for all our children and work colleagues. Our “We Care” approach permeates all that we do.

Shakespeare Infant School currently has 212 pupils in eight single-age classes. The original building was built in 1931, with a three class extension added in more recent years. As well as the class areas we have a library, an all-weather surface, sensory garden and pond area, mini orchard, a Learning Lab for food nutrition work, field, playgrounds, a play trail and an imaginative play area. We have large areas of woodland which the children really benefit from and we spend a lot of time outside in our wonderful grounds.

We have a strong and inclusive “We Care” ethos which influences behaviour and relationships. Everyone within the school is encouraged to model this through outstanding practice. We celebrate and share individual achievements in a variety of ways. Our integrated curriculum credits connections between subjects and is underpinned by our learning values.

Job/Person Summary

We are looking to appoint an experienced Learning Support Assistant to work collaboratively with our caring team of hard working and dedicated staff to provide learning and pastoral support on a class, small group basis and 1:1 basis for pupils in their learning and development in all aspects of life, including well-being. We would like someone who has experience of working with a variety of different groups of children.

As an individual you will need to be flexible, energetic, resilient and committed to working with young children, some of whom have an Education Health Care Plan, and may require high levels of support in order to learn.

The successful candidate will be passionate and committed about helping all of our children thrive towards independence, confidence and kindness. They will value each child as unique and individual and understand “ways in” to learning. Good communication, IT skills and a high level of literacy and numeracy are essential to the post.

You will be supporting children in class alongside the teacher as well as small groups of children and individuals. Our Learning Support Assistants work in close partnership with class teachers and senior leaders to enhance learning opportunities for ALL children.

Previous, recent experience of supporting young children with special educational needs and relevant training is preferred although training and professional development opportunities will be available for the right candidate.

We are looking for someone who:

- Has a good work ethic, is punctual and reliable
- Demonstrates a commitment to enabling all children to do their best
- Relates well to both children and adults
- Works capably as a team member but also uses initiative to contribute to the life of the school

- Has a calm and positive approach
- Is resilient, adaptable and can work under pressure with good time management skills
- Has excellent communication, organisational and interpersonal skills
- Is supportive of our values and ethos as a school where all children thrive amazingly well
- Shows that they care

In return we can offer:

- Excellent staff induction with a commitment to high quality professional development
- A friendly, welcoming and highly inclusive school
- Happy, enthusiastic and well-behaved children
- Excellent working environment with good quality resources
- Training to support you in your role
- A supportive and motivated leadership and staff team.
- Wellbeing Support Service

Application Procedure

Visits to the school would be warmly received. The Headteacher/INCO will also happily talk to candidates about the role over the phone. Please see our school website for a virtual tour.

The interview process will include a 15-minute story telling session with a small group of mixed attainment children. Please come prepared with an age-appropriate book to share - creativity is welcomed! This will be followed by a 30-minute interview.

The application pack containing the job description and person specification, can be found on our school website www.shakespeareinfantschool.co.uk under vacancies. Please return your completed application form either by post or email to adminoffice@shakespeare-inf.hants.sch.uk to reach us by 12 noon on the closing date.

Applications will be considered as soon as they are submitted. Early applications are encouraged and we reserve the right to close the vacancy if suitable candidates are found. This advert was placed on Wednesday 17th July 2026.

All safer recruitment checks will be undertaken before the successful candidate can join the team.

Both references will be taken and are a crucial part of the selection process. Please ensure you have included two relevant referees on your application form.

PLEASE READ THE FOLLOWING INFORMATION VERY CAREFULLY

Completed application forms should:-

- Convince us that you will be a positive addition to the team.
- Relate specifically to the job profile and person specification.
- Name two referees on your application form. If you have previously worked in a school then the headteacher must be included as a referee.

- **The application paperwork must reach the school office by midday on Friday 26th June 2026 and can be submitted electronically to adminoffice@shakespeare-inf.hants.sch.uk.**

PLEASE NOTE:

Interviews will be held on Monday 6th July 2026. **You will be telephoned if you are being invited to interview.** Please ensure you include a phone number on your application form. If you do not hear from us personally, you have not been successful on this occasion.

The interview and the task with a small group of children will be in school.

Ideally to save paperwork and postage we would prefer to email the necessary paper work. However, if you would like a hard copy please ask and we will happily send you a pack.

Thank you for expressing an interest in this position.

Nikki Wilson
Headteacher

JOB DESCRIPTION																												
Post	Learning Support Team Learning Support Assistant Contracted for 195 days, term time only																											
Hours	27.5 hours per week																											
Working pattern:	<table><tr><th rowspan="2">Day</th><th colspan="2">Time</th><th rowspan="2">Total</th></tr><tr><th>am</th><th>pm</th></tr><tr><td>Monday</td><td>08:45-12:00</td><td>13:00 – 15:15</td><td rowspan="6">27.5 hrs</td></tr><tr><td>Tuesday</td><td>08:45-12:00</td><td>13:00 – 15:15</td></tr><tr><td>Wednesday</td><td>08:45-12:00</td><td>13:00 – 15:15</td></tr><tr><td>Thursday</td><td>08:45-12:00</td><td>13:00 – 15:15</td></tr><tr><td>Friday</td><td>08:45-12:00</td><td>13:00 – 15:15</td></tr><tr><td></td><td></td><td></td></tr></table>		Day	Time		Total	am	pm	Monday	08:45-12:00	13:00 – 15:15	27.5 hrs	Tuesday	08:45-12:00	13:00 – 15:15	Wednesday	08:45-12:00	13:00 – 15:15	Thursday	08:45-12:00	13:00 – 15:15	Friday	08:45-12:00	13:00 – 15:15				
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Responsible to	The class teacher for all class responsibilities The Year Leader for year group issues The INCO re SEN children The Headteacher																											
Purpose of Post	To assist the Class teacher in the organisation and running of the class in two main areas: 1. The personal and social development of the children 2. The academic progress of the children																											

Main Duties and Responsibilities

Welfare:

- To promote children's positive attitude, self-esteem and personal development through communication and role modelling.
- To assist with supervision of pupils on their arrival/departure and during school times.
- To attend sick/injured children and provide first aid where necessary.
- To help children with personal cleanliness and clean up 'spoiled areas' as required.
- To assist children with dressing and undressing, encouraging self-help skills.
- To do playground duties encouraging the children to socialise and learn to play.

Professional:

- To support the class teacher in enabling every child to reach their full learning potential.
- To assist the class teacher with the preparation of teaching resources where appropriate.
- To assist the class teacher in maintaining pupil records.
- To assist the class teacher with assessment activities under the direction of the class teacher and/or INCO. This includes contributing to Tapestry when appropriate.
- To take an active part in the Year Group Team's planning sessions as appropriate.
- To work with individuals or groups as directed by the class teacher.
- To assist the class teacher in meeting the specific learning needs of individual children.

- To deliver speech and language therapy programmes, intervention programmes and catch-up teaching to individual or groups of children as directed by the class teacher.
- To liaise with class teacher, INCO re personal plans.
- To work alongside class teacher in meeting parents to discuss individual children.
- To complete the transition programme and activities in line with school policy. This may include joining the class teacher and/or INCO on home visits.
- To use positive behaviour management techniques in accordance with School Behaviour Management Policy.
- To use initiative when class teacher is absent, taking advice from senior teaching staff if necessary
- To liaise with other teachers as necessary.
- To meet year team each week to discuss planning and needs of the children.
- To be reliable, punctual and use time highly effectively.
- Be aware of, and comply with policies and procedures relating to safeguarding, child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To have received and understood key safeguarding documents.
- Undertaking playtime/lunchtime supervision of pupils.
- To attend first aid training.
- Participate in training and continuing professional development.
- Attend relevant school meetings as required.
- Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace.
- Ensuring children are supervised at all times and ensure children are safely received by an appropriate adult at the end of the school day.
- This is not an exhaustive list of duties. In line with the operational needs of the school, you may be required to undertake other duties when needed.

The postholder will be expected to support the aims of the school in promoting a positive learning environment and will be expected to function as part of a whole school team. The postholder needs to be flexible and adaptable. This will include liaising with, for example, other Class Teachers, the INCO, other LSAs, Deputy Headteacher and Headteacher. It may also involve carrying out tasks that are not specifically class related but will assist in the smooth running of the school, e.g. helping with sourcing resources, setting up classrooms at the start/end of the academic year.

This job description is open to change in negotiation between the Headteacher and the postholder.

PERSON SPECIFICATION
Learning Support Assistant

Qualifications	Essential	Desirable
Good basic academic qualifications, that must include Maths and English qualification equivalent to GCSE grade C or higher	✓	
Any relevant qualification linked to working with young children.		✓
IT/computing qualifications.		✓
Is first aid trained.		✓
Experience/Knowledge and Skills	Essential	Desirable
Has a good understanding about how young children learn and develop and how you can help them to learn and develop more effectively.	✓	
Can manage children effectively using positive behaviour management skills.	✓	
Is creative and imaginative, e.g. making resources to support learning.	✓	
Is flexible and adaptable.	✓	
Shows initiative and can work independently	✓	
Understands the need for professionalism and confidentiality at all times	✓	
Can use a range of basic office equipment, e.g. laminator, photocopier.	✓	
Can use a computer effectively.	✓	
Has experience of working with children with SEND.		✓

PERSON SPECIFICATION
Learning Support Assistant

Has experience of working with children requiring positive handling strategies.		✓
Has worked with young children in a professional capacity, eg, in a school pre-school for a minimum of 3 years.		✓
Relationships with children and adults	Essential	Desirable
Can build positive and professional relationships with parents to ensure effective home school liaison.	✓	
Can work effectively and professionally as part of a team and understands the importance of team work.	✓	
An understanding of child psychology and how to motivate and raise children's self-esteem.	✓	
Can liaise with others and is polite at all times.	✓	
Can participate and establish positive playtimes.	✓	
Experience of supporting children managing difficult emotions		✓
Experience of attachment and trauma related conditions.		✓
Presentation/professionalism	Essential	Desirable
Has a kind, caring and positive attitude.	✓	
Enjoys being with young children and helping them to develop.	✓	
Has very good verbal and written language skills.	✓	
Has excellent presentation at all times.	✓	

PERSON SPECIFICATION
Learning Support Assistant

Is considered to be a “people person” and can communicate effectively with all children and colleagues and has excellent interpersonal skills.	✓	
Is reliable and punctual and has an excellent attendance record.	✓	
Has a good understanding of the need for protection and safeguarding of pupils.	✓	
Is able to support the school’s ethos and policies.	✓	