



June 2025

Dear Applicant,

Thank you for your interest in the post at North Waltham Primary school.

This is an exciting opportunity to join our innovative school team, where we value the whole child and are committed to fostering both personal growth and high academic achievement. The successful candidate will play a key role in delivering our vision for a caring school at the heart of the community. As a village school, we place great importance on building strong relationships with our local community. We are seeking a passionate and dedicated individual who is enthusiastic about supporting and empowering each child to flourish—helping them become respectful, innovative, and curious individuals who always strive for personal excellence.

This role is for a full time Learning Support Assistant. The successful candidate will work alongside individuals or groups of children supporting their learning. The role will also involve covering lunchtime duties. An interest in outdoor learning would be an advantage.

In return for this dedication and commitment to excellence, we offer a supportive climate in which to grow and further develop your career. As part of The University of Winchester Academy Trust you will benefit from a comprehensive programme of CPD and support from the University and from Trust colleagues.

We are very proud to be part of the University of Winchester Academy Trust which is a family of 5 schools. Our sponsor the University of Winchester is recognised for its outstanding practice in teacher training, and we work closely with the University and the other schools in our Trust. Our Trust is an exciting and supportive place to be, which offers further career opportunities for all.

To enable you to fully understand what North Waltham Primary School has to offer you, I would encourage you to come and have a tour of the school. I would be delighted to welcome you to the school to answer any questions you may have. Please contact [adminoffice@northwaltham.hants.sch.uk](mailto:adminoffice@northwaltham.hants.sch.uk) to arrange an appointment.

The closing date for applications is Friday 4<sup>th</sup> July. However please submit your application as soon as possible as we will invite suitable candidates to interview before the closing date.

I look forward to hearing from you,

*Emma Cady*  
Headteacher



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## Learning Support Assistant Role

**Closing date:** Friday 4<sup>th</sup> July

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

**Job Start Date:** 1<sup>st</sup> September 2025

**Contract/Hours:** Permanent, 30 hours per week

**Salary Type:** Support Staff

**Salary Details:** B grade, FTE £24,027-£24,348 (Actual salary £16,663-£16,886)

**Hours of Work:** 8.45am-3.15pm, Monday to Friday

**Location of Role:** North Waltham Primary School

**Contact e-mail address:** [adminoffice@northwaltham.hants.sch.uk](mailto:adminoffice@northwaltham.hants.sch.uk)

## Job/Person Summary

We are looking to appoint an enthusiastic and self-motivated Teaching Assistant to join our team. This is a varied role supporting with group working, as well as general classroom duties, assisting the teacher and children.

You must have good basic literacy and numeracy skills (Grade C or above in GCSE Maths and English), be a flexible team player, able to motivate and interact with children, and have an interest in how children learn.

Our staff work as a close and supportive team, and our school is a happy and professional place to work, with an excellent environment and facilities.

North Waltham Primary is part of the University of Winchester Academy Trust. Our primary schools work closely together to ensure an excellent education for our pupils. Staff receive joint professional support throughout the year. The ability to work as part of a team and independently, to prioritise and to use initiative is essential. You will need to be friendly and approachable with a good sense of humour – every day is different!

### Application Procedure

An information pack and application form can be requested from North Waltham Primary School via email: [adminoffice@northwaltham.hants.sch.uk](mailto:adminoffice@northwaltham.hants.sch.uk)

For an informal conversation about the post or to arrange to meet our Headteacher, Emma Cady, please contact the school office by email at [adminoffice@northwaltham.hants.sch.uk](mailto:adminoffice@northwaltham.hants.sch.uk)

Completed application forms should be returned to Emma Cady, Headteacher via email at the above address. **We advise applicants to apply early as we reserve the right to close the advert if we receive sufficient high-quality applications prior to the closing date.**



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**Please submit your application as soon as possible as we may invite candidates to interview before the closing date Friday 4<sup>th</sup> July.**

**Disclaimer: due to the high volume of applications we receive, we reserve the right to close a vacancy earlier than the advertised date if we receive applications that meet the criteria. Once a vacancy has closed, we are unable to consider further applications, so please submit your application as soon as possible to avoid disappointment.**

### **Artificial Intelligence (AI) tools**

We currently do not use AI tools in our recruitment processes; however, we understand that you may choose to use AI tools to help you with your application.

If you do, please remember:

- AI-generated answers can often be generic and impersonal, which may not accurately reflect your qualifications, skills, and experiences
- AI-generated applications may lack the personal touch that human-written applications have, this may make you seem less engaged or interested
- Ensure the information provided genuinely represents your own voice and experience
- You must not provide false or misleading information
- If you rely too heavily on AI you might not develop the necessary skills to communicate your experiences and qualifications effectively in interviews or other stages of the hiring process. This may make you come across to the interviewer as a different person to the one that wrote the application form, and you may not be successful in the interview.

### **Safer Recruitment Statement**

North Waltham Primary School and The University of Winchester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. Candidates that are shortlisted will be subject to an online check. All successful candidates will be subject to an Enhanced Disclosure and Barring Service check (DBS) along with other relevant employment checks, including Children's Barred List. Prior to interview, an online search will be carried out on information that is publicly available as part of our due diligence on shortlisted candidate



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## **Job description Learning Support Assistant**

**Responsible to:** The Headteacher

**Function:** Learning Support Assistant (to work in any year group across the school)

**Salary:** Support staff pay scale B (£24,027 - £24,348)  
FTE depending on experience (pro rata).

### **JOB PURPOSE:**

- To work with teachers to raise the learning and attainment of children while also promoting their independence, self-esteem and social inclusion.
- To give assistance to children so that they can access the curriculum, participate in learning and experience a sense of achievement.

### **KEY TASKS:**

#### **Support for Children**

- Establish rapport and respectful, trusting relationships with children, acting as a role model and setting high expectations.
- Supervise and provide support for children: individually, in small groups and with the whole class, including those with special needs, ensuring their access to learning resources.
- Supervise children at lunchtimes
- Ensure children's safety, welfare, and personal hygiene. (Basic/Pediatric First Aid to be included where appropriate).
- Promote inclusion and acceptance of all children in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.
- Support the implementation of IEPs, behaviour plans, curriculum planning and assessment.
- Provide personal care to pupils where necessary
- Promote and develop social skills, self-esteem and independence amongst children.
- Provide feedback to children on their progress and achievement under the guidance of a teacher, in line with school policy. Evaluate learning and provide feedback to the teacher / parent / agency as required.
- Model learning (phonics, writing, maths etc.) correctly when working with children.

#### **Support for Teachers**

- Promote good behaviour by children, dealing promptly with conflicts in line with the school behaviour policy.
- Establish constructive relationships with parents.
- Undertake agreed learning activities / interventions, being aware of learning intentions and outcomes. Adjust activities according to children's responses / needs.
- Monitor children's responses to learning activities and achievement as directed.
- Provide detailed feedback to teachers on children's achievement, progress, problems etc. as requested.
- Support the effective use of IT in learning activities and develop children's competence and independence in its use.
- Assist with the maintenance of a purposeful, orderly and supportive environment, in



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accordance with school policy.

- Assist with the display of children's work within the classroom and around school.
- Assist teachers with the preparation of teaching and learning materials and resources.
- Be able and willing to undertake cover supervision for the teacher.
- Support and assist the teacher in testing and assessment activities.

### **Support for the School**

- Be aware of and comply with school policies including those relating to child protection, health & safety, confidentiality, safeguarding and data protection, reporting all concerns to a nominated person.
- To release class teachers, working alongside another Educational Support Assistant, for PPA time (HLTA only)
- Promote the school values.
- Contribute to the overall work, smooth running and ethos of the school.
- Appreciate and support the role of other people within the team.
- Attend and participate in meetings as required.
- Improve one's own practice through training, self-evaluation and performance management.
- Assist with the supervision of children out of directed lesson time, including before and after school and at lunchtime and during assemblies, within working hours.
- Accompany teaching staff and children on out-of-school activities as required and take responsibility for a group under the supervision of a teacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

## Learning Support Assistant ~ Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>GCSE English and Maths Grade C or equivalent.</li> <li>IT competent.</li> <li>Willingness to undertake appropriate first aid training or existing paediatrics first aid <b>qualification</b></li> </ul>	<ul style="list-style-type: none"> <li>NVQ 3 or equivalent.</li> <li>Experience of professional training within an educational setting.</li> </ul>
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> <li>Excellent communication skills, written and verbal.</li> <li>Ability to inspire confidence and gain trust of children.</li> <li>Excellent organisation skills and the ability to work to deadlines.</li> <li>Ability to reflect, analyse and act both independently and collaboratively.</li> <li>Ability to work alone and with initiative.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of child development.</li> <li>Working understanding of Early Years Foundation Stage or Key Stage One</li> <li>Understanding of safeguarding within school.(training to be given)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of working with children, within small groups or on a one to one basis (this might be volunteering)</li> <li>Evidence of an application of range of behaviour management strategies.</li> <li>Proven ability to motivate and develop children.</li> <li>Ability to work as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within a school environment.</li> <li>Experience of teaching whole classes, following teacher's plans (HLTA only)</li> <li>An awareness of inclusion, especially within a school setting.</li> <li>Experience of working with children with SEND</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to provide detailed and regular feedback to teachers on children's achievements and progress.</li> <li>• Evidence of effective behaviour management.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience and ability to teach the whole class on occasions.</li> </ul>
School Specific Needs/other requirements	<ul style="list-style-type: none"> <li>• A commitment to safeguarding procedures.</li> <li>• A commitment to being professional and respecting confidentiality.</li> <li>• A sense of humour and resilience. Adaptability and initiative.</li> <li>• A commitment to ensuring children become successful learners, who enjoy learning, make progress and achieve; who are confident individuals, able to live safe, healthy and fulfilling lives; and global citizens, who make a positive contribution to society.</li> <li>• A desire to make a difference to the lives of young children.</li> <li>• Able to work effectively and flexibly as part of a small team.</li> <li>• Able to absorb and promote the values and ethos of the school.</li> <li>• Able to foster the positive links with parents and the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the opportunities and challenges associated with growing schools.</li> <li>• Interest in outdoor learning</li> <li>• Interest in running extra-curricular clubs</li> </ul>