



**FUTURE  
ACADEMIES**  
LIBERTAS PER CULTUM

**Learning Support Assistant  
Recruitment Pack  
(Temporary – Fixed to 31.08.2024)**



**PIMLICO  
PRIMARY**  
LIBERTAS PER CULTUM

**Welcome to Future Academies**



Dear Applicant,

Thank you for your interest in the position of **Learning Support Assistant (LSA with responsibility of personal care and welfare support for pupils) (Temporary Fixed term to 31.08.2024)** for Pimlico Primary. I am delighted that you are considering applying for a position at our trust.

This is a superb and exciting opportunity for an ambitious, enthusiastic and **Learning Support Assistant (LSA with responsibility of personal care and welfare support for pupils)** to join the Pimlico Primary team to support colleagues to ensure that they can provide a safe and nurturing learning environment to all the young people in their care.

We are **Future Academies**: a flourishing multi-academy trust, founded with the aim of improving the life chances and raising the aspirations of young people. We offer a rich and stimulating education comprised of a knowledge-rich curriculum, diverse cultural and extracurricular opportunities, and a strong pastoral support system. All children and young people are welcomed in our inclusive community, and all are challenged to be the best they can be.

This ethos is embodied in our Trust values - *Knowledge, Aspiration, and Respect* - and in our motto, *libertas per cultum* ("freedom through education").

Future Academies currently comprises ten schools across London and Hertfordshire. Further information is available on our website [Future Academies - Academies](#).

Pimlico Primary is a flourishing mixed, non-selective primary school based in Pimlico, London, admitting students from the ages of 4 to 11.

Pimlico Primary is passionate about diversity and inclusivity and welcome applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification. We encourage applications from applicants regardless of any protected characteristic.

If you think you have the skills, experience and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

If you would like to discuss the role in more detail, please do not hesitate to contact me via email at [d.fisher-munoz@pimlicoprimary.futureacademies.org](mailto:d.fisher-munoz@pimlicoprimary.futureacademies.org)

**Dani Fisher**

SENDO & Designated Safeguarding Lead

Pimlico Primary

# JOB DESCRIPTION

**JOB TITLE:** Learning Support Assistant (LSA) (including personal care & welfare support for pupils)

**RESPONSIBLE TO:** Jenny Bains (Head of School)

**RESPONSIBLE FOR:** To support teachers in helping young people with special educational learning needs.

**LINE MANAGEMENT:** Gary Aubin (Trust Lead for Inclusion) and Dani Fisher (SENDCO and DSL)

**HOURS:** 8:30am-4:30pm

**SALARY:**

Scale Code	Point Code	FTE depending on experience	Pro-rata depending on experience
RANGE 2	3-4	£27,771-£28,128	£24,262.47 - £24,627.58

**RIGHT TO WORK:** This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance

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## PURPOSE OF THE ROLE

A Learning Support Assistant will be assigned to support a specific child in achieving the targets in their Education Health and Care Plan. They will be class based and support the whole class learning of the children. This is done by working with small groups, supporting with admin for the teachers and supporting during lessons.

1. Deliver and monitor interventions with the support of the teacher
2. Ensuring that our spaces are high quality, aspirational learning environments that meet the needs of the children

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## MAIN RESPONSIBILITIES AND TASKS

- Motivating pupils to achieve their potential.
- Supporting and encouraging pupils in their schoolwork.
- Ensuring pupils feel comfortable and confident in their own abilities.
- Listening to children read, reading to them, and telling them stories.
- Helping children who need extra support to complete tasks.
- Supporting children during social activities, outings, and sports events.
- Helping children prepare for activities, such as Physical Education (PE).

- Helping children during therapy sessions. For example, speech and language, occupational therapy and physiotherapy.
- Supervising group activities.
- Assisting Teachers to plan learning activities, prepare learning materials, complete records, and carry out administrative tasks.
- Supporting Teachers in managing class behaviour.
- Supervising pupils in the playground.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The Job Description will be subject to periodic review to fit in with the needs of the Trust and provide development opportunities. It is not a comprehensive set of tasks, but sets out the main expectations of the Trust in relation to the potholder's responsibilities and duties at this time

To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.

## PERSON SPECIFICATION

	Essential	Desirable
<b>QUALIFICATIONS</b>	GCSE English and Maths	A Level study
<b>EXPERIENCE</b>	Experience of working successfully with children in a primary or secondary setting.	Experience of working with children with SEND.
<b>KNOWLEDGE AND SKILLS</b>	<p>A good working understanding of the most prevalent types of Special Educational Needs and Disabilities</p> <p>The ability to deescalate situations with pupils</p> <p>The ability to support personal care needs for a pupil/pupils</p> <p>The ability to support all pupils with welfare needs, including the -re-stocking of welfare care supplies</p>	<p>A secure understanding of how pupils learn and what adults can do to further boost pupils' academic progress</p> <p>The skills to support a child working on an individualised curriculum, at a level lower than their peers</p>
<b>PERSONAL COMPETENCIES AND QUALITIES</b>	<p>A commitment to the inclusion of pupils with SEND</p> <p>A positive, resilient approach to meeting the needs of pupils</p>	The ability to motivate and lead colleagues in their roles, in regards to supporting pupils with SEND

## **NOTES TO APPLICANTS**

### **GENERAL TERMS & CONDITIONS**

The employer for this post is Pimlico Primary.

The successful post holder will be based at Pimlico Primary, Lupus Street, London, SW1V 3AT.

The post holder will be eligible for enrolment in the Local Government Pension Scheme.

The post holder will be required to complete a six-month probation period.

### **APPLICATION PROCESS**

#### **1. Applying for the role**

To apply for the post, please visit our ETeach website to apply on-line [Careers at Future Academies - London, United Kingdom, SW1V 3AT | schoolrecruiter \(eteach.com\)](https://www.eteach.com/careers-at-future-academies-london-united-kingdom-sw1v-3at-schoolrecruiter)

The application form should be accompanied by a personal statement of suitability of no more than two sides of A4. In the application form and personal statement, applicants should demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than Monday 15<sup>th</sup> May. Applications after this date will not be considered.

#### **2. Interview Process**

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

#### **3. Notification & Feedback**

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

#### **4. Taking up the post**

The successful candidate will take up the post as soon as possible.

#### **5. Additional information**

For further information please email [HREnquiries@futureacademies.org](mailto:HREnquiries@futureacademies.org) and a member of the HR team will contact you.

#### **6. Safeguarding**

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.