



**ROECROFT**  
Lower School

# Learning Support Assistant

## APPLICATION PACK



**Roecroft Lower School, Buttercup Road, Stotfold, Herts, SG5 4PF**  
Website: [www.roecroftlower.co.uk](http://www.roecroftlower.co.uk) Email: [admin@roecroft.co.uk](mailto:admin@roecroft.co.uk)





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**ROECROFT**  
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Dear Applicant

Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

We would encourage you to visit our school to meet some of the staff and get a feel for what we do and how we run.

If you would like any further information or would like to make an appointment to visit the school, in the first instance please contact: [admin@roecroft.co.uk](mailto:admin@roecroft.co.uk)

Our website has a wealth of information, so please visit the site [www.roecroftlower.co.uk](http://www.roecroftlower.co.uk) as you may find answers to your questions there.

We look forward to receiving your application.

A handwritten signature in cursive script, appearing to read 'Hollie Cross'.

Mrs Hollie Cross  
Headteacher



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## ETHOS AND MISSION STATEMENT

The ethos and aims of Roecroft Lower School are underpinned by an embedded belief in the teaching of a Values Based Education. Children are given the opportunity to thrive and enjoy their learning in a safe and supportive environment.

We believe our school is a unique place to work and learn. It has an individual identity that combines traditional values with a modern, vibrant vision. Ensuring our children are prepared for their futures and ready to tackle the next stage of their education with a courageous and respectful attitude. Moving into adulthood to become motivated citizens in the wider world.

Children and their families lie at the heart of this successful school. Staff bring a breadth and depth of professional knowledge and encourage a learning culture with a strong ethos of inclusion. Striving to ensure all children hit their potential whatever their starting point.

*"Together, creating a better future for our children"*



## JOB DESCRIPTION

### Learning Support Assistant

NJC Level 2a Points 3-4 £24,796 - £25,185 FTE

Actual pro rata salary £16,629 - £16,890

28 ½ hours, Term Time Only (+5 inset days)

**RESPONSIBLE TO:** Headteacher/Classroom Teacher

**JOB PURPOSE:** Under the instruction and guidance of teaching staff/SLT, to undertake educational activities and attend to the educational, personal and social needs of pupils in order to support their learning and development and to ensure their safety.

### MAIN RESPONSIBILITIES:

#### Support for Pupils:

1. To attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's special needs and, wherever possible, make these part of the learning experience (this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding if necessary).
2. Under agreed school procedures, to give first aid/medicine where necessary; assist with programmes of special care such as physiotherapy or speech therapy under the direction of the appropriate specialist.
3. To lead groups of pupils in varied interventions, for example phonics.
4. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
5. Whilst there may be a specific requirement to support a named pupil or pupils with a Statement of Special Educational Needs, support to other pupils may also be required, at the direction of the Headteacher.
6. To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the Education Visits Co-ordinator.

#### Support for Teachers:

1. Within the overall plan set by the Class Teacher, to assist in devising and extending educational activities and in preparation of the curriculum. This may include contributing to the development and implementation of Learning support Plans (LSPs) and Personal and Pastoral Support Plans.
2. To help assess and systematically record pupils' progress and achievements, using the results of this monitoring in further support work.

3. To efficiently prepare, maintain and use classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient use of school resources (this may include photocopying, arranging displays of work etc.).
4. To assist in maintaining classroom discipline by working with individual and groups of pupils in developing expectations of acceptable personal and social behaviour and help make them part of the learning experience.

#### Support for the Curriculum:

To support the teaching of literacy, numeracy and other specific curriculum areas/specialisms as required and agreed with the Headteacher.

#### Support for the School:

1. To work collaboratively with colleagues as part of a professional team, in particular the Class Teacher, the Special Educational Needs and Disabilities Co-ordinator (SENDCO) and other LSAs; working at all times within the school's policies and procedures.
2. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Headteacher.
3. To attend staff meetings, participate in performance management arrangements and undertake training and development activities.
4. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
5. To undertake tasks of a similar nature and level, as directed by the Headteacher.



## PERSON SPECIFICATION

# Learning Support Assistant

### Level 2

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• Hold a recognised and relevant qualification (NVQ level 2 or equivalent).</li></ul>	<ul style="list-style-type: none"><li>• Be committed to own professional development.</li></ul>
Training/Skills	<ul style="list-style-type: none"><li>• Have a good level of knowledge and understanding of English, mathematics and science.</li></ul>	<ul style="list-style-type: none"><li>• Experience in medical procedures.</li><li>• Willing to undertake training including first aid.</li><li>• Ability to contribute to planning of educational activities</li></ul>
Experience	<ul style="list-style-type: none"><li>• At least one year's experience in supporting children's learning.</li><li>• Confidence to work in a range of settings with pupils of all ages and abilities (4-9).</li></ul>	
Teamwork	<ul style="list-style-type: none"><li>• Ability to work well within a supportive team structure.</li><li>• Be able to take direction but be prepared to take initiative when required.</li></ul>	<ul style="list-style-type: none"><li>• Proven experience in a multi-disciplinary setting.</li></ul>
Qualities	<ul style="list-style-type: none"><li>• Have natural authority with children.</li><li>• Confidence to review own performance.</li><li>• Demonstrate creativity and imagination showing an ability to adapt styles to the needs of pupils.</li><li>• Be proactive in offering ideas.</li></ul>	
Personal Characteristics	<ul style="list-style-type: none"><li>• Flexibility</li><li>• Calmness</li><li>• Empathy</li><li>• Enthusiasm</li><li>• Initiative</li><li>• Good sense of humour.</li></ul>	



## HOW TO APPLY

Please complete your application via the link below to MyNewTerm  
[www.mynewterm.com/school/Roecroft-Lower-School/109484](http://www.mynewterm.com/school/Roecroft-Lower-School/109484)

If you are short-listed, we will seek references prior to interview and may contact previous employers for information or to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at the interview. Sorry, but we are not able to accept CVs.

Closing date: Midday, Monday 29<sup>th</sup> June 2026

Interview date: Conducted on a rolling basis

Start date: 3<sup>rd</sup> September 2026

\* We reserve the right to close this vacancy prior to the advertised deadline if a suitable candidate is successfully recruited for this position.

Roecroft Lower School is committed to the safeguarding of children and we adopt recruitment procedures that promote the safety and well-being of children. All posts are subject to Enhanced DBS clearance.

We welcome visits to the school, so please contact the school office for available dates.

If you are invited for interview, you will receive communication via MyNewTerm explaining the date and time of interview and detailing what you need to bring with you. The interview process may include a skills test. For teaching posts, you will be asked to demonstrate your teaching skills. Please check the interview arrangements carefully to make sure you understand the selection process.

It is our policy to contact every applicant of the outcome of their application.

Any offer of employment will be conditional upon:

- Verification of right to work in the United Kingdom;
- Receipt of at least two satisfactory references;
- Verification of identity and qualifications;
- Satisfactory pre-employment online search as recommended by KCSIE 2022
- Satisfactory Enhanced DBS disclosure;
- Verification of professional status such as QTS, NPQH (where required);
- Satisfactory completion of a Health Assessment;
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

You should be aware that provision of false information including information relating to health and qualifications is an offence and could result in your application being rejected or summary dismissal if you have been selected.