



# **Learning Support Assistant**

## **APPLICATION PACK**

**Neston High School  
Raby Park Road  
Neston  
Cheshire  
CH64 9NH**

Headteacher: Ms K Cunningham

**[www.nestonhigh.com](http://www.nestonhigh.com)**



## Message from the Headteacher

Welcome to Neston High School, a high-achieving mixed 11–18 school set in the beautiful surroundings of Cheshire. Our school is extremely popular, known for its academic excellence, exceptional pastoral care, and a positive environment where young people thrive. Families choose Neston High with confidence, knowing their children will be part of a strong, caring, and respectful community that prioritises high achievement for all, alongside dedicated support and encouragement.

At Neston High, every individual is highly valued. Our supportive approach helps each person develop the knowledge, skills, and understanding needed to become responsible, considerate, and well-rounded individuals prepared for our ever-changing society. A commitment to learning beyond the classroom is central to our school's culture. Our achievements in STEM education have been recognised nationally, with the Educate Outstanding Commitment to STEM award granted in 2022, 2023, and 2024. This recognition is just one of many, including the Gold Award for Learning Outside the Classroom. We have high participation in programmes such as The Duke of Edinburgh Award and bar mock trials, and our students regularly excel in national competitions, such as the UKMT Senior Maths Challenge. Our sports provision is second to none.

At Neston High, we work in partnership to ensure the best outcomes for each of our students. Our aims are simple: we strive for excellence, supporting every student in reaching their full academic potential. Exceptional teaching is crucial to our students' success, and our dedicated team of specialist staff is talented, enthusiastic, and deeply committed to providing the very best. Staff development here is widely regarded as "leading edge." We foster strong partnerships with universities and other higher education institutions and actively support staff in pursuing professional qualifications. Whether you are a teacher, student, or member of our support staff, Neston High is a great place to learn and work.

We place a high emphasis on respect and positive behaviour, making our school a happy and welcoming place to learn. Our students engage fully in all the opportunities the school offers, attend well, and show a keen desire to learn. Young people enjoy being part of Neston High, and we love teaching them. This is a wonderful community school, yet we are always looking to improve. We are not complacent and continue to strive for growth.

We look forward to meeting you, introducing you to our students, and welcoming you to our school.

Ms Kirsty Cunningham  
Headteacher



## Our Vision

Our vision is to create a vibrant, inclusive community where everyone feels valued and empowered. We celebrate and reward kindness, fostering an environment that is respectful, safe and driven by intellectual curiosity and high aspirations, providing a broad range of opportunities for students to be the best versions of themselves.



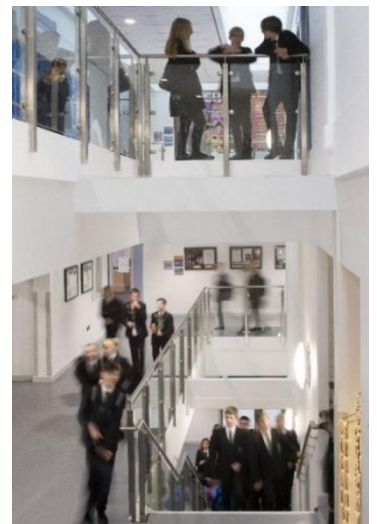
## Our Mission

Our mission is to empower students to learn the skills, knowledge and resilience they need to achieve their academic and personal potential. We aspire to be the heart of learning in our community where students access tailored support to achieve the highest outcomes, equipping them to be productive and compassionate global citizens of the future.

## Our Values

Our overarching values are **Aspiration, Community & Respect**

- We value achievement and intellectual curiosity along with lifelong learning
- We value community and belonging
- We value kindness in all its forms
- We value hard work and high aspiration
- We value resilience and enthusiasm
- We value manners and respect for others
- We value fairness, trust and honesty
- We value self-belief and personal confidence
- We value diversity and embrace difference
- We value the environment
- We value strong relationships





**Paygrade:** Grade 4  
**Start date:** As soon as possible  
**Contract type:** Permanent Part time – 33.33 hours per week  
Term time plus INSET days (39 weeks per year)  
**Hours of work:** 8.30am – 3.15pm Monday to Friday

We are looking to recruit an enthusiastic Learning Support Assistant to provide in-class support and enhance our team. You will help students to progress and achieve their learning potential.

A teaching assistant or equivalent qualification is required.

Should you choose to apply, please provide the following:

- Application form. Please ensure that your application accounts for any gaps in employment.
- Please include the names and addresses of two professional referees (one of which must be your current employer). Referees will not be approached until the final stages of the process.
- A supporting letter that sets out the reasons for your interest in the role and how you meet the required criteria

**Please note:** This is an open advert and will close once a suitable candidate has been found. We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Applications and supporting letters should be returned FAO Ms K Cunningham via Mrs Leadbetter, PA to the Headteacher, at [leadbetterh@nestonhigh.com](mailto:leadbetterh@nestonhigh.com).

*Neston High School is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. Applications will be subject to checks with past employers and an enhanced check with the Disclosure and Barring Service. Applicants who have lived outside of the UK in the past five years will be required to provide a Police Check from their country of residence. In accordance with DfE Keeping Children Safe in Education 2023, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process. The School is an equal opportunities employer. The Safer Recruitment policy is available on the school website [Policies & Procedures - Neston High School](#)*



CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
<b>Qualifications</b>	Evidence of continuing learning.  NVQ L3 Learning Support Qualification or relevant childcare qualification.	GCSE English and Maths grade C or above or equivalent  Evidence of training in education or related role.	AF/I
<b>Experience</b>	Can work with a range of agencies.  Ability to support access to learning activities and contribute to the development of children.	Working in a school and/or with children. Supporting the needs of children with varying degrees of physical, emotional and/or learning difficulties. Medical conditions e.g. sensory impairment, epilepsy, asthma, diabetes etc.  Understand role of other services e.g. Physiotherapy, Speech/ Language /Occupational Therapy and other external professionals.	AF/I
<b>Job Related Knowledge</b>	Evaluation of student progress / needs/behaviour and designated care plans.	Literacy and numeracy to provide assistance in core subjects.  An understanding of school practices and procedures which impact on children and their care.  Knowledge of EHCP's, Behaviour plans and Care Plans.	I
<b>Skills and Aptitudes</b>	Can prioritise demands.  Willing to take part in school life e.g. support extra-curricular activities.  Computer literate.	Can relate professionally with students, teachers, parents and other adults.  Keep calm under pressure. Polite and assertive, firm when necessary.  Can give clear instructions and explanations.  Can work as a team member.	I
<b>Other Requirements</b>		To be adaptable and flexible.  Passionate about learning.	I



	<b>MAIN RESPONSIBILITIES</b>
1	Assist teaching staff in the delivery of learning activities and work programmes and undertake predetermined activities with pupils so that their intellectual and social development (including self-reliance and self-esteem) is fostered.
2	Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans.
3	Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
4	Monitor individual pupil's progress, achievements and development and report these to the teaching staff/SENDCo to inform decisions taken regarding the Individual Education Plan, Behaviour Plans and Personal Care Programmes for a pupil.
5	Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupils' well-being.
6	Record pupil information, as specified by the teaching staff/SENDCo to ensure that schools' information systems are maintained.
7	Attend to the personal, social and physical needs of pupils so that their well-being is maintained.
8	Attend staff and other meetings and participate in staff training development work and staff reviews as required
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	