



Fixed Term Learning Support Assistant

Application Pack

November 2025



Breathing life into learning... To be the best we can be...



About Leechpool Primary School

Leechpool Primary School is a large, friendly, vibrant school for children from 4 to 11 years old, situated in north-east Horsham. There are two classes in each year group, with no class having more than 30 pupils. We also have a 30 place nursery within the school grounds which is open 5 days a week.



At Leechpool, we are dedicated to creating a vibrant, inclusive, and nurturing environment where every child feels valued, empowered, and ready to thrive. Through a high-quality, innovative curriculum, we inspire curiosity, creativity, and a lifelong love of learning.

We believe in the power of collaboration and the strength of our learning community, guided by the 6 Rs—**Respect, Responsibility, Resourcefulness, Resilience, Reflection, and Risk-taking**—which shape our approach to growth and success. We set high expectations for ourselves and others, embracing a growth mindset where perseverance and resilience pave the way for progress.



Central to our vision is **wellbeing**—we foster an environment where children feel safe, supported, and empowered to be their best selves. We promote empathy, kindness, and emotional resilience, enabling children to develop essential life skills that prepare them not just for the next year group or secondary school, but for adulthood and the challenges of a diverse and evolving world.



Fixed Term Learning Support Assistant – Until 22 July 2026

Full Time (31.25 hours a week Term Time Only) - Fixed Term until 22 July 2026

Grade 3 point 3 - 4 Salary: £24,796.00 – £25,185.00 Pro rata

Approx Salary: £12,171.00 – £12,270.00

We require a Learning Support Assistant to work as part of our friendly school team with pupils from 4 – 11 years on a fixed term basis until 22 July 2026.

The individual appointed will need to demonstrate experience and skills in the following areas:

- Be able to engage and motivate children appropriately and sensitively.
- Have excellent organisational skills and be a good communicator.
- Be able to use their initiative when working on their own and be able to work effectively as part of a team.
- Have ability to maintain good relationships with pupils and parents to foster a positive school ethos.
- Be flexible to work across the whole school when needed.
- Provide cover for break and lunchtimes as part of a team.
- Be prepared to carry out First aid training.

Full training will be given to the successful applicant in all aspects of the work to be undertaken.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be subject to satisfactory reference checks and Disclosure and Barring Service clearance.

Only an application made on the correct form will be considered.

Closing Date for applications – Tuesday 18 November 2025 – 12 noon

Interviews will be held week commencing Monday 24 November 2025

Applications are to be returned to sbm@leechpool.w-sussex.sch.uk



Job Description

Responsible to: Headteacher

Main purpose of job:

Learning Support Assistants are members of a whole school team who relate well to both children and colleagues. They should have a readiness to learn, show initiative, flexibility and accept direction as necessary. They will support and reinforce the ethos, principles, code of behaviour and disciplines in the school by action and example.

They work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teachers in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

All information acquired during the job is strictly confidential.

Duties and Responsibilities

Support for pupils:

- Supervise and provide particular support for pupils for a range of needs, including those with learning challenges and disabilities, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education / Behaviour Plans and Personal Care Programmes.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in learning activities.
- Set challenging and demanding expectations and promote self esteem and independence.

Support for teachers:

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning targets.
- Support with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.



- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Administer routine tests, invigilate exams and undertake routine marking of pupils' work.
- Provide clerical/admin support e.g. photocopying, typing, filing, data input etc.

Support for curriculum:

- Undertake structured and agreed learning activities/teaching programmes adjusting activities according to pupils' responses and needs.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, Early Years, recording achievement and progress and feeding back to the teacher.
- Support the use of IT in learning activities and develop pupils' confidence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lessons plans/relevant learning activity and assist pupils in their use.

Support for the school:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support differences, and ensure all pupils have equal access and opportunities to learn and develop.
- Contribute positively to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, when necessary.
- Accompany teaching staff and pupils on visits, trips and out of school activities, as required and take responsibility for a group under the supervision of the teacher.



Person Specification

Personal qualities

- Ability to maintain good relationships with pupils and staff to foster a positive classroom ethos
- Ability to work as an effective team member and in partnership with the aims and policies of the school
- Enthusiasm and adaptability to encourage learning in young children

Qualifications

- CACHE qualification desired.
- Level 2 award in support work in schools, and the level 2 certificate in supporting teaching and learning in schools desired.
- Qualifications in literacy and numeracy at GCSE or equivalent

Experience

- Have worked/experience with children of 4 - 11 age range

Skills

- Able to communicate clearly with children, families and adults
- Able to be flexible to suit needs of the teacher / children and school
- Able to show sensitivity when dealing with children's needs
- Able to work as part of a team
- Able to provide information about children's responses to activities
- Able to support children in learning activities using a variety of methods
- Able to liaise with teachers and carry out planning

Knowledge

- A knowledge of how to motivate and support children in learning activities
- An understanding of confidentiality and sensitivity when working with children