



## LEARNING SUPPORT ASSISTANT RECRUITMENT PACK



Welcome

Page 2

Gifford Primary

Page 3/4

Person Specification

Page 5

Job Description

Page 6/7

- Required As soon as possible
- Salary: Grade 5 SCP 18-20 (£26,957.00 - £28,155.00 pro rata) Term Time Only
- Permanent & Fixed Term Contract for 1 Year
- Monday – Friday 8.30am – 3.30pm (32.5 hours per week)
- Closing date: Friday 8<sup>th</sup> May 2026 at 9.00am
- Interview date: TBC

# Welcome



## HEADTEACHERS MESSAGE

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Dear Applicant,

Thank you for showing an interest in the position of Learning Support Assistant (LSA) at Gifford Primary School. Gifford Primary School is a popular four-form entry school. Located in the London borough of Ealing.

We are seeking an enthusiastic and visionary LSA to join our exceptional team. In this role, you will drive ambitious initiatives, enhance our educational practices, and contribute to a thriving learning community. You will be a key player in implementing forward-thinking strategies in a collaborative team environment.

At Gifford we are committed to making a real difference in the lives of our pupils. We pride ourselves on being a forward-thinking school that embraces innovation and values a "have-a-go" attitude. Our dynamic environment offers a platform for ambitious professionals who are eager to shape the future of education and lead our school to new heights.

Visits to the school are essential. To arrange a visit please contact the HR team on 020 8845 4661 or email [HR@gifford.ealing.sch.uk](mailto:HR@gifford.ealing.sch.uk). We look forward to hearing from you.

Yours faithfully,

Charlotte Cadman  
Head of School

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# What is Gifford Like?



"A culture of high academic aspiration and a shared drive for success permeates the school. Through the curriculum, pupils are taught about the contributions to society made by a diverse range of historical and modern-day prominent figures.

The school encourages pupils to believe they too can make a positive difference in the world. Academic achievement and pupils' personal development are equally prioritised. Pupils and school staff work together to create a programme of regular enrichment experiences. The '11 by 11' programme includes expressive arts activities, public speaking exercises and careers guidance. Older pupils enthusiastically support those who are younger. Pupils behave maturely. They treat each other with great care, kindness and respect.

The school encourages pupils to share their views. Elected members of the 'Gifford Government' gather and share the opinions and suggestions of their classmates in order to improve the school further. For example, the play area was extended following feedback from pupils in Years 1 and 2. Pupils are happy here."

**Ofsted Quote May 2024**

# What we are looking for

Pupils are at the heart of all we do



**Are you:**

- Ambitious?
- An inspirational Learning Support Assistant?
- Passionate about making a difference?
- Someone who really cares about children?
- Continually looking for ways to improve your practice?
- Willing to work hard to uphold the schools exceptional provision?
- A positive team player?
- Someone with a can-do attitude?
- Excited by a challenge and full of great ideas?

**If this is you, then Gifford is the place for you!**

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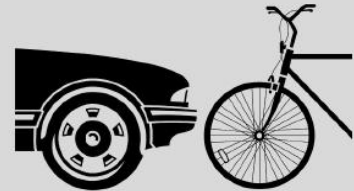
# What's great about working at **Gifford Primary School?**



**Creative approaches  
to the curriculum**



**Excellent CPD  
opportunities for all  
staff at all levels of  
their careers**



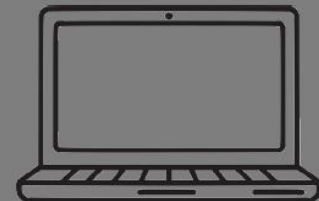
**Well resourced  
facilities including free  
parking on site and  
cycle to work scheme**



**Supportive employee  
assistance programme  
for all**



**A diverse,  
multicultural and  
stable staff team**



**PPA for all teaching  
staff exceeds the  
national expectations**



**Inner London Salary  
& Local Government  
Pension Scheme**



**Staff wellbeing and  
workload balance is  
fundamental to our  
approach**



**An extensive support  
team of highly skilled  
experienced  
professionals**

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# Person Specification

<b>Qualifications and training</b>		Essential	Desirable
1.1	Good numeracy and literacy skills.	✓	
1.2	Experience of working with relevant age groups within a learning environment.	✓	
1.3	Experience of general clerical/ administrative work.	✓	
1.4	Experience in a relevant discipline.		✓

<b>Professional knowledge, understanding, skills and attributes</b>		Essential	Desirable
2.1	Ability to work well as part of a team.	✓	
2.2	An understanding of classroom roles and responsibilities.	✓	
2.3	Able to use basic ICT including computer, audio, video equipment and photocopier.	✓	
2.4	Good keyboard skills and knowledge of relevant ICT packages	✓	
2.5	Knowledge of relevant policies and codes of practice and awareness of relevant legislation.	✓	
2.6	Ability to relate well to children.	✓	
2.7	Ability to relate well to adults.	✓	
2.8	Ability to observe, monitor and provide constructive feedback on pupils progress.	✓	
2.9	Ability to provide necessary personal care to children.	✓	
2.10	Ability to successfully complete first aid training as required.	✓	
2.11	Ability and willingness to identify own training needs and participate in training and evaluate own learning.	✓	
2.12	To be responsible for promoting and safeguarding the welfare of children and young people within the school.	✓	
2.13	Support pupils with personal and intimate care needs as required, following agreed care plans and safeguarding guidance, ensuring dignity, respect, and emotional wellbeing.	✓	

<b>Commitment</b>		Essential	Desirable
3.1	Demonstrate a commitment to safeguarding and child protection.	✓	
3.2	Willingness to attend occasional meetings outside of normal office hours.	✓	
3.3	Relating positively to and showing respect for all members of the school and wider community.	✓	
3.4	Promoting the school's vision and ethos.	✓	
3.5	Willingness to have an enhanced DBS check.	✓	

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# Job Description

## **Main purpose of the job**

- To work under the specific supervision, instruction and guidance of the class teacher to support the teaching and learning activities in the classroom.
- To provide general support to the class teacher in the organisation and management of pupils and the classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- To promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

## **Main duties and responsibilities**

### **Support for pupils:**

- Under the specific supervision of the class teacher, to work with individuals and groups of pupils to deliver learning programmes.
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To assist with the general pastoral care of the pupils, including helping pupils who are unwell distressed or unsettled.
- To assist the pupils with personal needs as appropriate.

### **Support for the teacher:**

- To prepare and maintain basic classroom resources and equipment as directed by the class teacher and assist the pupils in their use.
- To prepare the classroom as directed for lessons, ensuring that resources are available and cleared away at the end of the lesson as appropriate.
- To provide regular feedback to teachers on pupils' achievement and progress.
- To provide feedback on pupils in relation to progress and achievement under guidance of the teacher. This may include feedback on pupil progress in meeting Individual Education Plan targets.
- To administer and mark routine tests under the guidance of the class teacher and in line with the school's marking policy.
- To be aware of the planning of work and activities.
- To provide general clerical support to the teacher, e.g. photocopying, laminating, filing, etc as required.

### **Support to the school:**

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection reporting all concerns to the appropriate named person.
- To assist with the supervision of pupils out of lesson time but during the school day, within contracted hours as necessary for their safety.
- To accompany teaching staff and pupils on visits, trips and out of school activities within contracted hours as required
- To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
- To attend relevant meetings and participate in training opportunities and professional development as required.
- To attend relevant meetings and participate in relevant training and performance development as required
- To adhere to school health and safety policy including risk assessment and safety systems
- To adhere to school policy on equality and diversity

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**Support for the curriculum:**

- To assist in the development of basic Literacy, Numeracy and ICT skills where appropriate and support the use of these learning activities as directed by the class teacher.
- Undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.