



# St John's C of E Primary School, Watford

Growing Together in Love and Respect

## Learning Support Assistant (LSA)

- Role:** Learning Support Assistant (LSA)
- Hours:** 2 days per week Thursday and Friday 08:30 am- 3:30 pm including supporting SEND children during lunchtime with an hour unpaid break
- Key Stage:** Key Stage One - and flexible to school's needs
- Payscale:** H2 Spine Point 3 (£24,027 Full Time Equivalent (FTE))
- Contract:** Fixed term contract until July 2027
- Responsible to:** Headteacher
- Start Date:** September 2026
- Closing Date:** Friday 10th July 2026
- Interview Date:** Wednesday 15th July 2026

Can you challenge, inspire and fully embrace the importance of the development of the whole child? Would you like to become part of our school family and contribute to our growing successes?

St John's Church of England Primary School is a thriving school located in central Watford. We have a strong dynamic team who are delivering educational excellence, embedded in Christian values. Our school vision and ethos means that you could be part of something very special in the heart of Watford and make a real difference to the local community.

An opportunity has arisen to join the St John's Church of England Primary School staff team. The role involves supporting children with additional needs both on an individual basis and within group and class room settings. All our staff work in partnership to support the best outcomes for children and this involves a flexible approach.

We believe that:

- The child should be at the centre of all that we do.
- We should be developing a love of learning across the whole school - pupils, families and staff.
- Our staff should have the opportunities to develop and grow.
- It is important that we have a flexible approach, are open to trying new things and always striving to improve.
- Staff wellbeing is central to delivering quality education with all staff receiving two days optional unpaid leave

*St John's is committed to safeguarding and promoting the welfare of children and all staff are expected to share in this commitment. Applicants will undergo child protection screening appropriate to the post, including checks with past employers and an application to the Disclosure and Barring Service.*

Please note: We reserve the right to bring forward the closing date of any vacancy when a suitable number of applications have been received. Candidates are therefore recommended to submit their application as soon as possible.

## **Job Description**

### **Learning Support Assistant (LSA)**

**Purpose of the role:** To work with both individual pupils and groups of pupils with additional needs. In addition to working with teachers as part of a professional team to support whole class teaching and learning.

#### **Responsibilities:**

- Implement planned learning activities/teaching programmes as agreed with the teacher/SenCo, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher/Senco, providing feedback to the teacher/Senco on pupil progress and behaviour
- Support the teacher/Senco in monitoring, assessing and recording pupil progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required.
- Work with pupils on therapy or care programmes, designed and supervised by a therapist/care professional
- Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue)
- Supporting our SEND pupils during lunchtime.

#### **LSAs in this role may also undertake some or all of the following:**

- Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
- Update pupil records
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Undertake moving and handling activities as required and in accordance with DfE guidance
- Other duties to support the school under the direction of the headteacher, predominantly at times when the designated SEN pupil is not at school when adult supervision within the classroom is sufficient.

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**Please note:** This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks.

Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

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