



# **Learning Support Assistant – Grade 4**

APPLICATION PACK

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

Headteacher: Ms Cunningham

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



Welcome



## Message from the Headteacher

Neston High School is a high-achieving mixed 11 – 18 school in Neston, a beautiful part of Cheshire. It is an extremely popular school with a reputation for academic excellence, outstanding pastoral care and for providing a positive environment in which young people thrive. Parents know that if their children come here they will be joining a strong, caring, respectful community with an emphasis on high achievement for all, alongside dedicated support and encouragement.

At Neston High, every individual is highly valued. Our supportive approach enables everyone to develop the knowledge, skills and understanding required to be responsible, considerate and well-rounded individuals suited to the demands of our ever-changing society. Our commitment to STEM education was recognised nationally in 2022 and 2023 when we were awarded the Educate Outstanding Commitment to STEM. This is just one of many awards we achieve for our extra-curricular programme, including Gold Award for Learning Outside the Classroom.

At Neston High, we all work in partnership to ensure the very best outcomes for each of our students. Our aims are simple: we want to achieve excellence so that each and every student reaches their academic potential. First class teaching is crucial to our students' achieving great outcomes and our dedicated team of specialist staff are enthusiastic, talented and strongly committed to providing the very best. Staff development is widely regarded as "leading edge". We have strong partnerships with universities and other higher education institutions and we actively support our staff in pursuing NPOs and other professional qualifications. This is a great place to learn and work, whether you are a teacher, student or a member of our support staff.

We place a high emphasis on respect and positive behaviour, which ensures that the school is a happy place to learn. Students involve themselves fully in everything the school has to offer. They attend well and are keen to learn. Young people enjoy coming to Neston High School and we enjoy teaching them. This is a wonderful community school but there is still work to be done. We are not perfect and so we strive to improve. There is no room for complacency here.

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

Ms Kirsty Cunningham  
Headteacher





## Learning Support Assistant Grade 4

Hours of work – Monday to Friday 8:30 – 15:15

**Permanent 31 hours per week - Term Time plus Inset**

**(24-25 academic year – hours are 32.75 hours per week to support timetable)**

Actual salary £18,083 - £18,660 (pay award pending)

Do you enjoy working in a busy and vibrant environment?

Do you have excellent interpersonal skills?

Do you enjoy working with children and helping them to achieve their learning potential?

If you are excited by your answers to the above questions - then you may be the right candidate to join our team.

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.

If you wish to find out more about this opportunity please speak to Mrs Nisbet, SENDco

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.

Applications should be returned by email marked FAO Ms K Cunningham Acting Headteacher to Mrs Helen Leadbetter, PA to the Headteacher [leadbetterh@nestonhigh.com](mailto:leadbetterh@nestonhigh.com)

**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.

*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 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.*



# PERSON SPECIFICATION

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



## JOB DESCRIPTION

	MAIN RESPONSIBILITIES
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.	