

JOB DESCRIPTION

Position Title:	Learning Support Assistant (Pupil Premium)	Date Finalised	January 2026			
Hours:	<p>27.9 hours per week. 8.50am – 3.05pm daily, including INSET days</p> <p>A term time contract is for 40 weeks per year; however, the academic year is only 39 weeks. Consequently, the balance of days is to be worked either as extra hours in term time (e.g. staff meetings/training) or during school holiday periods, the actual details to be agreed between the line manager and the candidate and are subject to the needs of the school. Employees are expected to attend school for CPS INSET days.</p> <p>Non-teaching staff are required to take their own holidays during the school holiday periods.</p>					
Salary	<p>£16,403 per annum (FTE £24,796 per annum)</p>					
Teaching/Non Teaching:	Non-teaching					
Department:	Inclusion					
Reports to:	Pupil Premium Progress Manager					
Subordinate Positions:	N/A					
Job Summary/Purpose						
<p>The Inclusion and Additional Educational Needs Department (more commonly referred to as AEN) strives to ensure that each student is valued, can actively engage in the curriculum and broader life of the school and acquire skills which will enable them to enjoy independence and life-long learning opportunities.</p>						
Primary Responsibilities						
<ul style="list-style-type: none"> • To make provision for the best possible progress of our disadvantaged young people. • To provide flexible support and advice, where applicable, for all children experiencing barriers to learning, including those with emotional, health & social difficulties. • Provide mainstream lesson support, working with specific student/s across the curriculum. • The LSA may also deliver some small group or individual support within the Study Unit areas as required. • In addition to academic support, all LSAs provide an invaluable 'friendly ear' for those children who sometimes require a sympathetic listener to boost morale. • When classroom support or support in our Inclusion Department is not required, LSAs are expected to help in the department or around the school doing various admin jobs e.g. laminating, putting up displays in departments, helping and preparing for whole school events e.g. Sports Day. 						
Are there line management responsibilities?	No					
Other relationships within the school i.e. which parts of the school will this role work closely with?						
<p>Other members of staff and students.</p> <p>This role will work closely with the Pupil Premium Academic Mentor and Study Unit Manager.</p>						
External Relationships i.e. which external stakeholders will this role work closely with?						
<p>Outside agencies working with our students.</p> <p>Parents / carers.</p>						

Critical Skills	
Resourceful and adaptable	
Able to show initiative	
Quick thinking and calm under pressure	
Resilient	
Determined	
Caring	
Sense of humour	
Professionally discrete and able to respect confidentiality	
What financial responsibility (if any) does this position have?	
None	
Experience, Qualifications, Technical Requirements, Education	Required/Preferred
Previous experience in an educational setting, particularly working within an Inclusion Department	Preferred
GCSE English and Maths pass	Required
Empathy with young people	Required
Good interpersonal and communication skills	Required
<p><i>Calthorpe Park School is committed to safeguarding, and all staff have a duty of care towards our young people. We foster a culture of vigilance amongst staff, students and parents and we always listen to children and take their concerns seriously. We will ensure that all our recruitment and selection practices reflect this commitment.</i></p> <p><i>Please note that the successful candidate will be subject to an Enhanced Disclosure and Barring Service checks along with other relevant employment checks.</i></p>	