



Birchfield Community Primary School

Yeovil, Somerset



Recruitment Pack





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Dear Applicant

Thank you for your interest in the Learning Support Assistant vacancies at Birchfield Community Primary School.

Our vision is 'to provide a happy, caring and stimulating environment where children will recognise and achieve their fullest potential, so that they can make their best contribution to society.' All staff and governors are committed to Birchfield's future success and we are looking for staff that will join us in achieving our vision.

We hope you will find this recruitment pack beneficial and provide you with you the information you require and welcome you to contact the school and arrange a visit, prior to interview.

We look forward to receiving your application. Should you have any queries please do not hesitate to contact us on 01935 427609 or email office@birchfieldprimaryschool.co.uk

Best Wishes

Mrs J Parker

Head Teacher



The Vacancy

We are looking to appoint two Learning Support Assistants as follows:

1 x permanent Learning Support Assistant to provide 1:1 support for children with SEMH needs.

1 x fixed term Learning Support Assistant to provide 1:1 support for a child with medical needs. This position will only be available for the duration the child remains at Birchfield.

Full training will be given.

The roles will also include lunchtime supervisor duties.

The following working arrangements apply to both roles:

Monday – Friday

32.5 hours per week

8.30am – 3.30pm

Term Time only.

Grade 12-15 depending on experience £12.85-£16.62 per hour.

An immediate start is required, subject to notice period.



The successful candidate will:

- ideally be able to share experience of previous good classroom practice
- be able to support the class teacher/year group across the whole curriculum
- have experience of working with their own groups
- be able to show evidence of relevant training.
- display a range of attributes including personal organisation, initiative, enthusiasm and a caring nature
- be flexible, adaptable, and be able to provide support and challenge

At Birchfield we refer to the 'Teaching Team', and as a member of that you will be fully supported in your day to day role. The person appointed would be expected to work collaboratively with the class teacher along with many other members of staff.

In return we offer you an ever improving school with huge ambitions, wonderful children, a dedicated team of staff and supportive parents and Governors. Visits are welcomed and encouraged.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to relevant employment checks and criminal background check via the disclosure procedure.

Please complete an application form (which can be found on the school website or by contacting the school office) and submit to the office or email

recruitment@birchfieldprimaryschool.co.uk



Selection Procedure

- Advert placed on Somerset County Council jobsite and School website
- Closing date for applications: Noon Friday 21st November 2025
- Shortlisting: w/c Monday 24th November
- Letters sent out to successful candidates for interview (via email): w/c Monday 24th November
- Interviews take place: w/c Monday 24th November

Successful applicants will be notified by email prior to interview. If we have not contacted you by Tuesday 25th November 2025 unfortunately you have not been shortlisted for interview. Previous applicants need not apply.

Please note that applications will be reviewed as received and should a suitable candidate be identified, we may close the vacancy early.



Main Duties and Responsibilities (Job Description)

JOB SUMMARY

Providing support to Class Teachers in supervising and assisting pupils across a wide range of activities, promoting the physical and mental welfare of pupils and contributing to the administrative support of the school.

HLTA hours are available for the right candidate.

PRINCIPAL ACCOUNTABILITIES

- Supporting pupils' learning within the classroom under the direction of the teacher.
- Assisting in the preparation and maintenance of learning materials and the classroom environment
- Supervising and monitoring pupils in the playground and in the hall during break and lunchtime

JOB CONTENT

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.

1. Supporting pupils' learning within the classroom under the direction of the teacher, including:
 - Supporting pupils, including those with SEN
 - To contribute to updating pupils' learning
 - Providing unobtrusive guidance and support to enable pupils to find answers to questions and tasks set, using knowledge of each pupil's differing levels of development and ability to ensure progression and continuity
 - Keeping/contributing to records of pupil support in line with school policy
 - Liaising with other professionals eg social workers, psychologists, health visitors, family resource workers etc
 - Assisting in the management of pupils who are showing socially unacceptable or challenging behaviour under the direction of guidelines in operation at the school
 - Classroom supervision when the Class Teacher is unavailable
 - Attending relevant meetings as required
2. Assisting in the preparation and maintenance of learning materials and the classroom



environment, including:

- Assisting in the preparation of teaching materials including occasional photocopying
- Keeping cupboards tidy, throwing out old stock and advising when new stock is required
- Good time keeping enabling hand over with staff, specifically class teacher, around specific activities and/or children
- Contributions to planning and activities using own knowledge of the children and their abilities
- Marking and feedback under the direction of the teacher
- Performing additional duties that benefit the education of all the children

3. Supervising and monitoring pupils at playtimes and at lunchtimes

- Encouraging pupils to play games, initiating and joining in as necessary
- Encouraging pupils to include other pupils in their games
- Ensuring pupils are always supervised and safe, discouraging any potentially hazardous activities
- Helping to avoid falling outs and assisting pupils to sort out their disagreements by talking and listening to one another
- Listening to pupils' worries and concerns, comforting/referring to appropriate person if necessary
- Encouraging and supporting children when eating in the lunch hall

Safeguarding is everyone's responsibility and all employees are expected to adhere to safeguarding policies and procedures. You are therefore expected to have a clear understanding of your own role and responsibilities to ensure our children's safety.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation.



Person Specification – Working to Maximise Pupil Potential

	ESSENTIAL	DESIRABLE
1. Requirements	• Previous experience of working to maximise the potential of others • Experience of working within a team. • Behaviour management awareness / strategies. • Basic IT skills, knowledge of word, excel, email and content management systems. • Willingness to attend training / courses. • Willingness to contribute to all aspects of school life so as to improve the quality of educational provision.	• Previous school experience • Experience of working with children both in class and in groups. • Experience of delivering whole class lessons. • Experience of working in a nurture environment. • Experience of internal sharing of good practice. • Experience of working with vulnerable groups i.e. pupil premium and looked after children. • Ability to work and communicate with a range of stakeholders (inc staff, parents, and external agencies)
2. Qualifications	• English and Maths GCSE (or equivalent)	• Level 2 or 3 Teaching Assistant qualification or HLTA Qualification • Moving and Handling qualification • Team teach • First Aid



3. Personal Qualities	• Ability to be flexible within the day. • Ability to be proactive and reactive. • Sensitive and caring. • Reflective practitioner. • No convictions that impact on job. • No gaps in CV timeline. • Sense of humour. • Work effectively in a team. • Able to 'think on feet'. • Willingness to go that 'extra mile'.	
4. Other	• 2 fully supporting references which cover the candidates' professional, personal and leadership qualities. • DBS check	

How to Apply

Application form to be completed and returned to the school office by Noon on Friday 21st November 2025 or email recruitment@birchfieldprimaryschool.co.uk

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Recruitment and Selection Policy

1 INTRODUCTION

- 1.1 The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:
- attract the best possible applicants to vacancies;
 - deter prospective applicants who are unsuitable for work with children or young people;
 - identify and reject applicants who are unsuitable for work with children and young people.
- 1.2 In recruiting new members of staff we do not discriminate in terms of race, gender, ethnicity, sexual orientation or disability.

2 STATUTORY REQUIREMENTS

There are some statutory requirements for the appointment of some staff in schools – notably HeadTeachers and Deputy HeadTeachers. These requirements change from time-to-time and must be met.

3 IDENTIFICATION OF RECRUITERS

Subject to the availability of training, the school will ensure that at least one recruiter has successfully received accredited training in safe recruitment procedures.

4 INVITING APPLICATIONS

- 4.1 Advertisements for posts – whether in newspapers, journals or on-line – will include the statement: “The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful appointments are subject to a satisfactory enhanced Criminal Records Bureau disclosure.”
- 4.2 Prospective applicants will be supplied, as a minimum, with the following:
- job description and person specification;
 - the school's recruitment policy (this document);
 - the selection procedure for the post;
 - an application form.
 - the school's child protection policy will be made available on request.
- 4.3 All prospective applicants must complete, in full, an application form.



5 SHORT-LISTING AND REFERENCES

- 5.1 Short-listing of candidates will be against the person specification for the post
- 5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- 5.3 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- 5.4 Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 5.5 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 5.6 Referees will always be asked specific questions about:
 - the candidate's suitability for working with children and young people;
 - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
 - the candidate's suitability for this post.
- 5.7 School employees are entitled to see and receive, if requested, copies of their employment references.

6 THE SELECTION PROCESS

- 6.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- 6.2 Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).
- 6.3 Candidates will always be required:
 - to explain satisfactorily any gaps in employment;
 - to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
 - to declare any information that is likely to appear on a DBS disclosure;
 - to demonstrate their capacity to safeguard and protect the welfare of children and young people.

7 EMPLOYMENT CHECKS

- 7.1 All successful applicants are required:
 - to provide proof of identity



- to complete a DBS disclosure application and receive satisfactory clearance
- to provide actual certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK

8 INDUCTION

- 8.1 All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.
- 8.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).