

WINDLEHURST SCHOOL



Respect - Courage - Inspire - Achieve

Dear Candidate,

Thank you for your interest in the post of Learning Support Assistant at Windlehurst School. In this information you will find a job description and a person specification. If you would like to come to visit our school, we would encourage this and if you have any questions please do not hesitate to contact us.

Windlehurst School is unique and diverse in many ways. Our pupils are great fun to work with and no day is ever the same. We are based on two sites, one in Hawk Green in Marple and one in Stockport Town Centre. Staff may have to travel between the two sites and so the use of a car is essential.

All of our pupils have EHCPs for Social, Emotional and Mental Health (SEMH) and range in age from 11 to 16. Pupils have a range of individual needs and this means that some challenging behaviour can be exhibited at times. Whilst this can be challenging at times, there are many rewarding aspects of the job that come from building and maintaining positive relationships with pupils and making a real difference to their lives.

We can offer you a number of additional incentives such as, a free school lunch each day, access to our Employee Assistance Programme where a range of physical and mental wellbeing services can be accessed and CPD opportunities.

This really is an exciting time to be a member of Windlehurst School as either a pupil or member of staff. We hope that having taken the time to read this information you feel that you are the right person for this role and look forward to reading your application.

Yours sincerely

C Ormiston

Mr C Ormiston
Headteacher

Windlehurst School – Hawk Green Site Windlehurst Road, Hawk Green, Marple, Stockport SK6 7HZ Tel. 0161 – 427 - 4788 option 1	Windlehurst School – Millbrook Street Site Millbrook Street, Stockport, SK1 3NW Tel 0161 – 427 - 4788 option 2
Email: admin@windlehurst.stockport.sch.uk Email: headteacher@windlehurst.stockport.sch.uk	



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Windlehurst School Job Description

Job Title: Learning Support Assistant – Level 4

Vacancy Number: Sept 2026

Department: Windlehurst School
Directorate: Learning & Achievement, C&YPD

Salary Grade: Scale 4
Term time 31.5 hours per week term time only + 3 INSET Days with midday allowance

Post Reports to: Headteacher / member of senior management team

Post Responsible for: No Staff Responsibility

Main Purpose of the Job:

To compliment the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/ small groups, monitoring pupils and assessing, recording and reporting in pupil's achievement, progress and development.

Support for pupils

- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- To follow school procedures for the reporting of any disclosed or observed safeguarding concerns

Support for Teachers

- Organise and manage appropriate learning environment and resources.
- Assist teachers to plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests.
- Assist in the production of lesson plans, worksheet, plans etc, with teaching staff.

Support for the Curriculum

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.

- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.

Support for the School

- Comply with and assist with the development of policies and procedures.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Deliver out of school learning activities within guidelines established by the school.

Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.

Line Management Responsibilities Where Appropriate

- Liaise between managers/teaching staff and teaching assistants.
- Represent teaching assistants at teaching staff/management/other appropriate meetings.
- Undertake induction/training/mentoring for other teaching assistants.

Experience

- Experience working with children of relevant age in learning environment.

Qualifications/Training

- Excellent numeracy/literacy/ IT skills – equivalent to NVQ Level 2 in English and Maths.

Knowledge/Skills

- Can use ICT effectively to support learning
- Full working knowledge of relevant policies/codes of practice/legislation.
- Working knowledge and experience of implementing national curriculum and other relevant learning programmes/strategies.
- Good understanding of child development and learning processes.
- Understanding of statutory frameworks relating to teaching.
- Constantly improve own practice/knowledge through self-evaluation and learning from others.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Confident of own ability to deliver prepared activities, supporting student learning, in all subjects (including maths) to GCSE standard.

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

To work positively and inclusively with colleagues and customers so that the School provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.

To fulfil personal requirements, where appropriate, with regard to School policies and procedures, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the School's Mission Statement.

To work flexibly in the interests of the school. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities. Where this occurs, there will be consultation with the employee and any necessary personal development will be considered



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Windlehurst School

Job Title: Learning Support Assistant Scale 4
Children and Young People's Directorate
Directorate:

Attributes	Competency	SCORE				Essential or Desirable	Selection method A=Application I=Interview T=Test
		0	1	2	3		
EXPERIENCE	To have worked with young people in an educational, care or youth work setting.					E	A & I
	Ability to build effective relationships with children, parents and colleagues.					E	A & I
	Experience of multi agency working					D	A & I
	Experience of working with students with social emotional and mental health difficulties					D	A & I
	Ability to work in a team					E	A & I
	Empathy with young people with problems and their families					E	A & I
	Ability to keep accurate records/good organisational skills					E	I
	Full Driving Licence and use of a car					E	A & I
	Knowledge of DfE and local guidance in relation to safeguarding procedures					D	A & I
	Ability to use ICT – Word, Excel, Data , Email					E	A & I
	Understanding of the causes of social, emotional and mental health difficulties					D	A & I
QUALIFIC ATION	Excellent numeracy / literacy skills e.g. GCSE Maths & English or equivalent					E	A
	Level 3 qualification or above					D	A
ADDITIONAL FACTORS	Commitment to help to raise standards of achievement of all pupils, irrespective of sex, race, sexual orientation or social background					E	I
	Positive attitude/role model for young people					E	I

	Enthusiastic and caring					E	I
	Ability to exercise initiative and discretion as appropriate					E	
	The resilience to behave professionally and respectfully in the face of provocation					E	
Generic Competencies (Please see further guidelines below)	Communicating Effectively					E	A & I
	Being Pupil Focussed					E	A & I A & I
	Effective Team Working					E	A & I
	Personal Organisation and Effectiveness					E	A & I
	Personal Development					D	A & I
	Making the Most of I.C.T.					E	A & I
ADDITIONAL FACTORS						Essential	A, I
	To meet Stockport Council's standard of attendance.					Essential	A, I

Competencies

The main purpose of the above competencies is to define the standards of behaviour required by the organisation. All employees are expected to perform satisfactorily to the generic employee competencies which are reviewed as part of Council's Employee Performance and Development Review scheme for all employees.

Competency	Definition
Communicating Effectively	<ul style="list-style-type: none"> Communicate effectively face to face, by telephone or written word with a diverse range of people Make effective use of technology in communications
Being stakeholder focussed	<ul style="list-style-type: none"> Develops and maintains positive working relationships with stakeholders Contributes to the continual improvement of the school
Effective Team Working	<ul style="list-style-type: none"> Develops and maintains positive working relationships with other team members Develops positive working relationships with other teams both within and outside the organisation (e.g "colleagues" in the voluntary sector or health service) Contributes to the achievement of team goals within the school
Personal Organisation and Effectiveness	<ul style="list-style-type: none"> Achieves personal objectives on time and to the agreed standard whilst having consideration for the effect on others
Personal Development	<ul style="list-style-type: none"> Take responsibility for the development and learning of self and others
Making the most of Information and Communications Technology	<ul style="list-style-type: none"> Can operate all technology necessary for the job role Willingness to adapt to new technologies and communication methods

An assessment is carried out by the employee and their manager. The results are discussed as part of the Personal Development Review meeting.