



THE PERSE

PELICAN SCHOOL
CAMBRIDGE



Temporary Learning Support Assistant (to start February 25)

At the Perse Pelican School

CANDIDATE PACK



Salary: £16,802 per annum—£17,296 per annum
Working hours: 32.5 hours per week during term time

The Role

The Perse School is committed to providing every pupil with the opportunity to achieve their full potential. The Pelican works closely with children, staff and parents to ensure that children's needs are identified and met as they progress through the school. The School aims to offer a secure, and relaxed learning environment to promote pupil confidence, self-esteem and independent growth.

The post offers an exciting opportunity for an applicant to provide 1:1 learning support primarily to a specific child, whilst also working with small groups as required. Initially, the successful candidate will work at the Pelican and from September 2025 they will work at the Prep. They will work alongside the Head of Learning Support, the Class Teacher and Teaching Assistants, assisting within the classroom to create a positive and enabling environment that supports all children with additional learning needs.

The successful candidate will need to have a very flexible approach and the confidence to prepare, deliver and adapt learning to meet the children's academic and pastoral needs where necessary.

They will develop excellent relationships with both the children in their care and the teaching team. On occasions they may be asked to assist with cover across the school in another class, particularly in the event of staff absence.

The Learning Support Assistant may undertake a range of playground and lunch duties, and there may also be the opportunity to support in various out of hours school activities (our Larks and Owls wraparound care).

We are committed to professional development so there are opportunities to develop practice, receive training and benefit from appraisal.

JOB DESCRIPTION

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

Reporting Line

As a member of the support staff, the Learning Support Assistant's ultimate line manager will be the Bursar, although day to day responsibility will be to the Head of the Perse Pelican School and Head of the Prep respectively.





Key Responsibilities

Safeguarding

To promote and safeguard the welfare of children for whom you are responsible and with whom you come into contact.

Assisting the Class Teacher and Head of Learning Support

Working under the direction of the Class Teacher and Head of Learning Support to:

- Support the children's wellbeing and educational progress.
- Support children assigned to you and liaise with teaching staff about their understanding and progress.
- Plan and prepare resources for sessions as required.
- Deliver 1:1 or small group support within the classroom.
- Ensure children's personal or educational targets or Educational Health Care Plan are supported.
- Keep parents informed, where appropriate, of pupil progress to enable them to best support their child at home.
- Ensure that all school resources are maintained in good order.

Cover

- The Learning Support Assistant may be asked to help out with staff cover arrangements as directed by the Deputy Head.

Pastoral Care

- To take a proactive role in the pastoral life of the children in the school, working with classroom teachers, promoting the general progress and well-being of all pupils in our care and implementing the School's Behaviour and Discipline policy.
- To participate in appropriate training with a pastoral focus and to understand and comply with the school policy on Safeguarding and Child Protection.
- To assist children with personal care (feeding, toileting, changing clothes and cleaning up) as necessary.

Duties

- To play a role in the School's supervision of pupils at playtimes and be fully aware of the School rules and guidance for staff related to best practice for supervision of pupils.
- To report promptly any instances where the safety or welfare of a member of the School community may be at risk.

Meetings and events

- To participate in staff meetings as required.
- To attend assemblies, as directed by the Head.
- To attend school functions or events at the Pelican as requested by the Head, for example the Pelican Summer Fete or the Pelican Welcome Evening at the start of the year; or one of the three Saturday Admissions Mornings (Open Morning, Entrance Test Morning, Year 2 Taster Morning) at the Prep as agreed with the Deputy Head.



Key Responsibilities

Extra-Curricular

- To accompany and support children in Larks and Owls or Extra-curricular Clubs where needed.
- To participate in the School's out of school programme by covering for absent staff (short-term) on the Late Stay/Larks and Owls rotas.
- To attend trips and/or educational visits.

Administration

- To participate in administrative and organisational tasks related to Learning Support Assistant duties.

Appraisal, Training and Development

- To participate in your induction and in any training and professional development arranged for Learning Support Assistants.

PERSON SPECIFICATION

The successful candidate for a Learning Support Assistant role must meet the following requirements:

Essential (entry level)

- Patience, a 'can do' attitude and the adaptability needed to work successfully in a 3-11 school environment.
- A passionate advocate for helping pupils with special educational needs and disabilities achieve their true potential.
- Some understanding of ADHD, autism, dyslexia, dyspraxia, and other specific learning difficulties.
- Excellent inter-personal and organisational skills as well as the flexibility to deal with a range of tasks.
- Clear and effective communication skills, both verbal and written, with a confident and positive manner.
- The desire to work with children and young adults of a range of ages.
- Confidence to interact with and support children age-appropriately.
- Empathy for pupils, staff and the school community.
- The ability to work effectively both as part of a team and also independently.
- The ability to work collaboratively and supportively with colleagues within school and with parents.
- The ability to follow an educational/health care plan.
- The ability to manage commitments and deadlines.
- Strong ICT skills to conduct administrative tasks efficiently.
- Commitment to continuing personal and professional development.

Review

This job specification will be reviewed regularly and changes may be made by agreement with the Head.





JOB SPECIFIC TERMS AND CONDITIONS

Contract Duration

This role is on a temporary 18 month basis initially (February 2025 to July 2026).

Working Hours

The Learning Support Assistant post is part-time (32.5 hours per week), term time only¹.

Working hours will be 8.30am to 3.30pm Monday to Friday, with a half hour unpaid lunch break. For part of the lunch break the Learning Support Assistant may be required to help with the School's activities, such requirements not to be unreasonably made.

¹Term time is defined as the published school term dates, plus two additional INSET days immediately preceding the published start date of the Michaelmas term, and one additional INSET day immediately prior to the published start date of the Lent or Summer term each academic year.

Salary

The salary, based upon the Perse Learning Support Assistant Salary Scale, will be in the range of Scale Point 6 at £16,802 per annum to Scale Point 7 at £17,296 per annum (based on £24,591 per annum to £25,317 per annum FTE, full year rate), for term time working (at 2024/25 rates).

The actual starting point will be based upon the relevant skills and qualifications of the person appointed.

Holidays

Paid holiday entitlement is 6 weeks including Bank holidays per annum, which must be taken during School holidays. This is included in the salary (above).



TO APPLY

The closing date for applications is **23rd January 2025** at midday, but applications will be considered as they are received; The Perse School reserves the right to make an appointment before the closing date.

Please click [How to Apply](#) which links to the vacancies section of the website to register/sign in and submit your application. Any queries regarding the application process should be directed to the HR Department at recruitment@perse.co.uk

Safer Recruitment

The Perse School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including: references from previous employers, a Disclosure and Barring Service check at the enhanced level, as well as eligibility to work in the UK (in compliance with UK immigration regulations). All work carried out at the School on a regular basis amounts to regulated activity. This role is also exempt from the Rehabilitation of Offenders Act 1974.

Safeguarding and promoting the welfare of children is everyone's responsibility. The School is committed to acting in the best interests of the child so as to safeguard and promote the welfare of children and young people. The School requires everyone who comes into contact with children and their families to share this commitment. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

Recruitment Policy

The School's Recruitment, Selection and Disclosure Policy and Procedure is available for your information on the School website.

The Perse School actively supports equality, diversity and inclusion and encourages applications from all sections of society.

