HORNDEAN TECHNOLOGY COLLEGE
Barton Cross, Horndean, Hampshire PO8 9PQ
Tel: 023 9259 4325
Email: vacancies@horndeantc.hants.sch.uk
Website: www.horndeantc.hants.sch.uk

Learning Support Assistant – Mainstream

Up to 29.42 hours per week available – exact hours to be discussed at interview
39 weeks per year - term time only
Monday – Friday, 08.30am (times can be discusses at interview)
Salary Grade B - Actual Salary - £17421 - £17655 based on 29.42 hours per week
(FTE £25615 - £25958)
In addition, an annual performance award is available for application up to 3% of FTE salary.

Are you a graduate considering a career in teaching and looking for some experience of working within a school first? Or, not looking to get into teaching, but would like to work with our students as a Learning Support Assistant, then we would like to hear from you.

We are looking to expand our team of Learning Support Assistants to meet the current needs of our students on the SEN register. The successful candidate should have good communication skills, patience, a flexible approach, as well as the ability to work within a team. Above all, it is essential that you will be committed to supporting students with Special Educational Needs. You will need to have a good general education with sound literacy, numeracy and IT skills to be able to provide support to students across all subjects. Knowledge and experience of working with students who display challenging behaviour is desirable.

The successful candidate would be involved with supporting students in lessons and helping with exams, but there is potential for planning and running 1:1 or small group interventions. Knowledge or experience of working with children who have learning difficulties is desirable, however this is not essential as training in these areas can be provided.

If you are a graduate considering a career in teaching, we have a depth of experience in working with both PGCE and SCITT. Informal enquiries are welcome please contact Natalie Webb, SENCo on natalie.webb@horndeantc.hants.sch.uk

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

Please complete a Support Staff Application Form which can be found on the working with us page on the College website. Please do not send CV's.
Please return completed application forms to: vacancies@horndeantc.hants.sch.uk

Closing date for applications: 12 noon, 1 December 2026

HORNDEAN TECHNOLOGY COLLEGE

LEARNING SUPPORT ASSISTANT

Mainstream

Upto 29.42 hours a week - 39 Weeks per year (term time only)
Monday – Friday, 08:30 Start if possible.
Exact hours to be discussed at interview

Closing Date 12 noon 1 December 2026

Hampshire County Council

Role Profile Form Number 02130

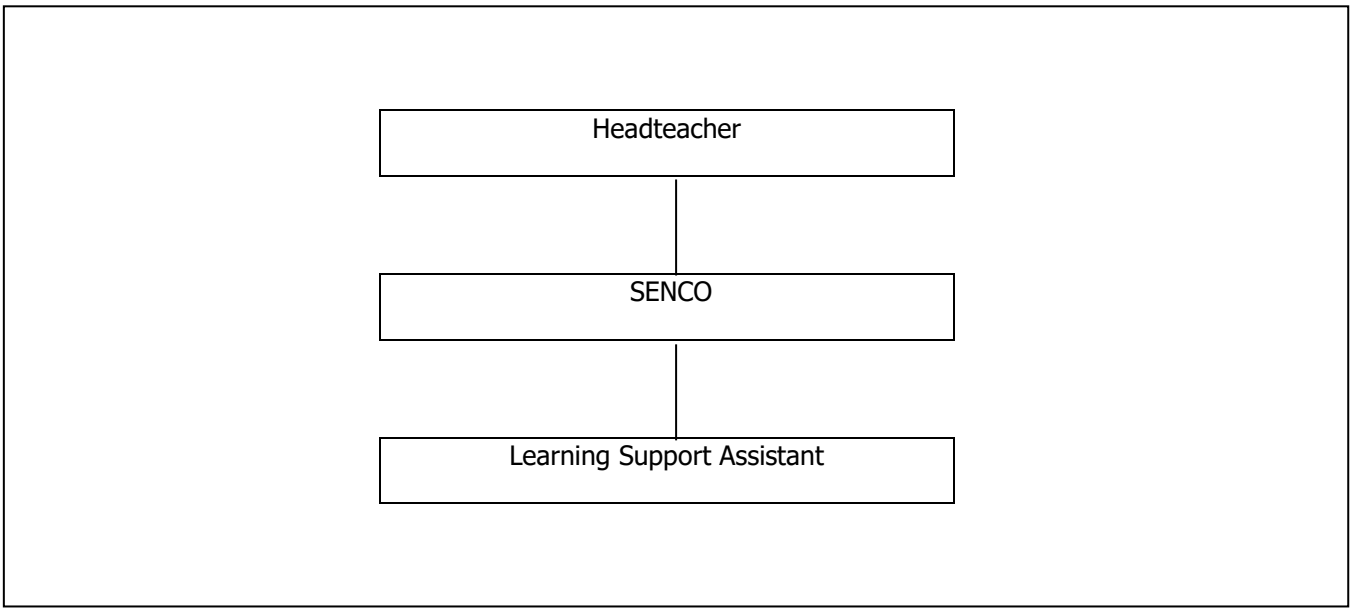
ROLE PROFILE FORM

Section A

Department/Section:	Education (Schools)
Role Title:	Learning Support Assistant (LSA)
Reports To:	SENCO
Role Purpose:	To work in partnership with the teacher to foster effective participation of students in the social and academic processes of the school
Hours:	Up to 29 Hours per week, 39 Weeks per year (Term time only). 8.30am start time if possible
Salary:	As above

Closing date: see advert

Section B Organisation



Section C

ROLE REQUIREMENTS

Accountabilities	Accountability Statements	% of Time
Support for Students	• Working with individual or groups of children, assist in ensuring students are kept on task and complete activates set by teachers • Deal with behavioural and special needs issues in conjunction with the teacher	50
Support for teachers	• Help implement lesson plans	15
Support for curriculum	• Assist the teacher with testing and assessment • Review progress of students against learning programmes	15
Support for the school	• Implement curriculum policies • Detect signs of behavioural issues • Work with outside agencies	15
Corporate and statutory initiatives - equalities/health and safety/e-government/ sustainability	• Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace	5

Section D -The key decision making areas in the role

- A Level 1 LSA will implement lesson plans, deal with pupil behaviour and make judgements about pupil progress/pupil needs normally in conjunction with the teacher
- The shape of a Level 1 LSA's work will be broadly determined by the teacher.
- A Level 1 LSA would not normally carry a specific specialist responsibility.

Section E - The role dimensions - financial (e.g. budgets) and non-financial (e.g. units, workload, customers/staff)

- Role dimensions vary according to the experience of the LSA
- Written reports required from LSA's are detailed and complicated especially if they are addressing complicated pupil needs

Section F - The main contacts – external/internal customer contacts and purpose

- Internal (in school) – students, other colleagues, teachers, headteacher, special needs governor, other members of governing body
- External (outside school) – (usually under the direction of the teacher) Education Psychologist, Education Welfare Officer, parents, GPs, Hospital staff, Occupational therapists/physiotherapists, other LEA specialist colleagues, outside contractors, specialist groups on educational visits, students, escorts, police

Section G - Working conditions – environment, and physical effort or strain.

- School and classroom based learning environment (sometimes significantly constrained in terms of space/equipment/seating) – responsibility, with teacher, for maintaining calm
- External working on trips, educational visits etc
- Trained to undertake very personal/intimate medical work for children with special needs
- Manual handling responsibilities
- Skilled in restraint techniques for dealing with difficult children
- Expected to maintain behaviour management standards of children, some of whom can be especially challenging and difficult, and deal with racial/abusive language and bullying
- Health & Safety responsibility for self, children and area which is particularly demanding in a child-centred environment

Section H - Context/additional information

- It has a high confidentiality component and needs to hold the trust and confidence of both the students and teachers. It acquires information on child protection/family sensitive issues which must be treated carefully and appropriately
- The size and type of school will be a factor in determining how the role operates as will the physical site of the school
- High levels of stress are generated by various aspects of the role including when dealing with individual students and/or groups with complex and demanding learning needs. The postholder's working hours require constant pupil contact and there is no provision for attendance when children are not there.
- The role is becoming acknowledged, nationally and locally, as an important part of the solution to the current teacher workload problem.

PROGRESSION IN ROLE

Section I - Entry: Necessary role-related knowledge, skills and experience at selection

- Empathy with students and sympathetic to their needs
- Basic literacy and numeracy skills
- Good communication skills and able to clarify and explain instructions clearly
- Professionally discrete and able to respect confidentiality on particular issues
- Well developed interpersonal skills and sense of humour enabling effective relationships with a variety of different people
- Team Worker

Section J – Initial induction/training required to become effective in the role

Estimated time to become operationally effective **6-8 months** Induction 3-6 months

- "shadowing" experienced LSA in school
- knowledge of school and school systems/policies
- understanding of curriculum, particularly literacy and numeracy requirements
- approach towards pupil discipline and behaviour
- relationship between and respective responsibilities of teacher and LSA
- professional relationships between staff and students
- support from "mentor" LSA
- manual handling skills
- developing health and safety knowledge
- Independent working, supported by teacher, with groups of or individual children

Section K – Operationally effective: How would effectiveness in role be demonstrated?

- Firm, sensitive and effective approach towards pupil discipline
- Good organisational ability
- Able to work at a basic level with the teacher in planning and delivery of teaching activities (including those defined in Individual Education Plans)
- Able to monitor and record pupil progress
- Competent in working with group of students with some supervision from the teacher
- Ability to apply knowledge and skills from training in practical classroom context

Section L - Adding value: What characteristics will the advanced role holder demonstrate?

- Flexible in relation to tasks undertaken and groups/children allocated
- Ability to motivate and encourage children appropriately
- Ability to work independently and with initiative
- Ability to establish and maintain good relationships and rapport with other colleagues in the school and external contacts (e.g. parents, education psychologist, speech therapist)
- Possession (especially in Special Schools) of specialist qualification/skills (e.g. Makaton) to deal with needs of particularly challenging students

Procedures

"Horndean Technology College and Hampshire County Council are committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service check along with other relevant employment checks."

1. Role Profile

   The Role Profile gives an outline of the broad responsibilities and lists the main tasks involved in order to undertake the post successfully.

2. Post and Recruitment Details

   These will outline the general conditions of service and salary applicable to the post, the closing date for applications and the interview date. Additional information about the vacancy will be enclosed in respect of the particular faculty, section or work area as appropriate.

3. Filling in the Application Form

   After reading the role profile think carefully about your application and consider to what extent you have gained the skills and experience necessary for the post. Consider all the points in the role profile when replying. Include evidence to support your application. Please send your completed application to Claudia Trapnell, Horndean Technology College, Barton Cross, Horndean, Waterlooville, P08 9PQ or email to vacancies@horndeantc.hants.sch.uk . It has come to our attention that some applications sent using Royal Mail are not reaching us by the required closing date, this is due to the incorrect postage amount being paid.

   Please note that canvassing in any form will disqualify the applicant.

4. Long Listing/Short Listing

   This is the initial process of matching applicants against the relevant criteria in the person specification. The long or short listing panel will make judgements based upon the evidence presented in the application as to those candidates who best meet the criteria. References will normally be sought at the long listing stage. These will help us to develop a short list of candidates to be invited to interview. This also applies to internal candidates.

5. The Interview Panel

   Normally, the interview panel will consist of two, three or four people. Other members of the panel will represent various levels of management associated with the advertised post.

6. The Day Structure

Candidates will be expected to furnish themselves with information and answers to most of their questions through the structure of the day. Candidates will nevertheless be asked if they have any final questions/points they wish to raise after the Panel have asked their questions.

Typical day structure:

0845	Arrive for refreshments
0900	Tour of the College
0930	Time in Department of Advertised Post
1030 onwards	Formal interviews

Candidates are free to leave the College once their interview is complete.

(*Timing will, of course, be variable according to the number of candidates being interviewed.)*

Each candidate will be asked the same core questions; however, members of the panel may ask relevant supplementary questions arising from your initial answer under the overall direction of the Chair.

All questions will be relevant to the job and will be as open as possible, thus allowing candidates to give evidence of their suitability. The level and complexity of questions will relate to the level of the post.

Members of the Panel will usually take notes during the course of the interview; these will be used to assist the Panel in making its final decisions.

7. Facilities at Interviews

Every effort will be made to provide appropriate facilities for candidates at interviews. Please contact the Recruitment Officer, Judith Heathcote, should you have any special requirements in order to facilitate your attendance at the interview.

8. The Decision

The decision to appoint will be taken on the basis of the evidence that has been made available to the panel throughout the recruitment and selection process in relation to the criteria as stated in the person specification. You will be notified as to the outcome.

9. References

The appointment of candidates will be subject to the receipt of two satisfactory references, as requested at the long listing stage.

Your present or most recent employer must be given as one of the two referees. This person will normally be the head of the organisation for which you currently or most recently worked. The other reference should be from someone who knows you, your work and ability. **Normally, references will be requested prior to interview.**

References will be used to supplement the Panel's decision or, if the Panel requires further evidence, to distinguish between candidates. The Chair of the Panel may request that further enquiries are made to either the referee and/or the candidate, where there is information or an omission in the reference giving rise to doubt or concern.

References will not be disclosed to the candidate.

All appointments will be subject to medical records. It may be necessary in some instances to refer a health questionnaire to an independent Medical Officer for a report.

In the event of you being appointed, it will be necessary for the College to check with the police as to whether you have a criminal record. Your authority to do so is given on the application form.

Proof of qualifications will be required in the form of original certificates.
Photographic proof of identification will be required, a passport or driving licence.
Please bring with you, if selected for interview.

10. Feedback to Unsuccessful Candidates

The College does not give reasons for non-appointment. It will invariably be that in the judgement of the panel there was a better candidate available or that no candidate met the College's requirement. Internal candidates will be offered a debriefing interview by an appropriate member of the panel. Any external candidate who requires feedback on their interview performance will also be offered constructive advice about their interview performance.

11. Interview Expenses

The College will pay travel and subsistence expenses (within UK only) as set out on the claim form provided to short-listed candidates on the day. These will not normally be granted to candidates who withdraw before the selection process is completed. HCC procedure for Mileage Claims states all mileage claims must be submitted with a VAT petrol receipt that is dated prior to the mileage claim. There is no exception to this rule. No petrol VAT receipt = no claim!

12. No Smoking Policy

For Health and Safety reasons, the College has been designated a no smoking area and the successful applicant will be expected to comply with this policy.

13. Asylum & Immigration Act 1996

Under the Asylum and Immigration Act, we must require all candidates for employment to produce a document to prove that they are entitled to live and work in the U.K. Please bring with you to the interview one of the following (not a copy):

- a documented National Insurance number (eg P45, P60 tax form, previous pay slip).

- a valid Passport from any European Economic Area state.
- a British Birth Certificate.
- a Certificate of Registration or Naturalisation as a British Citizen.

No offer of employment should be made until proof has been seen and checked carefully. A copy of the document for the successful candidate must be retained on the personal file.

The rules apply to all employees including staff employed on any type of casual contract.

14. Equal Opportunities

In line with our 'Vision Statement' and national legislation, Horndean Technology College is committed to seeking to ensure that all staff, both present and future, have equal opportunities, in the context of both national legislation and College objectives, irrespective of gender, ethnic origin, age, disability and other identities.

The successful candidate will be given full opportunities to develop professionally through a comprehensive induction and staff development programme which includes appraisal.

Thank you for expressing interest in our College. I hope that these details will help you to make the best of any application.

If you are unsuccessful in obtaining a post on this occasion, I wish you the best in future applications you may wish to make.

Mrs Julie Summerfield
Headteacher