

## **THE HOLT SCHOOL**

Holt Lane  
Wokingham  
RG41 1EE



Tel: 0118 978 0165

[holtschool@holt.wokingham.sch.uk](mailto:holtschool@holt.wokingham.sch.uk)

[www.holtschool.co.uk](http://www.holtschool.co.uk)

### **Learning Support Assistant**

**Required: September 2025**

**22 hours per week**

**Hours of work: 4 days per week, Term time only 9:00 am to 3:30 pm.**

**Rate of pay: Grade 3 SCP 5-6**

**£12.85 per hour £24,790FTE**

**(actual salary £12,228pa)**

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school, which converted to academy status in July 2011. The school was judged 'outstanding' by Ofsted in March 2023; there are 1459 students on roll (262 in the Sixth Form).

A Learning Support Assistant is required to support students with a range of learning difficulties in mainstream classes and on a 1:1 basis in order that they achieve their full potential.

You will have a good standard of education including grade C/4 GCSE or equivalent maths, English and science. You will be a good team player with excellent communication and interpersonal skills. Further training will be provided.

This post would offer a great opportunity for a graduate planning to apply for teaching in the future.

Application forms and further information are available to download from the school [website](#). Please note that CVs will not be accepted.

Prospective applicants are welcome to telephone Mrs Elizabeth Griffiths (SENCO) for more information about this post.

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. All posts are subject to an enhanced Disclosure and Barring Service Check.

**Closing Date: 9am, Thursday, 5<sup>th</sup> June 2025**

**We reserve the right to assess and interview on receipt of application.**

# THE HOLT SCHOOL JOB DESCRIPTION



<b>Job Title:</b> Learning Support Assistant	<b>Name:</b>
<b>Reports to:</b> SENCO	<b>Reviewed:</b> February 2025
<b>Grade/Pay Scale:</b> 3	<b>Hours of work:</b> 22hrs per week
<b>Employment Status:</b> Permanent	

## **Job Purpose:**

To facilitate learning by supporting the needs of individual pupils and small groups of pupils in accordance with school policy and government initiatives in the pursuit of high standards of pupils achievement.

## **Departmental/Team Purpose:**

The purpose of the school is to meet the educational needs of children and young people within the local community

## **Organisation Chart:**

SENCO

HLTA

LSS

LSA

**Summary of Main Contacts:** Teachers, pupils, parents, other school staff and professionals.

## **Safeguarding statement**

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

## Main Tasks/Accountabilities:

1. Liaise with class teacher/SEN Coordinator on a daily basis to discuss class tasks and enable pupils to become independent learners within their own ability and assisting the teacher with social skills.
2. Attend departmental training and relevant whole school meetings.
3. Regularly report back to the teacher on pupil's progress and areas of concern.
4. Work with small groups or individual pupils, clarifying and explaining instructions, ensuring that pupils are able to use equipment and materials whilst motivating pupils to complete work.
5. To aid the teacher in classroom discipline re-enforcing the teacher's standards of behaviour and tidiness within the classroom.
6. Accompanying groups or individuals around the school e.g. library and school educational trips (if applicable).
7. To work with the SEN co-ordinator and help deliver educational programmes, assist with the development of reading, writing, spelling and listening skills.
8. Preparation of classroom/educational materials and organise supplies of classroom/educational materials and work with small groups of pupils on ICT equipment and programmes.
9. Prepare class lists, worksheets and carry out general examination administration tasks and invigilation of examinations (if required).
10. Help and support pupils create displays etc. for open evenings.
11. To help with special occasions in the school's annual calendar (if applicable).

*This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Co-Headteachers may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation*

Signed: ..... Date: .....  
Post Holder

Signed: ..... Date: .....  
Co-Headteachers

<b>Person Specification: LSA</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>		
GCSE Maths, English and Science or equivalent	✓	
A Levels or equivalent		✓

<b>Skills</b>		
Patient Calm and able to work under pressure	✓	
Initiative – be able to think on your feet	✓	
Ability to motivate and encourage	✓	
Good communication – orally and written	✓	
Good IT skills		✓

<b>Committed to:</b>		
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”	✓	
Promoting and safeguarding the welfare of students	✓	
CPSD (continuing professional self-development)		✓