

# LSA vacancy – Fixed Term contract

(Part time, 8.25am - 3.15pm Mon- Fri, term time only)



# Letter to Candidates

Dear Candidate,

Thank you for your interest in the post of Learning Support Assistant (31.67 hours per week) at Fair Oak Junior School. The successful candidate will be expected to work alongside and support the class teacher in the delivery of Maths and English during the morning session, providing normal class-based interventions where needed, which could include small group or 1:1 support. The successful candidate will also provide cover at lunchtimes, as part of our lunchtime team. This is such an exciting time for the school, as it is a real opportunity to appoint the right adult to the team. Fair Oak Juniors is a popular school in a favourable location. It has the added benefit of sharing an extensive campus with a nursery, Fair Oak Infant School and Wyvern College.

The pupils at Fair Oak are absolutely delightful and are enthusiastic learners. Parental support is very strong, and the Governing Body is committed to improving outcomes for our children. The staff team is fantastic - they have a real passion for our school. Pastoral care is a strength, and the school's commitment to accelerate children's progress and achievement has been successful. The sharp focus on raising standards and achievement is having a very positive impact.

The closing date for applications is 12 noon on **Thursday 5<sup>th</sup> March** with the interview being held on Monday 9<sup>th</sup> March. Further details will follow, should you be selected for interview. Please note that references will be sought for all candidates. In terms of applying for the post - please could you complete the Equalities Monitoring Form in addition to the Application Form. There is no need to provide a covering letter.

Please read through the job description and person specification and if you feel you would enjoy the challenge and rewards of working at Fair Oak, I would be pleased to receive an application from you. It is very important that the statement in support of your application (found in the application form) does not re-state details included elsewhere in the application but addresses:

- why you are applying for the post of Learning Support Assistant at Fair Oak Junior School
- the Job Description and Person Specification

We very much look forward to hearing from you. If you would like an application form, please contact school on 02380693195 or email Julie Tizzard at [j.tizzard@fairoak-jun.hants.sch.uk](mailto:j.tizzard@fairoak-jun.hants.sch.uk)

Please return your completed application form and equalities monitoring form to Julie at the above address.

Good luck!

Mr Jim Hartley  
Interim Headteacher

# Learning Support Assistant, including lunch cover.

Do you believe that all children have the potential to make more than expected progress? If so, please read on.

We are seeking to appoint a fantastic Learning Support Assistant to join our staff team to work for 31.67 hours a week: 8.25am – 3.15pm daily, term time only

The pupils at Fair Oak are absolutely delightful and are enthusiastic learners. Parental support is very strong and the Governing Body is committed to improving outcomes for our children. We are committed to high standards and achievement for all pupils.

## **The successful candidate will need to demonstrate they will:**

- Have some experience of working with children and will be able to build a rapport with them. Or be willing to learn those skills.
- Are passionate about children achieving their very best.
- Have high expectations of themselves and the people they work with.
- Have a positive attitude and be keen to improve their own practice.
- Have a desire to make a difference to the lives of the children we work with.
- Have emotional intelligence and a sense of fun!

## **In return, we can offer you the opportunity to:**

- Join a welcoming and supportive team
- Regular training, support and advice
- Make a difference to our children
- Work within a school community that is proud of its achievements and focused on further developing the equality of education for all.

# Details about the post

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<i>Grade</i>	Learning Support Assistant
<i>Type of post</i>	31.67 hrs per week – grade C1 FTE = £25,186 Actual salary = £18,911
Safeguarding of pupils:	
<i>School statement</i>	Fair Oak Junior 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 enhanced DBS checks along with other relevant employment checks.
Context for the vacancy:	
<i>Expected start date</i>	ASAP
<i>End date</i>	Initially this post is for a fixed term until 31 <sup>st</sup> August 2026
<i>Working Hours</i>	8.25am-3.15 daily, term time only
Equal opportunities:	
<i>School statement</i>	<b>Rationale</b> Fair Oak Junior 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. <b>Purpose</b> <ul style="list-style-type: none"><li>•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.</li><li>•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.</li></ul> <b>Guidelines</b> <ul style="list-style-type: none"><li>•Recruitment, development and promotion of staff will be based solely on the criteria of merit and ability and suitability for the job.</li><li>•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</li></ul>
Information about the recruitment and selection process:	
<i>Closing date for applications</i>	Midday Thursday 5 <sup>th</sup> March 2026
<i>Interview day</i>	Monday 9 <sup>th</sup> March 2026



# Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good basic education to GCSE level in literacy and numeracy or the equivalent</li> <li>• An existing ELSA or committed to becoming one</li> <li>• Experience in delivering phonics based interventions</li> </ul>	<ul style="list-style-type: none"> <li>• Example of child protection training</li> <li>• An existing ELSA</li> </ul>
<b>The Classroom</b>	<ul style="list-style-type: none"> <li>• Help professional staff to achieve their objectives</li> <li>• Assist children on an individual basis but also work as a member of a team</li> <li>• Explain tasks simply and clearly</li> <li>• Supervise and manage children</li> <li>• Monitor, record and make basic assessments about individual progress</li> <li>• Suggest alternative ways of helping children if they are unable to understand</li> <li>• Gain the confidence of children who are behaviourally challenging or socially withdrawn</li> <li>• Accept and respond to authority and supervision</li> <li>• Work independently and show initiative</li> <li>• Demonstrate good interpersonal skills with children and adults</li> <li>• Demonstrate good organisational skills</li> <li>• Be involved in professional development and attend relevant training days and group supervision sessions led by Hampshire Educational Psychology Service</li> <li>• Display work effectively and make and maintain basic teaching resources</li> <li>• Demonstrate the ability to learn and adapt from past experience</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in a Primary school setting</li> <li>• Understanding of the needs of pupils with autism</li> <li>• Experience of working alongside other professionals to support behavioural/pastoral needs, e.g. ELSA</li> <li>• Phonics knowledge / intervention knowledge</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Warm personality</li> <li>• Empathy</li> <li>• Enthusiasm</li> <li>• Flexibility</li> <li>• Initiative</li> <li>• Patience</li> <li>• Respect for confidentiality</li> <li>• Be hardworking, kind, flexible and able to work as a member of a team</li> </ul>	

# LSA Job Description

The responsibilities outlined are in accordance with the requirements of the LSA standards.

The job description will be reviewed as part of a yearly cycle or be amended at any time, in consultation with the post holders.

Date: February 2026

## Supporting Pupils

In consultation with class teachers and the inclusion manager, support pupils in the following ways:-

- Through discussion and observation, develop an understanding of the specific needs of identified children
- Taking into account the special needs involved, aid the child to learn as effectively as possible, both in group situations and on his/her own e.g. clarifying and explaining instructions
- Ensure the child is able to use equipment and materials provided
- Motivate and encourage the child as required
- Assist in weak area e.g. language, behaviour, reading, presentation etc.
- Help children to concentrate on and finish work
- Meet physical needs while encouraging independence and liaise with class teacher to devise complementary learning activities where appropriate
- Establish supportive relationships with the children concerned and give additional pastoral support
- Encourage acceptance and integration of children with special needs
- Carry out intervention programmes for identified children including testing, recording results, setting new goals and showing children strategies for learning
- Work with groups of pupils and individual pupils in lessons
- Liaise with outside agencies when necessary (e.g. Primary Behaviour Support Team, Educational Psychologist)
- Prepare and carry out specific programmes using advice from outside agencies (e.g. Speech Therapist, Physiotherapist)
- Liaise with teachers and other teaching assistants about the needs and progress of children receiving support and contribute to review meetings
- Write succinct session plans and add subsequent evaluative comments
- Keep succinct records of involvement
- Attend teaching training sessions to increase personal knowledge
- Attend additional training as necessary
- Share knowledge and ideas from training/supervision sessions with other school staff as appropriate
- Organise and run pastoral care as required – e.g. ELSA

## Year Group and School organisation

Support year groups and School organisation in the following ways:-

- Develop and foster good relationships with parents
- Prepare first aid equipment for school visits
- Prepare equipment and resources for residential and day visits
- Participate in school visits, including residential visits where appropriate
- Supervise playgrounds with a member of the teaching staff
- Assist with year group assemblies including making scenery and props
- Attend Staff meetings, Year Group meetings and others as requested
- Attend and participate in In-service Days
- Undertake any other tasks as directed by the Head teacher



