



THE BILLERICAY SCHOOL

Job Title	Learning Support Assistant
Grade/Salary	£16,837.83 – £17,269.23 including outer fringe Scale 2 Point 4 – Scale 3 Point 7 Actual salary (including holiday pay)
Hours	28.75 hours per week (Monday – Friday) 38 weeks per year (term time only)
Date Required	3 September 2026
Closing Date	2 July 2026, midday
Interview Date	Week commencing 6 July 2026
Reporting To	Assistant Headteacher - SENDCo

Details

The successful candidates will support students to fully access our curriculum, to build friendships and social skills so that they can be successful in school.

Potential candidates are encouraged to get in touch with any questions they might have or to arrange a visit to the school and the team.

Main Duties

- Provide particular and skilled support to all students in a given learning area or mainstream classroom, working in partnership with class teachers.
- Work with named individuals or small groups of children under the direction of teaching staff to facilitate access to the curriculum, develop student confidence and promote independent learning skills.
- Support students with activities, which support literacy and numeracy.
- Support the use of ICT in the classroom and develop students' competence and independence in its use.
- Promote the inclusion and acceptance of children with special educational needs within the classroom, ensuring access to lessons and their content through appropriate clarification, explanation and resources.
- Aid removal of barriers to learning, whether they be social, emotional, medical or physically related.
- Take an active role in the preparation and maintenance of differentiated materials and resources in the learning areas supported.
- Understand specific learning needs and styles, and support learning through the selection of appropriate resources/methods – differentiated as required – to facilitate agreed learning activities.
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate.
- Establish positive relationships with students supported.
- Provide feedback to students in relation to attainment and progress under the guidance of the teacher.
- Liaise with staff and provide background information about students as appropriate.
- Liaise with the Head of Personalised Learning on matters concerning named students.
- Promote positive student behaviour in line with school policies and help keep students on task.
- Participate in the planning and evaluation of learning activities with the teacher, providing them with feedback on student progress and behaviour – particularly in relation to achievement of targets, student profiles, writing reports and records as required.
- Monitor and record student responses and learning achievements, drawing any problems, which cannot be resolved easily to the attention of the teacher.



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- To implement assessments as appropriate.
- Accept responsibility, with other support staff, for running the lunchtime homework provision.
- To assist with escorting pupils on educational visits.
- To understand and apply school policies in relation to health, safety and welfare.
- Attend relevant training and take responsibility for own development.
- Attend relevant school meetings as required.
- To respect confidentiality at all times.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

About the School

The Billericay School is a large, diverse and ambitious secondary school at the heart of the Billericay community. With a strong reputation for academic outcomes, pastoral care, and a breadth of curriculum, the school is well positioned for the next phase of its journey. Joining the Harris Federation will enhance the school's capacity and unlock further opportunities for innovation, professional growth and education excellence.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. All offers of employment are subject to enhanced Disclosure and Barring Service (DBS) check, references, and where applicable a prohibition from teaching check will be completed.

How to apply

If you have any questions, please do not hesitate to contact Miss M Sturley at msturley@billericayschool.com

We look forward to hearing from you.



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Person Specification

Essential	
Category Application	<ul style="list-style-type: none"> Well completed application form Supportive reference/s Suitability to work with children
Qualifications	<ul style="list-style-type: none"> Grade C / Grade 4/5 GCSE English and Maths
Experience	<ul style="list-style-type: none"> Experience of or interest in working with children/young people
Professional Development	<ul style="list-style-type: none"> Evidence of recent training
Skills	<ul style="list-style-type: none"> Ability to keep appropriate records Ability to communicate effectively, both orally and in writing, in a variety of situations Good organisation/ability to prioritise
Special Knowledge	<ul style="list-style-type: none"> Use of ICT in supporting all aspects of school and professional life (Basic knowledge of Word, Outlook etc.)
Personal Attributes	<ul style="list-style-type: none"> Ability to demonstrate enthusiasm and sensitivity whilst working with others Caring attitude towards students and parents Copes well under pressure and uses humour to good effect An understanding of the need to respect confidentiality at all times
Desirable	
Category Application	
Qualifications	<ul style="list-style-type: none"> Grade C / Grade 5 GCSE (or equivalent) in 3 additional subjects Level 1 Award in Preparing to Work in Schools / Level 2 Certificate in Supporting Teaching and Learning (or a similar qualification) SEND qualifications
Experience	<ul style="list-style-type: none"> Experience of working in a school (or similar) environment Experience of working within the caring professions
Professional Development	<ul style="list-style-type: none"> Willingness to undertake relevant training
Skills	
Special Knowledge	<ul style="list-style-type: none"> Awareness of the National Curriculum / GCSE (or equivalent) Understanding of the needs and demands of young people
Personal Attributes	<ul style="list-style-type: none"> Flexibility and adaptability in order to be able to mix and work with a wide range of people Evidence of being able to build and sustain effective working relationships with staff and students