



Cupernham  
Junior School

Cupernham Junior School  
Bransley Close  
Romsey  
Hampshire SO51 7JT

Headteacher: Mr S. Frost BA (Hons) PGCE NPQH  
Deputy Headteacher: Mrs K. Reilly BA (Hons) PGCE

September, 2026

## LSA AND LUNCHTIME SUPERVISOR TEMPORARY POSITION FOR THE YEAR

**C Grade for LSA role to begin as soon as able  
(A grade for Lunchtime supervisor role)**

I am delighted that you considering applying for the post of Learning Support Assistant (LSA) at Cupernham Junior School. This is an exciting opportunity to join an already strong, dedicated and passionate team and an excellent time to join our school.

We are looking for an individual who relishes a challenge within an already successful school (confirmed as 'Good' in our Ofsted inspection, September 2023), where the whole child, their successful learning and development are at the heart of everything we do. We are looking to appoint someone who shares our vision of a highly effective education for all children, regardless of any barriers they may have. We are looking to invest in someone who is passionate about continuing to develop their practice and career (including someone who is perhaps considering training as a teacher in the future), someone who has high expectations of themselves, as well as the children in their care.

Cupernham Junior School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS checks along with other relevant employment checks.

We trust you find the enclosed information pack of interest. Visits to the schools are strongly encouraged and warmly welcomed – please contact our school office on **01794 512702** or email at [s.townsend@cupernham-jun.hants.sch.uk](mailto:s.townsend@cupernham-jun.hants.sch.uk) to arrange a time to see the school for yourself and speak with myself or a member of our senior leadership team.

I hope that you will decide that the opportunity of becoming an LSA at Cupernham Junior School is right for you and I look forward to receiving your application.

Yours sincerely,

Mr Simon Frost  
*Headteacher*



*"Pupils are happy and keen to learn. They build strong relationships with staff and feel safe. Pupils know that staff expect them to behave well, and they make great efforts to meet these high expectations. Pupils are welcoming and courteous in classrooms and around school."*

*~ Ofsted Report, September 2023*

## WHAT OUR SCHOOL CAN OFFER YOU

At Cupernham Junior School, we are extremely proud of the culture, vision and the opportunities we offer our children. We are also rather proud of what our school can offer you and how we can support your own professional development so that you too can become the very best you can be.

### CUPERNHAM JUNIOR SCHOOL OFFERS:

- The chance to make a meaningful impact on the lives of children and families, and to contribute to shaping the future of education;
- A school with real heart and soul, where relationships are at the heart of everything we do – where these are strong and teamwork is highly effective;
- Children who are happy, motivated and eager to learn;
- An inclusive school where everyone is valued and there is the aspiration to succeed;
- A school that welcomes fresh ideas and embraces creativity;
- A commitment to all our continuing professional development (through well-designed CPD and coaching opportunities);
- A supportive working environment that promotes effective work-life balance;
- A commitment to fostering a culture of trust, respect and empowerment;
- Staff who are keen to improve further and hold the children at the heart of everything they do;
- A leadership team who support and develop staff to be the best we can be;
- Supportive parents who are keen to be involved in school life;
- A team of governors who are keen to support and challenge the school to be the best that it can be.





## OUR SCHOOL'S VISION & VALUES

### CUPERNHAM JUNIOR SCHOOL...

- ... where *relationships* are our roots
- ... where we embrace the *Responsibility* to learn and grow together
- ... where we sow the seeds of *Kindness*
- ... where *Joy* blossoms in ourselves and in others
- ... where we reach to the high branches of *Aspiration*



As well as our core values above, we have also developed our learning values – the 5 Cupernham Cs – to act as curriculum drivers and help develop our children as lifelong learners.

***Curiosity*** – for our children to develop a desire to want to know more, to pursue knowledge

***Creativity*** – for our children to develop their knowledge and understanding of what creativity can be (in terms of artistic expression, problem solving and through looking and thinking about things in different ways)

***Courage*** – for our children to develop the skills and character to take appropriate risks in their learning; to persevere and be determined in pursuit of a goal

***Collaboration*** – for our children to work well with others in order to be successful

***Commitment*** – for our children to recognise that something worth achieving is often challenging and for them to stay committed to achieving their goals



## STAFFING STRUCTURE

**The Senior Leadership Team** includes the Headteacher, Deputy Headteacher, Assistant Headteacher and our Inclusion Leader. The SLT is supported by four year leaders.

**Inclusion Support Team** - Our Inclusion Leader leads a team including our SENCo, Family Support Worker and ELSA.

**Teachers** - The staffing structure provides for twelve full time class teachers (with currently 10 full-time and 4 part-time teachers).

**Learning Support Staff** - There are currently 3 HLTAs and 9 LSAs

**Office Team** - A Senior Admin Officer, Admin Officer and Admin Assistant



## THE SCHOOL AND ITS GROUNDS

Our school shares an attractive eight-acre site with Cupernham Infant School with whom we have a close relationship.

The grounds have real potential and there are plans to develop them further in order to maximise the learning potential for our children as well as providing a pleasant environment for everyone. Particular features of the grounds include a pond and environmental area, allotment space and outdoor learning classroom. We also have a woodland area which is used to deliver our Forest School provision. As well as the normal outdoor sporting facilities, the school also benefits from having its own outdoor, heated, 25-metre swimming pool, which is a focal point for swimming teaching and our swimming gala in the Summer term.



We have an active School Council and Eco Council with representatives from all year groups meeting regularly to discuss activities within the school and ideas for improvements.

*“Pupils’ personal development is a high priority. The school is ambitious for pupils to learn beyond the curriculum... A wide range of trips and activities support pupils.”*

*~ Ofsted Report, September 2023*

## OUR CURRENT SCHOOL IMPROVEMENT PRIORITIES

Our current School Improvement Plan seeks to ensure that our school continues to develop through the following aims:

- **To further develop foundational knowledge and skills in our children**
- **To improve attendance, particularly for our most vulnerable children**
- **To reflect upon and further develop our relational practice across all aspects of school life**
- **To capture and further develop our personal development offer at Cupernham**

## A LOVE OF READING

A central part of who we are as a school is our passion for reading and our vision to instil a love of reading in all our children and throughout our community.

Over the past two years, we have re-designed and had installed a brand-new library; added thousands of new book titles to our shelves; shared why and how reading can benefit each of us; purchased our own book vending machine; and, given out thousands of golden tickets (used to motivate and reward our children to keep reading for pleasure).



## SAFEGUARDING

We are proud of our safeguarding culture and recognise its paramount importance. We acknowledge that safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all staff should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We make every effort to provide a safe and welcoming environment underpinned by a culture of openness where both children and adults feel secure, able to talk and believe that they are being listened to.

We maintain a culture of “it could and does happen here” where safeguarding is concerned.

*“Pupils concentrate well, listen patiently and strive to meet any challenges that they are set. They work individually and in groups with enthusiasm. Pupils work hard and show pride in what they achieve.”*

*~ Ofsted Report, September 2023*

# APPLICATION AND SELECTION PROCESSES AND TIMETABLE

|                              |                                                                                                                                                                                                                                                                            |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Grade and Hours of Work      | <p><b>Grade C – LSA Hours, Grade A – Lunchtime Supervisor Hours</b></p> <p><i>Possible flexibility within hours offered</i></p> <p><b>30 hours per week, term-time (39 weeks a year)</b></p> <p>25 Hours per week LSA, 5 hours per week Lunchtime Supervisor</p>           |
| Deadline for applications:   | <p><b>Monday 14<sup>th</sup> September – by 12:00pm.</b> We will then shortlist candidates and contact you to notify you if you have been called for interview or not.</p>                                                                                                 |
| Interview information:       | <p>Interviews will be held on <b>Wednesday 16<sup>th</sup> September.</b> Information on what to expect on the day will be shared with you as a part of the invitation to attend.</p>                                                                                      |
| Application form:            | <p>The Application form to be completed is available from the Hampshire Education Jobs website:<br/> <a href="https://www.hants.gov.uk/jobs/education-jobs/application">https://www.hants.gov.uk/jobs/education-jobs/application</a></p>                                   |
| Please send applications to: | <p>Sarah Townsend, Business and Admin Manager<br/>           Cupernham Junior School<br/>           Bransley Close<br/>           Romsey<br/>           SO51 7JT<br/> <a href="mailto:s.townsend@cupernham-jun.hants.sch.uk">s.townsend@cupernham-jun.hants.sch.uk</a></p> |

**All candidates will be notified and successful candidates called for interview by the end of Monday 14<sup>th</sup> September for interviews at Cupernham on Wednesday 16<sup>th</sup> September.**



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Please find the person specification below.



# LSA: PERSON SPECIFICATION

D = Desirable (all other specifications are essential)

## PERSON SPECIFICATION

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PROFESSIONAL QUALIFICATIONS</b>             | <ul style="list-style-type: none"> <li>GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths</li> <li>First-aid training, or willingness to complete it <b>(D)</b></li> <li>Additional relevant qualifications <b>(D)</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>EXPERIENCE</b>                              | <ul style="list-style-type: none"> <li>Experience of working in a school environment or other educational setting</li> <li>Experience of working with children / young people</li> <li>Working knowledge of the KS2 national curriculum</li> <li>Understanding of methods used to lead and support learning in whole class, small groups or 1:1</li> <li>Working collaboratively with the teacher in lessons, adapting as appropriate to meet children's needs and their learning</li> <li>Experience of how to adapt resources / learning to ensure support and extension of individuals is appropriate and well-matched</li> <li>Use of appropriate classroom and behaviour management strategies</li> <li>Assistance with educational healthcare plans (EHCPs)</li> <li>Experience of carrying out specific specialist provision (e.g. speech therapy) and support other staff in the school as appropriate and directed <b>(D)</b></li> </ul> |
| <b>SKILLS AND KNOWLEDGE</b>                    | <ul style="list-style-type: none"> <li>Good literacy and numeracy skills</li> <li>Good organisational skills</li> <li>Ability to build effective working relationships with pupils and adults</li> <li>Skills and expertise in understanding the needs of all pupils</li> <li>Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>Knowledge of guidance and requirements around safeguarding children</li> <li>Good ICT skills, particularly using ICT to support learning</li> <li>Understanding of roles and responsibilities within the classroom and whole school context</li> <li>Understanding of effective teaching methods</li> <li>Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice</li> </ul>     |
| <b>DEVELOPING SELF AND WORKING WITH OTHERS</b> | <ul style="list-style-type: none"> <li>Understands own strengths and areas for development, is self-motivated and reflective.</li> <li>Acts on feedback or self-evaluation in order to improve own performance.</li> <li>Demonstrates high expectations for self and others.</li> <li>Communicate effectively with parents with regard to pupils' achievements and well-being <b>(D)</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PERSONAL SKILLS AND ATTRIBUTES</b> | <ul style="list-style-type: none"> <li>• Enjoyment of working with children</li> <li>• Sensitivity and understanding, to help build good relationships with pupils</li> <li>• A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school</li> <li>• Energy, enthusiasm and passion.</li> <li>• Is approachable, able to communicate effectively and concisely and is a good listener.</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding pupils' wellbeing and equality</li> <li>• Is flexible, creative and helps others solve problems</li> <li>• Resilient, positive, forward looking and enthusiastic about making a difference</li> </ul> |
| <b>SAFEGUARDING CHILDREN</b>          | <ul style="list-style-type: none"> <li>• Has a strong understanding of safeguarding requirements and practise of ensuring that children are safe from harm.</li> <li>• Has a strong understanding of responsibilities in ensuring that children are safe and ensures that policies and guidance are followed.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                            |

This job description may be amended at any time in consultation with the postholder.