



UNIVERSITY OF
WINCHESTER
ACADEMY TRUST

Learning Support Assistant Role

Closing date: Wednesday 10th December – Interviews to take place on Tuesday 16th December

Job Start Date: ASAP

Contract/Hours: 24 hours per week

Salary Type: Support Staff

Salary Details: Grade B £24,796-£25,128 (Actual salary £13,756 - £13,386)

Hours of Work: Mondays, Tuesdays, Thursdays 8.25am-3.15pm & Friday mornings 8.25am-1.10pm

Location of Role: Orchard Infant School

Contact e-mail address: adminoffice@orchard-inf.hants.sch.uk

Job/Person Summary

We are looking to appoint enthusiastic and self-motivated Teaching Assistants 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.

Orchard Infant School is part of the University of Winchester Academy Trust. Our eight 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

Applications should be on University of Winchester Academy Trust application form **and individual CV's will not be accepted**. If you currently work in a school, please ensure one of your references is from your current Headteacher. Application forms and further information about the school can be found on the Orchard Infant School website: <https://www.orchard-inf.co.uk/Vacancies/>

Please submit your application as soon as possible as we may invite candidates to interview before the closing date. Closing Date: Wednesday 10th December 2025

For an informal conversation about the post or to arrange to meet our Headteacher, Kerry Sidney, please contact the office by email at adminoffice@orchard-inf.hants.sch.uk



UNIVERSITY OF
WINCHESTER
ACADEMY TRUST

Completed application forms should be returned by the closing date to Kerry Sidney, Headteacher via email at the above address.

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

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 candidates



UNIVERSITY OF
WINCHESTER
ACADEMY TRUST

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 (£24,796 - £25,128)
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 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"> GCSE English and Maths Grade C or equivalent. IT competent. Willingness to undertake appropriate first aid training or existing paediatrics first aid qualification 	<ul style="list-style-type: none"> NVQ 3 or equivalent. Experience of professional training within an educational setting.
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> Excellent communication skills, written and verbal. Ability to inspire confidence and gain trust of children. Excellent organisation skills and the ability to work to deadlines. Ability to reflect, analyse and act both independently and collaboratively. Ability to work alone and with initiative. 	<ul style="list-style-type: none"> Understanding of child development. Working understanding of Early Years Foundation Stage or Key Stage One Understanding of safeguarding within school.(training to be given)
Experience	<ul style="list-style-type: none"> Experience of working with children, within small groups or on a one to one basis (this might be volunteering) Evidence of an application of range of behaviour management strategies. Proven ability to motivate and develop children. Ability to work as part of a team. Ability to provide detailed and regular feedback to teachers on children's achievements and progress. 	<ul style="list-style-type: none"> Experience of working within a school environment. Experience of teaching whole classes, following teacher's plans (HLTA only) An awareness of inclusion, especially within a school setting. Experience of working with children with SEND Experience and ability to teach the whole class on occasions.



BARTON FARM
PRIMARY ACADEMY

NURTURING CURIOSITY



UNIVERSITY OF
WINCHESTER

ACADEMY TRUST

	<ul style="list-style-type: none">Evidence of effective behaviour management.	
School Specific Needs/other requirements	<ul style="list-style-type: none">A commitment to safeguarding procedures.A commitment to being professional and respecting confidentiality.A sense of humour and resilience. Adaptability and initiative.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.A desire to make a difference to the lives of young children.Able to work effectively and flexibly as part of a small team.Able to absorb and promote the values and ethos of the school.Able to foster the positive links with parents and the community.	<ul style="list-style-type: none">Understanding of the opportunities and challenges associated with growing schools.Interest in outdoor learningInterest in running extra-curricular clubs