



# Caistor Grammar School

## Job description: Learning Support Assistant

**Start date: 01.09.25**

Caistor Grammar School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

We are committed to safeguarding and promoting the welfare of young people and expect all staff share this commitment. All posts will be subject to an enhanced DBS disclosure, medical, reference and Social media/web search checks. All Pre-employment checks are in line with "Keeping Children Safe in Education. Shortlisted applicants will be subject to a Social Media/ Web search check. This does not form part of the shortlisting process and you will have a chance to address any issues of concern that come up during the search.

### Job details

**Salary:** £10,788pa actual (NJC pay award pending)

**Payscale:** NJC 2

**Hours:** 20 hours per week, 38 weeks (plus 1 INSET Day)

**Contract type:** Fixed Term – one year ending 31.08.26

**Reporting to:** Special Educational Needs Coordinator

**Start date:** 01.09.25

### Overarching Purpose

The Learning Support Assistant will:

- Work with the SENCO to raise the learning and attainment of SEN students.
- Promote students' independence, self-esteem and social inclusion as directed by the SENCO.
- Give support to students in lessons, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement, as directed by the SENCO.
- Support targeted students at break and lunchtimes, as directed by the SENCO.
- Help targeted students to tackle homework tasks effectively.

### Duties and responsibilities

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teachers.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Support teachers with maintaining good order and discipline among students, managing behaviour effectively to ensure a good and safe learning environment.
- Observe student performance where directed by the SENCO and pass observations on to them.
- Use ICT skills to advance students' learning.
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of student performance and progress.
- Communicate effectively with other staff members, professionals, and parents/carers under the direction of the SENCO.



- Make a positive contribution to the wider life and ethos of the school, supporting our vision and values.
- Promote the safety and wellbeing of students, and help to safeguard students' well-being by following the requirements of Keeping Children Safe in Education and our school's Child Protection Policy and completing other relevant Safeguarding training.
- Maintain own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Attend courses to improve performance in the role.
- Have proper and professional regard for the ethos, policies, and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values, and behaviours to develop and sustain effective relationships with the school community.
- Respect individual differences and cultural diversity
- Undertake any other additional duties as directed by the SENCO

Notes:

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

- Deadline for applications: **Midday, Monday 2<sup>nd</sup> June 2025**
- Interviews: **TBC**
- Email: [Charlie.coulston@caistorgrammar.com](mailto:Charlie.coulston@caistorgrammar.com) with your application. You must complete an application form to apply for this role. [\[link\]](#) Your application cannot be considered if you do not complete the school form.
- We reserve the right to interview before the deadline date, if appropriate



## Person Specification

CRITERIA	QUALITIES
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"><li>➤ GCSEs at grades 9 to 4 (A* to C) including English and Maths</li><li>➤ Experience of working with children and, if possible, working with children with autism/ sensory processing/Social, Emotional and Mental Health issues</li><li>➤ Ideally, experience of planning and leading teaching and learning activities (under supervision)</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>➤ Good literacy and numeracy skills</li><li>➤ Good organisational skills</li><li>➤ Ability to build effective working relationships with students and adults.</li><li>➤ Skills and expertise in understanding the needs of all students.</li><li>➤ Knowledge of how to help adapt and deliver support to meet individual needs.</li><li>➤ Knowledge of Social, Emotional and Mental Health</li><li>➤ Active verbal and listening skills.</li><li>➤ Knowledge of guidance and requirements around safeguarding children</li><li>➤ Good ICT skills, particularly using ICT to support learning</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>➤ Enjoyment of working with children with SEN, and children in general</li><li>➤ Sensitivity and understanding, to help build good relationships with students.</li><li>➤ A commitment to getting the best outcomes for all students and promoting the ethos and values of the school.</li><li>➤ Commitment to maintaining confidentiality at all times.</li><li>➤ Commitment to safeguarding students' wellbeing and equality.</li><li>➤ Commitment to career development and broadening own skills</li></ul>

**If you don't have all the experience listed below but are interested in applying, contact the Headteacher's PA, Charlie Coulston ([Charlie.coulston@caistorgrammar.com](mailto:Charlie.coulston@caistorgrammar.com)).**

### Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all the experience listed above but are interested in applying, contact the Headteacher's PA Charlie Coulston ([Charlie.coulston@caistorgrammar.com](mailto:Charlie.coulston@caistorgrammar.com)) to arrange a discussion with the hiring line manager.

We reserve the right to interview before the deadline date, if appropriate.