



EDLESBOROUGH  
PRIMARY ACADEMY

# Edlesborough Primary Academy

## Full-time Learning Support Assistant

**Closing Date: Monday 29<sup>th</sup> June (applicants will be interviewed on receipt of applications)**

Kind Inclusive Scholarly Inspired Resilient

## Contents

- **Application Letter**
- **Advertisement**
- **Job Description**
- **Person Specification**



Mrs Laura Rimmer  
Headteacher

High Street, Edlesborough  
Dunstable, Beds, LU6 2HS  
Tel: (01525) 220431  
[epamanager@epa-primary.org](mailto:epamanager@epa-primary.org)

June 2026

Dear Applicant

I would like to thank you for your interest in the post of Learning Support Assistant at Edlesborough Primary Academy. We are seeking to appoint the successful candidate to take up the post of Learning Support Assistant with a September 2026 start. The working days will be Monday to Friday 8:15am – 3:30pm and will include a daily break and lunch time duty.

Edlesborough Primary Academy is situated within a bustling and active village community. Community is very much at the heart of everything we do and all children and staff thrive within our happy and nurturing environment. Our ethos is very much about developing the whole child and preparing them for future life. All of our staff work collaboratively as a team, supported by highly engaged parents and an active Governing Board.

We are currently looking for a Learning Support Assistant to join us, who is creative, enthusiastic and self-motivated to develop and nurture every child. Our team of Learning Support Assistants can work with children on a 1:1 basis, support children in class with their learning and need to be flexible and adaptable in their role.

You can learn more about us on our school's website – [www.epa-primary.org](http://www.epa-primary.org)

Once you have read through this application pack, if you would like to visit us then please contact our school office on 01525 220431 to make an appointment. We very much look forward to meeting you.

The closing date for applications is: **Monday 29<sup>th</sup> June** (applicants will be interviewed on receipt of applications).

Yours faithfully

Mrs L Rimmer

Headteacher



## **Job Advert**

### **Learning Support Assistant – Edlesborough Primary Academy (Knowledge Schools Trust) Required to start September 2026**

**Job Title: Learning Support Assistant**

**School: Edlesborough Primary Academy**

**Location: Edlesborough, Near Dunstable, Bedfordshire, LU6 2HS. 10 minutes from Dunstable, 10 minutes from Leighton Buzzard and 20 minutes from Aylesbury.**

**Salary: £18,874 (FTE £24,521)**

**Contract: Monday to Friday 8:15am – 3:30pm (33.75 hours pw term-time only plus 2 INSET days).**

**Are you looking for a change? Do you want to make a difference in the lives of young people?**

Edlesborough Primary Academy is a friendly, caring and lively community where children are enthusiastic learners, well-motivated and encouraged to think for themselves. We have an amazing and dedicated school team, with highly engaged parents and a fully supportive Governing Board. We are looking for individuals who share our passion and love of learning to join our team.

We are looking for a full time Learning Support Assistant to join our team to work alongside our children, to support them in their learning.

#### **The successful applicant must:**

- be passionate about providing a high quality and inclusive education for all children
- be able to demonstrate excellent interpersonal skills with pupils and staff
- be positive, enthusiastic, committed and self-motivated
- be able to work effectively as part of a team, accept challenges and motivate others
- be flexible, resilience, adaptability and commitment to working as part of a team
  
- be able to enthuse and inspiring a love of learning for all
- possess a good standard of English and maths (GCSE grade C or above/equivalent)
- have strong time management skills

#### **What we can offer you:**

- a high level of support and commitment from our friendly and hardworking staff
- a staff that is committed to the children and their development
- children who are eager to learn in our creative and challenging atmosphere
- a vibrant and supportive parent body and community

**Kind Inclusive Scholarly Inspired Resilient**

- a commitment to personalised professional development
- a highly supportive Board of Governors

We are committed to safeguarding and promoting the welfare of children and are an equal opportunities employer. Any offer of employment will be subject to an Enhanced Disclosure and Barring Service check, satisfactory references and medical check.

**Visits to the school are warmly welcomed. Please telephone the school office on 01525 220431.**

**You can download the application pack on the school website or contact the school office. Completed applications should be returned to: [epamanager@epa-primary.org](mailto:epamanager@epa-primary.org)**

## **LEARNING SUPPORT ASSISTANT – Job Description**

### **MAIN DUTIES AND RESPONSIBILITIES**

Working with children under the direction of the class teacher:

- To support learning of individuals and groups of pupils and assessment of children, providing regular feedback to the class teacher.
- To give 1-1 support for EHCP pupils as required.
- To discuss and follow the teacher's plan for the lesson/day/week.
- To assist with the general management and organisation of children and resources/equipment.
- To assist with the planning, organising and supervising of educational visits and outings.
- To work with and support individuals or groups of children on specific activities set by the teacher or in child-initiated activities, such as reading, writing, practical, creative, physical, recreational activities and environmental studies.

To assist with the supervision of children:

- within classroom settings
- during school assembly
- at play times
- on outings and educational visits
- using the cloakroom/toilets/washrooms
- undertake midday supervision

To attend appropriate in-service training.

To keep up-to-date with the latest requirements for the safeguarding of pupils, understand them and act upon them where necessary.

To be aware and follow school procedures and policies.

The duties of this post may change from time to time without changing their general character or level of responsibility entailed.

### LEARNING SUPPORT ASSISTANT – Person Specification

Criteria	Standard	E/D	Measured By:
Qualifications and Work Experience	A good basic standard of education – Grades A-C in Maths and English	Essential	Application
	Level 2 or other Teaching Assistant Qualification	Desirable	Application/Interview
	Experience of working with children	Essential	Application
	Experience of working with children with SEN	Desirable	Application
	ICT – basic knowledge of computers and word processing	Essential	Application
	First Aid Training	Desirable	Application
	Understanding of the Primary Curriculum	Desirable	Application/Interview
Competencies and Qualities	Excellent Interpersonal Skills	Essential	Interview/Activity
	Able to work flexibly	Essential	Interview/Activity
	Ability to work in and as part of a team	Essential	Interview/Activity/References
	Good organisational skills	Essential	Interview/References

	A friendly, positive manner	Essential	Interview/Activity/References
	Ability to use initiative	Essential	Interview/Activity/References