

Candidate Pack

Learning Support Assistant



At Flegg, we are driven by a clear and ambitious vision: to provide a world-class education built on the values of Kindness, Aspiration, and Respect. We believe every child should be challenged to achieve their best, supported with compassion, and inspired to grow into confident, capable young people who thrive in all areas of their life.



Vacancy: Learning Support Assistant

Flegg High Ormiston Academy is part of the Ormiston Academies Trust. The academy has an excellent profile locally and has won many prestigious awards. We actively promote development of the whole child, as well as ensuring access to a broad and balanced curriculum and excellent extra-curricular opportunities. Quite simply, we believe that every member of Flegg High Ormiston Academy has the right to be happy, safe and successful.

We are proud of the support we offer all students and within our SEND team we have 1 vacancy for a Learning Support Assistant.

The role of the Learning Support Assistant involves specialised support for those students in the academy who have additional needs/SEND. The successful candidate will work alongside the SEN Team to support the progress, engagement and well-being of our SEN students.

The successful candidate will be encouraged and supported to play a full part in the life of the academy, including extra-curricular activities.

You will need to be:

- Fast thinking and a good communicator
- Flexible team player
- Firm, fair and consistent
- Able to use your initiative
- Able to meet deadlines

- **What we will offer:**
- A high quality, range of continual professional development opportunities both within and outside of the trust
- A dedicated and supportive department
- Motivated students, keen to learn

Hours: 32 hours 8.15am-3.10pm Monday – Friday with a 30-minute unpaid break each day. Term time + 1 week.

Salary: OAT Grade 2 Point 3 (£24,796.00 FTE) - (£18,446.10 Actual) per annum

Closing Date: Monday 15th December 2025

Interview Date: Week Commencing 15th December 2025

Start Date: Immediate start

To find out more or visit the academy please contact Ms Brown on 01493 749214

Job Description

Name:

Job Title: Learning Support Assistant

Grade: OAT Grade 2 Point 3

Responsible To: SENCO and Assistant SENCO

Responsible for: To work in partnership with class teachers to support the learning of a child with an Education, Health and Care Plan (EHCP) and other children as appropriate, in line with the national curriculum, SEN code of practice and academy policies and procedures.

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

General Responsibilities:

- Work in close collaboration with the class teacher, SENDCo, any specialist working with the child and the child's parents/carers to ensure that the requirements of the child's EHCP are met;
- Establish positive relationships with the student/s supported;
- Support the student/s with activities which support literacy and numeracy skills;
- Support the use of ICT in the classroom and develop student's competence and independence in its use;
- Maintain high expectations for the student/s being supported;
- To be fully aware of the student's/students' strengths, difficulties and barriers to learning;
- Ensure that the student/s being supported have full access to learning opportunities as appropriate;
- To be fully aware of agreed outcomes, targets and agreed provision (as outlined in the child's EHCP or other similar document/report);
- Ensure that the student/s being supported have full access to learning opportunities as appropriate;
- To be fully aware of agreed outcomes, targets and agreed provision (as outlined in the child's EHCP or other similar document/report);
- Attend regular reviews and relevant meetings as appropriate;
- Attend training sessions as appropriate;
- Maintain any necessary records and collect evidence to track the effectiveness of provisions in place;
- Review progress over time with the class teacher, SENDCo, any specialist working with the child/children and the child's/children's parents/carers;

- Ensure good links with other members of staff who are working to support the child/children;
- Promote positive student behaviour in line with academy policies and help keep student/s on task;
- Participate in planning and evaluation of learning activities with the class teacher, providing feedback to the teacher on student progress and behaviour;
- Provide feedback to students in relation to attainment and progress under the guidance of the class teacher;
- To support learning by arranging/providing resources for lessons/activities under the direction of the class teacher;
- To attend where necessary to students' personal needs including help with social, welfare and health matters, including first aid;
- To assist with the preparation, maintenance and control of stocks of materials and resources;
- To assist with the display and presentation of students' work;
- To supervise students for limited and specified periods including breaktimes and lunchtimes;
- To assist with escorting students on educational visits

CONTEXT

All staff are part of a whole academy team. Each individual is required to support the values and ethos of the academy and academy priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the academy.

The applicant will be required to safeguard and promote the welfare of children and young people.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties.

Signature _____ Date _____

	Level 1a
Teaching and learning	<p>Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff.</p> <p>Support pupils p or small groups to understand instructions and achieve the tasks.</p> <p>Support independent learning and inclusion of all pupils Support the teacher in behaviour management and keeping pupils on task.</p> <p>Supporting pupils learning through play. May be required to undertake first aid duties.</p>
Resources	<p>Prepare and clear up the learning environment including displays and the presentation of pupils' work.</p> <p>May handle small amounts of cash e.g. for school visits.</p> <p>Photocopying, filing and preparing resources for lessons as directed by the teacher.</p>
Exams , educational visits and other supervision	<p>May invigilate exams and tests.</p> <p>May assist escorting students on educational visits.</p> <p>May assist with break time supervision including facilitating games and activities.</p>
Personal and welfare support	<p>Supporting pupils emotional and social well-being, reporting any problems to the teacher.</p> <p>Attend to pupils' personal needs including toileting, hygiene, dressing and eating as well as help with social, welfare and health matters.</p>
Systems, policies and procedures	<p>Contribute to maintaining a safe environment.</p> <p>Responsible for the careful and safe use of equipment.</p>
Team involvement	<p>May demonstrate own duties to new or less experienced staff.</p>
Building professional relationships	<p>Communicates with pupils to support learning and development and encourage acceptable behaviour.</p> <p>Exchanges information with staff and parents/carers.</p>
Record keeping and information management	<p>Monitor and record pupil responses and learning achievements.</p>

Problem solving and decision making	Identify straight forward solutions to simple problems and minimal personal initiative required.
Knowledge, skills and experience	<p>NVQ level 2 in related area or equivalent or equivalent experience.</p> <p>IT and keyboard skills.</p> <p>Knowledge and compliance with policies and procedures relevant to health and safety and child protection.</p> <p>First aid at work may be a requirement or paediatric first aid.</p>
Physical demands and working conditions	<p>May be required to stand for long periods and or work in awkward positions e.g. low chairs.</p> <p>Some exposure to unpleasant conditions e.g. noise, outdoor working.</p> <p>May need to manoeuvre pupils where necessary or assist with physical activities, some pupils may have severe physical disabilities or behavioural issues.</p> <p>Regularly attending to the personal needs of pupils with special needs.</p>
General	<p>To contribute to the overall ethos, work and aims of the academy.</p> <p>Actively participate in performance management.</p> <p>Identify personal training needs and other learning activities as required.</p> <p>Develop an understanding of policies and procedures, complying with their contents and raising concerns in a timely manner.</p> <p>To recognise own strengths, areas of expertise and use these to advise and support others.</p> <p>The post holder may be required to undertake other duties that are commensurate to the post holder's abilities, position and grade.</p> <p>The duties listed above are examples of duties at this level, and other duties of a similar level/nature may be undertaken by individuals and are not excluded simply because they are not itemised.</p>

PERSON SPECIFICATION

Classroom Assistant

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

[A] Qualifications, Experience and Professional Development

PERSON SPECIFICATION

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Knowledge		
Technical or specialist	<ul style="list-style-type: none"> ▪ Experience of working with students. ▪ Knowledge and use of a range of equipment. ▪ Basic knowledge of first aid. ▪ Recognised competence in literacy and/or numeracy. 	<ul style="list-style-type: none"> ▪ Broad awareness and understanding of medical conditions such as asthma, epilepsy etc. ▪ Awareness of health and safety procedures. ▪ Experience of one to one support, where appropriate.
Literacy and numeracy	<ul style="list-style-type: none"> ▪ Ability to read and understand instructions. ▪ Ability to complete reports such as incident report form, behaviour diary, progress report etc. 	
School environment		<ul style="list-style-type: none"> ▪ Knowledge of academy policy and procedures.
Mental skills		
Research	<ul style="list-style-type: none"> ▪ Assist teacher with information gathering and resources as appropriate. 	
Problem solving	<ul style="list-style-type: none"> ▪ Ability to recognise and resolve or report problems. 	
Thinking creatively / developing new ideas	<ul style="list-style-type: none"> ▪ When supervising/ working with small groups of students the post holder must be able to adapt support given to students depending on age and/or ability. ▪ Assist teacher in creating a positive learning environment. 	

Interpersonal and communications skills

- | | | |
|-------------------------|--|--|
| Caring skills | ▪ Sensitivity to students' needs. | |
| Advising/guiding skills | ▪ Advising and guiding students on the best way to handle situations, under the teacher's direction. | ▪ Providing information to other members of staff in relation to students' behaviour, activities and general progress. |
| | ▪ Encouraging students to participate in or complete tasks. | |
| | ▪ Ability to conciliate between students in playground or classroom disputes. | |
| | ▪ Providing basic advice to other teaching assistants. | |
| Verbal and written | ▪ Ability to communicate clearly. | |
| | ▪ Ability to encourage participation and give feedback to students. | |
| | ▪ Ability to maintain appropriate level of confidentiality. | |
| | ▪ Attending and contributing to review and other meetings, as appropriate. | |
| | ▪ Administering reading and spelling tests, under the direction of the teacher. | |

Physical skills

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|--------------------------------|--|--|
| Keyboard skills / use of mouse | | ▪ Ability to use keyboard and mouse, required if supporting students using IT equipment. |
| Other manual skills | ▪ Use of guillotine, craft knives, glue guns etc. when displaying work or assisting students in practical lessons. | |
| | ▪ Help students to use tools and equipment as required to support learning. | |

Other attributes

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|-------------------|---|
| Level of autonomy | ▪ Work is covered by set policies and procedures. |
| | ▪ Teaching assistants at this level will have a greater level of autonomy than those at level 2, although their work will still be managed by the teacher, SENDCo |

or a more senior teaching assistant.

- Able to work with small groups of students when carrying out specific tasks or on field trips, etc.
- Able to supervise larger numbers of students during break/lunchtime.
- Able to make decisions on when to refer queries/problems to another member of staff.

[B] Application Form and Supporting Statement

The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post. No more than three A4 pages and a maximum of 2000 words. C.V's will not be considered.

[C] Confidential References and Reports

Strong recommendation from all referees, including current employer	E
Satisfactory health and attendance record	E

The applicant will be required to safeguard and promote the welfare of children and young people.