



**Crossley Hall Primary School**  
**Part of Pennine Academies**  
**Yorkshire**

**Recruitment Pack**

**Learning Support Assistant**  
**To start ASAP**

Headteacher: Mrs E Monnery  
Deputy Headteacher: Mrs S Canning



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## **Contents**

1. Job Advert
2. LSA Job Description
3. Personnel Specification



**Headteacher: Mrs E Monnery**  
**Crossley Hall Primary School - 01274 488703**



**Learning Support Assistants**  
**Band 4 SCP 3 - 4, TTO**  
**28.5 hours per week (Starting Salary £13,369 - £13,611)**  
**OR**  
**32.5 hours per week in Nursery (Starting Salary £15,246 - £15,522)**

Are you committed to improving pupil outcomes? Hardworking with a sense of humour?  
We are looking for Learning Support Assistants to join our driven and passionate team.  
You will need to be hardworking, resilient and with the highest of expectations of our pupils as well as the ability to work as part of a flexible and happy team.

**The successful candidate will have met the requirements of the person specification and will be subject to an enhanced DBS check.**

We welcome applications regardless of age, gender, ethnicity or religion.

Shortlisted applicants will need to provide evidence of their eligibility to work in the UK. This role is customer facing and therefore in line with the Immigration Act 2016; all applicants must be able to demonstrate fluency of the English Language to the level defined in the job description.

**As a Learning Support Assistant at Crossley Hall Primary School, we will offer you:**

- ✓ Tailored CPD and opportunities to support career progression
- ✓ Enthusiastic children who are keen to learn
- ✓ A positive and thriving working environment
- ✓ A supportive leadership team, with a great sense of humour!

Visits to school are warmly welcomed by arrangement; please ring the school office to make an appointment. Interested candidates are requested to apply on-line for this post. For further information, interested candidates are requested to contact the Operations Manager - Mrs Clifford at [d.clifford@chps.paymat.org](mailto:d.clifford@chps.paymat.org) or ring the school office on the number above.

**Closing date: 9<sup>th</sup> January 2023 at midday**

**Interview date: w/c 16<sup>th</sup> January 2023**



## **Job Description**

**Job Title/Post:** Learning Support Assistant

**Date:** January 2023

**Salary:** Band 4 SCP 3 - 4

**Responsible to:** SLT

### **GENERIC INTRODUCTION:**

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Crossley Hall Primary School is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to the Council Services.
4. Crossley Hall Primary School is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### **PRIME OBJECTIVES OF THE POST:**

To complement, appreciate and support the role of teachers and other professionals by undertaking work/care/support programmes which enables access to learning in the community as part of a teacher planned approach.

To support the class teacher and other senior staff on a range of teaching and learning experiences which deliver an appropriately differentiated and suitably challenging creative curriculum for all pupils whilst meeting statutory requirements.

Work within school policies and procedures under the direction and guidance of senior staff and within an agreed system of supervision.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

### **KNOWLEDGE AND SKILLS:**

*(See Personnel Specification)*

### **EFFORT DEMANDS:**

- Will assist in maintaining the good discipline of pupils throughout school and be expected to use good common sense, as well as use initiative in all matters relating to the conduct and behaviour of individual pupils, groups

of pupils and whole classes, the safety, mobility (if required), hygiene and wellbeing of the pupils; making decisions within established working practices and procedures.

- Will recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with the relevant school policy and procedures.
- Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.
- Acting as a role model, will establish productive and constructive working relationships with pupils, setting high expectations, motivating and interacting with them, being aware of their individual needs, supporting difference and ensuring all pupils have equal access to opportunities to learn and develop whilst responding appropriately.
- Will have the ability to cope with the requirements of the post, which may include working with pupils who have emotional/behavioural/physical difficulties.
- Will contribute to the overall ethos/work/aims of the school.
- Will appreciate and support the role of other professionals.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.

#### **RESPONSIBILITIES:**

- Assist in the management of pupils in the learning environment.
- Undertake structured and agreed learning activities/teaching programmes appropriate to the pupil's needs to ensure physical, social, emotional and intellectual development, taking into account diversity e.g. language, culture, ability, race and religion.
- Will supervise and support pupils consistently at all times; recognising and responding to their individual needs whilst ensuring their safety and education in the learning environment.
- For posts working with pupils who are physically less able, it may be necessary to be able to physically assist the pupil in line with school policies and good practice.
- Attend to the pupils' personal needs, implementing and maintaining related personal care programmes with the correct use of care materials including the safety and wellbeing of the pupils and first aid, paying attention to social, health, physical and welfare matters as well as high standards of cleanliness and hygiene e.g. washing, dressing, toileting, and, if applicable, mobility.
- Will occasionally be required to supervise the class for brief periods in a lesson where the classroom teacher is not available.
- Promote and reinforce the inclusion, acceptance and integration of all pupils, including those with specific and special needs and those from different cultures and/or with a different first language as appropriate.
- Set challenging and demanding expectations whilst promoting self-esteem and encouraging pupils to act independently as appropriate as well as interact and work co-operatively with others and engage in activities led by the teacher.
- Will prepare the classroom as directed to meet the lesson plans. Take responsibility for the care, preparation, maintenance and use of relevant equipment, assisting pupils in its use and clearing/storage afterwards.
- Will be aware of pupil progress, monitor/record pupil responses against pre-determined learning objectives as well as provide accurate, constructive and detailed feedback/reports to the teacher and pupils.
- Promote positive values, attitudes and good pupil behaviour and encourage pupils to take responsibility for their own actions whilst supporting the teacher in managing this. Deal promptly with conflict and incidents (including those involving restraint) and reporting challenging behaviour where appropriate in line with established policy.
- Will gather/report information from/to parents/carers as directed, taking into account parental/carer concerns, dealing with them sensitively under the direction of the teacher.
- Will provide clerical/administrative support as directed by the teacher.
- In respect of local and national learning strategies, will support pupils to achieve learning goals e.g. literacy, numeracy, KS3, early years as directed by the teacher.

- Will support pupils in the use of ICT in learning activities as directed by the teacher, and develop pupils competence and independence in its use.
- Will participate in own performance development, identify and address any training needs/other learning activities.
- Will assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, accompanying teaching staff and pupils on visits, trips and out of school activities.
- Will assist in the supervision of students on work experience, trainees and voluntary helpers.

#### **ENVIRONMENTAL/WORKING CONDITIONS:**

- Will have long periods of sitting or standing.
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

#### **Fluency Duty**

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level

#### **Intermediate Threshold Level**

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

#### **Special Conditions of Service:**

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

#### **Other considerations**

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

## Personnel Specification

	ESSENTIAL (E)/DESIRABLE (D)
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Experience of working in a team situation. (E)</li> <li>• Experience of working with or caring for children of relevant age e.g. voluntary organisation or parental/caring responsibilities. (E)</li> <li>• Experience of working with pupils with additional educational needs and more able special educational needs. (E)</li> <li>• Experience of working in a relevant discipline. (E)</li> <li>• Clerical/administrative/financial experience. (D)</li> <li>• Provide evidence of having previously spoken fluently to customers at an Advanced Threshold Level (E)</li> </ul>
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>• GCSE English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 1. (E)</li> <li>• Level 4 NVQ for Teaching Assistants or equivalent qualification or educated to graduate level. (D)</li> <li>• Other relevant qualifications relating to the post e.g. Level 4 NVQ in Health/Childcare, first aid qualification. (D)</li> <li>• Evidence of further training/development and/or willingness to participate in further training and development opportunities e.g. relevant learning strategies, literacy and/or particular curriculum or learning area such as sign language, bi-lingual, dyslexia, ICT, maths, English etc. (E)</li> </ul>
<b>KNOWLEDGE/SKILLS:</b>	<ul style="list-style-type: none"> <li>• Will possess a full and in depth working knowledge of the School's relevant policies/procedures/codes of practices with an outline understanding of relevant legislation. (E)</li> <li>• Will have in depth knowledge of the policies covering their service area. (E)</li> <li>• In depth knowledge of childcare with an understanding/awareness of the principles of child development and learning processes as appropriate. (E)</li> <li>• Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies. (E)</li> <li>• Excellent organisational and problem solving skills with the ability to work proactively and independently. (E)</li> <li>• Excellent communication skills.(E)</li> <li>• Enhanced advisory, guiding, negotiating and persuasive skills at a developed level. (D)</li> <li>• Excellent numeracy/literacy skills. (E)</li> <li>• Excellent ICT skills. (E)</li> <li>• Ability to use relevant equipment/resources. (E)</li> <li>• Ability to self-evaluate learning needs and actively seek new learning opportunities. (E)</li> <li>• Ability to understand classroom roles and responsibilities.(E)</li> <li>• An understanding of the needs of a multicultural society. (D)</li> <li>• An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs. (E)</li> <li>• In depth knowledge and practical experience of behaviour management. (E)</li> <li>• Knowledge and commitment to schools' Equality policy. (D)</li> <li>• In depth knowledge and practical experience of Health and Safety requirements. (D)</li> <li>• In depth knowledge and practical experience of child protection. (E)</li> <li>• Ability to relate well to pupils and adults. (E)</li> <li>• Ability to work constructively as part of a team with a willingness to share knowledge, expertise and experience. (E)</li> </ul>

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|  | <ul style="list-style-type: none"><li>● Ability to remain calm under pressure; prioritising conflicting demands. (E)</li><li>● Demonstrate a commitment to working with children of the relevant age. (E)</li><li>● Demonstrate good co-operative, interpersonal and effective listening skills. (E)</li><li>● In depth knowledge and experience of maintaining confidentiality in matters relating to the school, its pupils, parents or carers. (E)</li><li>● Ability to perform all duties and tasks with reasonable adjustments where necessary, working flexibly and willing to accept change. (E)</li><li>● Ability to cope with the requirements of the post, which will include working with pupils who have emotional/ behavioural/physical difficulties. (E)</li><li>● In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Advanced Threshold Level (E)</li></ul> |
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