



## JOB DESCRIPTION

### LEARNING SUPPORT ASSISTANT

### GIRLS' DIVISION

#### MAIN PURPOSE OF JOB:

To assist and support pupils with special educational, social, emotional and behaviour difficulties. This will involve liaising with SENDCo, Head of Girls' Division, Class teachers, Deputy Head and other support staff, which may include outside agencies, e.g. Speech and Language Therapists, Educational Psychologists on behalf of the SENDCo should the need arise.

#### MAIN DUTIES:

The Learning Support Assistant's (LSA) main role is to provide support for students with a range of SEND and SEMH needs. The LSA will ensure that the pupil can integrate as fully as possible in the activities generally undertaken by the other children in the class and make progress. Duties will also include running specific programmes and activities to assist SEND pupils' individual learning and social needs.

#### The LSA will:

- Develop knowledge of the particular needs of the child and seek advice from the SENDCo, class teacher and outside agencies as required;
- Provide learning support in 1:1 and group situations;
- Facilitate inclusion in small group activities with peers and support interaction between them;
- Aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, games, visual prompt cards etc;
- Make or modify resources as suggested and advised by the SENDCo, Educational Psychologist or other outside agencies;
- Provide positive reinforcements, praise and rewards to pupils;
- Assist with the planning of support activities;
- Use strategies, in liaison with the teacher, to support students to achieve learning goals;
- Provide detailed and regular feedback to on student achievement, progress, problems etc;
- Promote good pupil behaviour, dealing promptly with conflict and incidents within and beyond the classroom in line with established policy and encourage students to take responsibility for their own behaviour;
- Work as part of the team to ensure that the well-being and personal development of the pupil enhances their learning opportunities and life skills;
- Administer routine tests, help invigilate exams;
- Support teaching/senior staff with routine administration e.g. photocopying, typing, filing, money, administration of coursework etc;
- Assist external agencies in the production of reports, for example, Early Help Assessments;
- Attend planning meetings under the guidance of the SENCo to develop Pupil Support Plans;
- Provide regular feedback to the SENCo and, where necessary, relevant outside agencies about any pupil's difficulties and progress;
- Contribute to the pupils' reviews by writing a brief report and attending the meeting.
- Participate in relevant professional development as deemed appropriate and attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.
- Understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs.
- Maintain confidentiality and sensitivity to the pupils' needs but have regard to the safeguarding procedures of the school.

- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- Carry out any other reasonable duties as may be required from time to time within the context of the post, as directed by the SENDCo, Head of Girls' Division or Deputy Head.



**PERSON SPECIFICATION**

**LEARNING SUPPORT ASSISTANT**

**GIRLS' DIVISION**

<b>EDUCATION/TRAINING/QUALIFICATIONS</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>EVIDENCE Application Form, Interview, Reference</b>
GCSE, 'O' Level or equivalent qualifications in Maths and English	Essential	Application Form
NVQ2 or equivalent as recognised by the National Occupational Standards for Supporting Teaching and Learning (NOS-STL)	Essential	Application Form
<b>KNOWLEDGE/EXPERIENCE/SKILLS</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>EVIDENCE</b>
Experience of working with children with special educational needs in a school setting	Essential	Application Form/ Interview/References
Knowledge and understanding of the different social, cultural and physical needs of pupils	Essential	Application Form/ Interview/References
Assists with the organisation of the learning environment	Essential	Application Form/ Interview/References
Maintains accurate records of the pupils	Essential	Application Form/ Interview/References
Respects and maintains confidentiality but has regard to the safe guarding protocols of information sharing where necessary	Essential	Application Form/ Interview/References
Experience of working with EAL students;	Desirable	Application Form/ Interview/References
Experience of supporting students in Maths and English at GCSE level;	Desirable	Application Form/ Interview/References
Experience of ADHD and ASD pathways;	Desirable	Application Form/ Interview/References

Experience of completing Early Help Assessments.	Desirable	Application Form/ Interview/References
<b>PERSONAL COMPETENCIES, QUALITIES, ATTITUDE AND BEHAVIOURS</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>EVIDENCE</b>
Able to plan and prioritise tasks and work under the pressure of a busy school;	Essential	Application Form/ Interview/References
Productive and shows initiative	Essential	Interview/References
Communicates effectively and appropriately to pupils with different abilities and ethnic backgrounds	Essential	Application Form/ Interview/References
Interested in how children learn and behave	Essential	Application Form/ Interview/References
Models appropriate behaviour both in the classroom and around school	Essential	Interview/References
Cares about children, particularly those who find learning and managing their behaviour difficult	Essential	Interview/References
Motivates pupils to learn	Essential	Interview/References
Motivates pupils to be sociable	Essential	Interview/References
Works effectively with other adults in the school and wider community	Essential	Interview/References
Patience with children who find conforming to rules and expectations difficult	Essential	Interview/References
Flexible and innovative with a clear understanding of how children might behave who find learning new concepts and remembering taught concepts difficult	Essential	Application Form/ Interview/References
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Essential	Interview/References



## TERMS AND CONDITIONS

### LEARNING SUPPORT ASSISTANT

### GIRLS' DIVISION

<b>SALARY</b>
<p>The salary will be between point 10 and point 12 on the Bolton School Support Staff Salary Scale (£26,591 per annum and £27,664 per annum), pro-rata this equates to £21,970 and £22,857 per annum, from September 2025.</p>
<b>HOURS OF WORK</b>
<p>37.5 hours per week, between Monday and Friday. The normal hours of attendance will be 8.30am until 4.30pm with a 30 minute unpaid meal break per day. The successful applicant will be expected to work each day in the school term time (work 35 weeks, paid for 40.1 weeks which includes holiday pay).</p> <p>Term time is classed as when school is in session and on additional days during the academic year; leading to a total of 175 days. The additional days will be determined by the Head/Line Manager and may include INSET days, the day of the entrance examination and school holiday periods, to meet the needs of the Division or Department. The salary for a term time only member of staff is therefore based on 175 working days per academic year.</p>
<b>HOLIDAY</b>
<p>Pro-rata of 20 days' holiday, Public Holidays and a close down period between Christmas and New Year (to be determined annually) as paid leave days each year. All holidays are to be taken out of term-time at times specified by the Manager.</p>
<b>LINE MANAGEMENT</b>
<p>Responsible to the SENDCo and ultimately the Head of Girls' Division</p>
<b>PENSION</b>
<p>The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis.</p> <p>If you choose not to join the Group Personal Pension scheme and you fall into the category of "eligible worker" you will be automatically enrolled into the School's alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of "qualifying earnings" and the School will contribute 5%. Further details are available upon appointment.</p>
<b>OTHER BENEFITS</b>
<ul style="list-style-type: none"><li>• Lunches will be provided free of charge on campus.</li><li>• Free parking on site and an easily accessible campus with strong transport links (including being on a direct bus route).</li><li>• Life Assurance cover up until the age of 65.</li><li>• Access to a free Employee Assistance Programme for all employees and their family members. As well as access to a 24-hour confidential helpline with counselling services, this benefit includes access to the Health Assured website and App, both of which have a wealth of wellbeing advice and guidance available.</li><li>• Training and development opportunities will be offered.</li></ul>

- Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School.
- In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.
- Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Ride to Work Scheme available.
- Warm and friendly community.

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six month probationary period.