

Learning  
Support  
Assistant



Early Years  
&  
Key Stage 1





## **Contents**

**Letter from the Executive Headteacher**

**Job Description – LSA**

**Person Specification**

**Job Hazard Form**

**Application Procedure**

**Map of Location**



Dear Applicant,

Thank you very much for the interest you have shown in the post of Learning Support Assistant at The South View Federation.

The South View Federation comprises of South View Infant and Nursery school and South View Junior School with approximately 225 and 260 children on role respectively. We are looking for someone special to join our team who has the determination to make a difference to the lives of the children at our schools. A sense of humour is also essential!

The South View Federation works together with the whole community to provide a happy, safe and welcoming environment. We expect high standards of work and behaviour from our pupils and encourage them to make the most of the opportunities offered to them.

In return we undertake to provide them with an interesting and exciting curriculum, motivating them to become confident, well rounded young people who have a love of learning, enquiry and life. In order for this to happen we welcome parents and carers to work with us in partnership and to become fully involved in their child's education.

If you would like to visit please contact the school office on 01256 321928 to arrange an appointment.

I look forward to receiving your application.

Yours sincerely,

Mrs Sheila Pape  
Executive Headteacher



## **Job Description**

---

**Post:** Learning Support Assistant  
**Responsible to:** The Executive Headteacher

### **Duties and Responsibilities:**

- ♦ To inform the Designated Safeguarding Lead immediately should any safeguarding issues arise.
- ♦ To support classroom activities including routine classroom preparation tasks, art and sporting activities.
- ♦ To work with individual children but also in groups as required.
- ♦ To supervise the whole class on occasion (depending on LSA grade)
- ♦ To work under the direction of the Executive Headteacher, SENDCO and class teacher.
- ♦ To follow school policies and procedures.
- ♦ Occasionally to liaise with parents / external agencies.
- ♦ To be discreet and professional at all times and maintain confidentiality in all aspects of the job.
- ♦ To maintain appropriate records for the children as directed by the Executive Headteacher, SENDCo and class teacher.
- ♦ To carry out speech and language therapy activities as directed by the Speech and Language Therapist, as required as well as other interventions.
- ♦ To build children's self esteem through praise and encouragement.
- ♦ To support the aims/ethos of the school, modelling this to pupils and other stakeholders.
- ♦ To participate in the school's activities and visits when required.
- ♦ To attend relevant training either individual or whole school.

To undertake other reasonable duties, both in and out of the classroom, as required by the Executive Headteacher.



## Person Specification

Professional Qualifications and Experience	
Essential	Desirable
<ul style="list-style-type: none"> <li>♦ GCSE (or equivalent) in Maths and English - Grade C or above</li> </ul>	<ul style="list-style-type: none"> <li>♦ NVQ (level 1,2 or 3)</li> <li>♦ Evidence of significant CPD. (Continuous Professional Development)</li> </ul>

Experience	
Essential	Desirable
<ul style="list-style-type: none"> <li>♦ Experience of working with children in a primary classroom situation</li> <li>♦ Experience of supporting children with Special Educational Needs</li> </ul>	<ul style="list-style-type: none"> <li>♦ Experience of children with speech and language disorders.</li> </ul>

Skills and Attributes	
Essential	Desirable
<ul style="list-style-type: none"> <li>♦ Genuine interest in the education and welfare of children.</li> <li>♦ Sensitive, approachable, caring personality.</li> <li>♦ Good sense of humour.</li> <li>♦ Good organisational skills</li> <li>♦ Resourceful, energetic and enthusiastic.</li> <li>♦ High level of commitment and persistence.</li> <li>♦ Ability to explain ideas by speaking clearly and simply.</li> <li>♦ To be able to model clear concise grammatical English, with clear speech.</li> <li>♦ Willingness to ask for, and provide, support and advice.</li> <li>♦ Strong team spirit.</li> <li>♦ Excellent interpersonal skills.</li> <li>♦ Clear, legible handwriting.</li> </ul>	<ul style="list-style-type: none"> <li>♦ Good questioning skills</li> </ul>

School Specific Needs	
Essential	Desirable
<ul style="list-style-type: none"> <li>♦ Understanding that children have different needs and be able to adapt to meet those needs.</li> <li>♦ Being calm, positive and patient with all children.</li> <li>♦ IT literate</li> <li>♦ Awareness of good behaviour management strategies.</li> <li>♦ Able to rephrase instructions for maximum impact.</li> </ul>	<ul style="list-style-type: none"> <li>♦ Experience in delivering a range of interventions</li> </ul>



## **Job Hazards Form**

---

*This form highlights hazards related to the role that could pose a risk to the post holder.*

### **Job Characteristics**

This role involves working with children and young people up to age 11 years.

This role also has potential to involve verbal abuse and/or aggression from pupils and this is likely on an infrequent basis. The role may require physical behaviour management interventions for which the post holder will be trained, if necessary.

### **Display Screen Equipment**

This role may require the post holder to be an occasional Display Screen Equipment User. This will involve use of a laptop, desktop computer or I-pad.

This role may require manual handling operations.

### **Work Environment**

The main working environment will be the school and classroom, there may be some external working on educational visits as well as on the playground during breaks, lunchtimes and free flow activities during curriculum time.

This role will include working with children in different environments, including; floor based work, table top activities and outdoor activities.

### **COSHH (Control of Substances Hazardous to Health)**

#### **Biological Hazards**

It is possible that the post holder may come into routine or regular contact with human bodily fluid e.g. through first aid.

The post holder may be trained to undertake very personal/intimate medical work for children with special education needs and disabilities.

Health & Safety responsibility for self, children and area which is particularly demanding in a child-centred environment.

**Applicants should be aware that where roles are exposed to hazardous risks, risk assessments are undertaken and control measures are put into place where possible.**



## Application Procedure

### HOW TO APPLY

1. Read the job description and person specification carefully.
2. Complete the application form ensuring you specify which role you are applying for.
3. Ensure supporting statement relates to the competencies outlined in the person specification.
4. Email your completed application to the Business Manager, Sandra Morton at: [s.morton@southview-jun.hants.sch.uk](mailto:s.morton@southview-jun.hants.sch.uk) or send it by post to:

**Mrs S Morton,  
The South View Federation,  
Shooters Way,  
Basingstoke,  
Hampshire,  
RG21 5LL  
Tel: 01256 321928**

**We will always acknowledge any applications received. If you have not received an acknowledgement email after 48 hours please contact the Business Manager on the telephone number above.**

The South View Federation and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be subject to clear reference and online checks and a DBS at enhanced level.

We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

We look forward to receiving your application!

#### **Data Protection Act 1998**

You should be aware that information you have provided may be stored on our secure database and will only be used to process your application.

It will not be passed to any other organisation.

#### **Equality Monitoring**

All applicants will be required to complete an Equality Monitoring form which is located below the application form on the advert webpage.





## The South View Federation Location

