



# Kings Worthy

*Primary School*



Recruitment of  
Learning Support Assistant

# Recruitment of full-time learning support assistant February 2026

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Headteacher: Mr Jamie Dodson BA (Hons) PGCE

Deputy Head: Mrs Helen Morgan BA (Hons)

Assistant Head: Mrs Shannon Smyth BA (Hons)

Business and Administration Manager: Rachel Cregan

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January 2026

Dear Colleague,

Thank you for showing an interest in the vacancy at our school. Kings Worthy is a two-form entry primary school in a favourable area on the edge of Winchester.

When our school was inspected by Ofsted in March 2022 the outcome was that the leadership team has maintained the good quality of education in the school since the last inspection. I am particularly proud that the inspector reported: "Leaders have high aspirations for all pupils. They recognise the importance of providing a broad range of experiences for all pupils. Pupils behave well around the school. They are calm, focused and engaged in lessons."

The pupils here at Kings Worthy are absolutely delightful and are enthusiastic learners. Parental support is very strong, and the Governing Body is effective. Children's behaviour is excellent, pastoral care is a strength, and relationships between pupils and adults are very strong.

Within this pack, as well as information about our school, we have included a person specification and job description.

Our priority is to further strengthen the already high-quality teaching in our school by recruiting another successful learning support assistant to our team who can improve outcomes for children. It is essential that you include testimonial evidence relating to your work with children.

The closing date for applicants is noon on Thursday 5<sup>th</sup> February and shortlisting will take place that day. Successful applicants will be contacted by telephone and e-mail immediately after shortlisting has been completed and will be invited to interview on Tuesday 10<sup>th</sup> February.

If you feel you would enjoy the challenge and rewards of working with us, we would be pleased to receive an application from you outlining your suitability for this role. Please do not hesitate to contact me if I can be of further assistance. I very much look forward to hearing from you.

Yours sincerely,



Jamie Dodson  
Headteacher

## **Application, Selection Process and Timetable:**

Application Procedure: Please submit an application on the Hampshire online portal.

It is very important to refer to the Job Description and Person Specification when writing your letter of application and outline your own educational philosophy and address your views on:

- Ensuring that all children achieve high standards and make good progress
- Making learning experiences exciting, memorable and fun
- Building successful relationships with children and adults.
- Is able to adapt their teaching to work across a range of year groups
- Is able to creatively work with colleagues to provide support

# Information for Candidates

## Details about the post, Selection process and Timetable:

<b>Details about the post: Full-time learning support assistant</b>	
<i>Grade:</i>	Support staff pay scale B / C depending on experience
<i>Type of post:</i>	Full-time
<b>Safeguarding of pupils:</b>	
<i>School statement:</i>	This school is committed to safeguarding children and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. We will ensure that all of our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) check along with other relevant employment checks.
<b>Context for the vacancy:</b>	
<i>Reason for vacancy:</i>	New post
<i>Expected start date:</i>	February / March 2026
<i>End date:</i>	Permanent position
<i>Working Hours:</i>	This position being offered is for the hours from 8:30am – 3:30pm, with a half hour lunch break and a half hour lunch duty between 12:10- 1:10pm. We would consider part time hours for a suitable applicant if required.
<b>Equal opportunities:</b>	
<i>School statement:</i>	<p><b>Rationale</b> Kings Worthy Primary School is committed to equal opportunities for all pupils and staff, regardless of race, gender, age, physical disability, political or religious affiliations or marital status, and this is fundamental to the ethos of the school.</p> <p><b>Purpose</b> To provide an environment in which all pupils feel equally valued and have equivalent opportunities as others, regardless of race, gender, age or physical disability, in all areas of the curriculum.</p> <p>To ensure that there is an equal opportunity for employment development and promotion for all staff and that they are not discriminated against on grounds of race, gender, age, physical disability, marital status, religion or politics.</p> <p><b>Guidelines</b> Recruitment, development and promotion of staff will be based solely on the criteria of merit and ability and suitability for the job.</p> <p>No job application or employee will receive less favourable treatment on the grounds of gender, race, ethnic or national origin, marital status, domestic circumstances, age, sexuality, disability, political or trade union activity or religious beliefs.</p>
<b>Information about the recruitment and selection process:</b>	
<i>Closing date for applications:</i>	Thursday 5 <sup>th</sup> February 2026 (noon)
<i>Shortlisting:</i>	Thursday 5 <sup>th</sup> February 2026, 2:00pm
<i>Interview date:</i>	Tuesday 10 <sup>th</sup> February 2026
<i>Interview panel:</i>	Acting Deputy Headteacher: Mrs Helen Morgan SENDCO: Mrs Amy Weatherup

# **Job Description of the main duties of a Learning Support Assistant:**

(full job description to be agreed after an appointment has been made)

**Role:** Learning Support Assistant

**Job Title:** Learning Support Assistant

## **Job Purpose:**

Learning support assistants make the education of the pupils their first concern and are accountable for achieving the highest possible standards in work and conduct. Learning support assistants act with honesty and integrity; keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with other school staff in the best interests of their pupils.

## **To whom the postholder reports:**

- The postholder is responsible to the headteacher in all matters.
- The postholder is also responsible to his/her colleagues in order to promote a shared understanding of the school curriculum and BEST vision, with the aim of improving teaching and learning across the school.

## **Duties and Responsibilities:**

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- organise and manage teaching spaces and resources to help maintain a stimulating and safe learning environment
- observe pupil performance and pass observations on to the class teacher
- supervise the class if the teacher is temporarily unavailable
- undertake any other relevant duties given by the class teacher
- communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- with the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- promote the safety and wellbeing of pupils, and help safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education and our school's child protection policy

## **Personal and professional conduct:**

- uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community

# Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good basic education to GCSE level in English and mathematics, or the equivalent.</li> <li>• NVQ Level 3</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with primary aged children.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in a Primary School classroom.</li> <li>• Experience of planning and delivering adult directed activities such as reading interventions</li> <li>• Experience of working with children with challenging behaviour</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• The needs of primary aged children</li> <li>• Commitment to meeting all children's needs including those with SEN and the more able children.</li> <li>• The importance of working in partnership with parents</li> <li>• The need for confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the national curriculum</li> <li>• Knowledge and understanding of intervention programmes.</li> </ul>
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Calmness</li> <li>• Confidentiality</li> <li>• Empathy</li> <li>• Enthusiasm</li> <li>• Flexibility</li> <li>• Initiative</li> <li>• Able to build up excellent relationships with children and adults</li> <li>• Ability to work in a team</li> <li>• Willingness and ability to be flexible</li> <li>• Ability to work with other professionals within and beyond the setting</li> </ul>	

# General School Information

## Locality and Catchment Area

The village of Kings Worthy is situated two miles north east of Winchester. It is close to major rail, road and air transport links to all parts of the country.

The village has a population of about 4,500 which provides the majority of children attending the school, together with a small number from neighbouring areas. Most children transfer at Year 7 to Henry Beaufort Secondary School in Winchester.

## The School

There were originally two small schools in the Kings Worthy area, one on the Alresford Road in Abbot's Worthy and the other in School Lane in Headbourne Worthy. The present main school building was opened in 1953. It almost immediately proved too small and two more rooms were added. The main building now contains six classrooms, our IT suite, hall, kitchen, staffroom and offices.



As the school continued to grow, five more classrooms were formed in Hinton House, an adjacent late Victorian house. In September 2008, we left Hinton House and moved into five new classrooms built adjacent to our main building. Three more classrooms were added in 2014.

An extension at the end of the main building houses purpose-built rooms for music, food technology and our library. Three further classrooms were built in the summer of 2014 as well as office and staffroom extensions.

We are also fortunate to have extensive grounds incorporating a sports field, cross country track, woodland areas, ponds and a semi-arid garden which provide an excellent educational resource.

In January 2011 an onsite phase three Children's Centre and a Pre-school setting were completed. The number on roll continues to increase and Kings Worthy grew to a two-form entry school in September 2014.

## The Curriculum

At Kings Worthy we want children to enjoy their learning; develop enquiring minds, develop the personal qualities they need to be good citizens of the world, and develop a sense of their own nationality and culture, at the same time developing a profound respect for the

nationalities and cultures of others. Most of all, we want children to develop all the skills they will need in order to confidently face the world of tomorrow.

Class teachers have one afternoon per week of PPA time together in planning teams. This is covered by qualified teachers. There are a number of extra-curricular activities run by staff for the children to enjoy including rugby, football, netball, choir, art, ICT and drama club.

### **Community Liaison**

There is an active Parent Teacher and Friends Association which organises various social and fund-raising events. There is a growing number of parent and governor helpers who give their time in school or accompany school visits to places of interest linked to the curriculum. Parents are actively encouraged to participate in the work of the school and help in many ways.

### **The Governing Body**

The Headteacher and Governing body are keen to develop a partnership approach to the strategic leadership and management of the school towards continuous school improvement.

## Appendix 1 – Advert

### Learning Support Assistant Advert (possible graduate)

Closing Date: Noon Thursday 5<sup>th</sup> February 2026

Please submit your application at the earliest opportunity as we will invite suitable candidates to interview before the closing date.

Shortlisting: 2:00pm Thursday 5<sup>th</sup> February 2026

Interviews: Tuesday 10<sup>th</sup> February 2026

(If suitable candidates apply before closing date, we may interview before)

Contract/Hours: Full time 8:30am –3:30pm, with the opportunity of additional hours at our Breakfast Club or After School Club

Key Stage: EYFS /KS1 or KS2

Salary type: Support Staff Salary Details: Support staff pay scale B (£24,027 - £24,348) / C (£24,405 - £25,430)

Contact email address: [admin@kingsworthy.hants.sch.uk](mailto:admin@kingsworthy.hants.sch.uk)

Location: Kings Worthy Primary, Church Lane, Kings Worthy, SO23 7QS

Kings Worthy Primary School are looking for an enthusiastic, energetic and caring SEND support Learning Support Assistant. The role is to support children in either EYFS/KS1 or KS2 who have EHC plans with communication and interaction needs.

The successful candidate will be working 1:1 with key children, to support them with their communication skills and emotional development to enable them to successfully access the EYFS/KS1/2 curriculum, working closely with class teachers, pastoral support lead and SENDCo. We can offer training to support your individual needs so that you can develop your skills further.

Ideally, applicants will have experience of working with children with additional needs and/or disabilities in a main stream or special educational setting.

Are you a recent graduate looking to launch your career in education? Do you have a passion for supporting young people who need it most? Would you like the opportunity to be supported through Teacher Training? This role is a fantastic opportunity for an aspiring teacher to gain valuable experience working at Kings Worthy Primary school in Winchester. We are a high achieving and inclusive school and we are looking for a bright, empathetic graduate to join our learning support team as a learning support assistant.

You will have the opportunity to receive high quality training to further your continuing professional development during your Learning Support Assistant year. Should the successful applicant prove their ability during their Learning Support Assistant year, the Head Teacher will be looking to support you through the School's Direct route into Teacher Training from September 2026/27 - we work as a strategic partner with the Winchester Schools Partnership, providing Initial Teacher Training through the School Direct programme.

Our children are brilliantly supported by a committed team who all share in our school values of respect, responsibility and resilience. Our values underpin and encompass our school commitment to this vision, allowing children to grow together to be the best they can be. Kings Worthy was judged to be good in its Ofsted inspection in March 2022. We are particularly proud that the report commented on, "our school's nurturing and caring environment with high aspirations for all pupils". Our priority is to further strengthen the already high-quality learning in our school enabling us to enhance our capacity to meet the needs of the children.

The successful candidate will:

- Understand that behaviour is always a form of communication and to be able to provide positive behaviour support.
- Have excellent communication and interpersonal skills.
- Have the ability to work as part of a collaborative and supportive team.
- Be enthusiastic and patient.
- Have recent experience of working with children and have a good understanding of child development.
- Be able to use initiative to develop and deliver own programs to promote self-regulation and self-esteem in individual children.
- Is able to work independently and with initiative.
- Interested in furthering their own professional development.
- Qualifications in English and Maths are essential.

We can offer:

- A positive school ethos
- Wonderful children who are enthusiastic and willing to learn
- A friendly and welcoming staff
- Free tea and coffee
- Work in partnership with the class teachers, LSAs and the SENDCo.
- Good support within the role from experienced staff
- A supportive well-being team
- Opportunities for development and training

If you are interested in finding out more about us, you are warmly encouraged to come and visit. Please call the school office on 01962 881410 or email the school Business Manager at [admin@kingsworthy.hants.sch.uk](mailto:admin@kingsworthy.hants.sch.uk) for an appointment and a recruitment pack.

The pack is also available on the school website [www.kingsworthy.hants.sch.uk](http://www.kingsworthy.hants.sch.uk)