



**Vacancy Position**  
**Learning Support Assistant**  
**Fixed term for 1 year**



**Location**

Hamstel Junior School, Hamstel Road, Southend-on-Sea, Essex SS2 4PQ

**Salary**

Salary Range: Level 4, Points 4 to 7 £24,404 to £25,584 pro rata per annum (equates to £16,074 – £16,851 actual salary)

**Hours of work**

30 hours per week, 8.35am to 3.20pm (with 45 minutes unpaid break) term time only

**Start Date**

1<sup>st</sup> September 2025

**About the Role**

Hamstel Junior School is a large and popular community school which has pupils whose attitudes to their learning are good (Ofsted, March 2024). We are a very well-resourced school with great facilities including a full-sized sports hall, field and outdoor gym.

We offer:

- A committed, friendly and supportive staff
- Excellent classroom support
- Happy and friendly children
- Opportunities to develop your skills further

We are a forward thinking school and have a clear vision for the future. The successful applicant will have significant experience of working in a school classroom environment. This position would be ideal for a graduate looking to enter the teaching profession as it would provide invaluable experience of working with children.

**The main scope of the job will be:**

- Maintain a positive working relationship with the class teacher and other supporting adults.
- Establish positive relationships with supported pupils and the class in general.
- Assist in the implementation of Individual Education Programmes for pupils and help monitor their progress.
- Promote the inclusion and acceptance of children with special needs within the classroom.
- Undertake interventions including phonics under the direction of the teacher, year group leader or SENCo
- Provide suitable feedback to pupils under the guidance of the teacher.
- Arrange / provide resources for lessons / activities under the direction of the teacher.

- Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities, including lunchtime and breaktime duties
- Assist class teachers with maintaining pupil records.
- Attending to pupils' personal needs including help with social, welfare and health matters including first aid.
- Liaise with other staff and provide information about pupils as appropriate.
- To assist with escorting pupils in educational visits.
- To respect confidentiality at all times.
- Attend relevant school meetings and training as required.
- Adhere to the school's Safeguarding and Child Protection Policy.

To get a feel of the school please check out our website: <http://www.hamsteljuniors.co.uk>

**Closing date:** 4<sup>th</sup> July 2025 at 12 noon

**Interviews:** 9<sup>th</sup> July 2025

For further details or an application pack (if you are unable to download these from the website), please contact Mrs Rebecca Sanderson, Director of HR, Portico Academy Trust, Ronald Hill Grove, Leigh-on-Sea, Essex, SS9 2JB. Telephone: 01702 987890, Email: [recruitment@porticoacademytrust.co.uk](mailto:recruitment@porticoacademytrust.co.uk)

**Please include a cover letter with your application form, commenting on how you feel you meet the person specification criteria and providing an insight into your relevant experience.**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check and shortlisted candidates should be aware that the school will consider carrying out online searches as part of the due diligence on short listed candidates.

### **Application Documents**

Support Staff Application Form, Learning Support Assistant job Description & Learning Support Assistant Person Specification

### **Application Email**

Email: [recruitment@porticoacademytrust.co.uk](mailto:recruitment@porticoacademytrust.co.uk)