

Exceller



LEARNING SUPPORT

ASSISTANT

RECRUITMENT PACK



Christ Church C.E
Primary School

Executive Headteacher: Paula Warding
Head of School: Anthony Harris
Christ Church CE Primary School, Eccles, M30 0GZ
Tel: 0161 921 1955
Email: admin@christchurchceprimary.uk
Web: www.christchurchceprimary.co.uk



Learning Support Assistant for EYFS

Salary Grade: Level 2

Working Pattern: Full time 8:30am-3.30pm Monday – Friday. Term time only plus 5 days INSET

Contact: Fixed Term until August 2027

Required From: 1st September 2026

The Governors, staff and children at Christ Church CE Primary School are looking to appoint a highly skilled and nurturing Learning Support Assistant to work in in Early Years Foundation Stage (Nursery and Reception). All children deserve the very best and we are looking for a professional who have experience of working with Early Years children in a primary setting. The role will be based in our Early Years classes, supporting teaching and learning, delivering small group work and interventions including RWI Phonics.

The successful candidate will:

- Have experience of working with pupils in Early Years.
- Have an excellent understanding the EYFS be RWI phonics trained or knowledge and experienced of.
- Have a secure understanding of SEND, behaviour and the importance of relationships.
- Be creative and can support the engagement of learning in the classroom.
- Be able to inspire and motivate children.
- Work in partnership with parents/carers and other members of staff to promote the well-being and educational progress of each pupil.
- Be an excellent and positive communicator with both children and adults.
- Work well within a team, contributing to the shared ethos and values of the school and partnership.

In return we can offer you:

- An inclusive ethos where the values of excellence, respect, challenge and self-belief are at the forefront of everything we do
- Supportive and high quality CPD,
- A forward-thinking school with dedicated and highly skilled staff.

Christ Church is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS Disclosure. An online search may be conducted for shortlisted candidates as part of due diligence checks in the recruitment process.

Closing Date: Wednesday 17th June 2026

Interview Date: Friday 19th June 2026



Love, Learn, Discover

Executive Headteacher: Paula Warding
Head of School: Anthony Harris
Christ Church CE Primary School, Eccles, M30 0GZ
Tel: 0161 921 1955
Email: admin@christchurchceprimary.uk
Web: www.christchurchceprimary.co.uk



Person Specification

Job title – Learning Support Assistant

Grade – Level 2

Responsible to: Class Teacher; Phase leader; Head of School and Executive Headteacher

Job Purpose

To work under the instruction/guidance of a teacher, to provide specific work/care/support programmes. Enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Main duties and responsibilities

Support for pupils

1. Encouraging pupils to interact and work co-operatively with others and engage all pupils in activities. Promoting independence and employing strategies to recognise and reward achievement.
2. Supervise and provide particular support for pupils, including those with SEND, ensuring their safety and access to learning activities.
3. Assist with the development and implementation of individual Education Plans and Care Plans.
4. Establish constructive relationships with pupils and interact with them according to individual needs.
5. Promote the inclusion and acceptance of all pupils.
6. Encourage pupils to interact with others and engage in activities led by the teacher.
7. Set challenging and demanding expectations and promote self-esteem and independence.
8. Provide feedback to pupils in relation to progress and achievements under guidance of the teacher.
9. Deliver interventions/pre-teaching and small group activities as directed by the teacher.

Support for teachers

1. Assisting with display work and creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans.
2. Assist with the planning of learning activities and support pupils to achieve learning goals.
3. Monitor the response of pupils to learning activities and record achievements/progress as directed.
4. Determining the need for, and preparing and maintaining general and specialist equipment and resources and assisting pupils in their use.
5. Provide detailed and regular feedback to teachers on pupils' achievements, progress, problems etc.
6. Promote good pupil behaviour, dealing with incidents in line with School Policy and encourage pupils to take responsibility for their own behaviour.
7. Undertake routine marking of pupils work.
8. Establish constructive relationships with parents/carers.
9. To be responsible for keeping and updating records as agreed with the teacher, through the monitoring and evaluation of pupils' responses to learning activities through observation of achievement against pre-determined learning objectives.
10. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
11. Administer routine tests and invigilate exams, and accurately record achievement and progress.



Executive Headteacher: Paula Warding
Head of School: Anthony Harris
Christ Church CE Primary School, Eccles, M30 0GZ
Tel: 0161 921 1955
Email: admin@christchurchceprimary.uk
Web: www.christchurchceprimary.co.uk



Support for the school

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Contribute to the overall ethos/work/aims of the schools.
3. Attend and participate in relevant meetings as required.
4. To assist in meeting the physical care needs of pupils as required.
5. To provide clerical/admin support e.g. photocopying, typing, filing, collecting money etc.

Support for the curriculum

1. Undertake structured and agreed learning activities/teaching programmes, advising activities according to pupil responses.
2. Undertake programmes linked to learning strategies e.g. English and Maths and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
3. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
4. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assess pupils in their use.

Appraisal

1. To set objectives in line with the agreed Performance Management policy.
2. To agree objectives with the assigned team leader.
3. To contribute to a review of performance against the objectives set.
4. To benefit from professional development opportunities in line with identified school and professional priorities.

Safeguarding

The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.

Review Arrangements:

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Date of review: January 2024



Love, Learn, Discover

PERSON SPECIFICATION – Learning Support level 2

The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet each of the following criteria in your application.

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>TO BE MEASURED BY</u>
Skills	<ul style="list-style-type: none"> • GCSE (or equivalent) in Maths and English, grade C or above. • Ability to work in a team situation • Ability to communicate clearly with children, adults and parents • Ability deliver sessions which meet the needs of the National Curriculum • Able to work with Primary aged children • Have a flexible approach to work • Ability to use initiative and work independently 	<ul style="list-style-type: none"> • Experience of working with groups in a school environment. 	<ul style="list-style-type: none"> • Application Form and Interview
Experience	<ul style="list-style-type: none"> • Ability to empathise with children • Experience of working within a team, child centred environment • Commitment to supporting and delivering effective safeguarding procedures. • Experience of working in a classroom • Experience of working with children with various SEND needs 	<ul style="list-style-type: none"> • Experience of working in a school environment using the National Curriculum • Experience of working with EAL children 	<ul style="list-style-type: none"> • Application Form and Interview

Executive Headteacher: Paula Warding
Head of School: Anthony Harris
 Christ Church CE Primary School, Eccles, M30 0GZ
Tel: 0161 921 1955
Email: admin@christchurchceprimary.uk
Web: www.christchurchceprimary.co.uk



CRITERIA	ESSENTIAL	DESIRABLE	TO BE MEASURED BY
Knowledge	<ul style="list-style-type: none"> Have good understanding of the needs of primary aged children and the transition between each class/year group Experience of delivering high quality interventions Understanding of the importance of relationships between staff and pupils, including positive behaviour management strategies 	<ul style="list-style-type: none"> Relevant training Experience of tracking progress via lesson evaluations and feedback to staff Knowledge of phonics interventions such as Read Write Inc 	<ul style="list-style-type: none"> Application Form and Interview
Personal Qualities	<ul style="list-style-type: none"> Have a patient and understanding disposition towards children and enjoy being in their company To be kind, caring and nurturing towards all members of the school community Be willing to take part in whole school community events 		<ul style="list-style-type: none"> Interview
Qualifications	<ul style="list-style-type: none"> CACHE, BTEC, NVQ Level 2 Diploma in Childcare and Education or Intermediate GNV <p>OR</p> <ul style="list-style-type: none"> BIIAB, City and Guilds, Diploma, Skillsfirst, TQUK, Pearson BTEC, Highfield for the Early Years Practitioner <p>OR</p> <ul style="list-style-type: none"> BTEC Level 2 Diploma in Children’s Play, Learning and Development (Early Years Practitioner) 	<ul style="list-style-type: none"> Pediatric 1st Aid qualification 	<ul style="list-style-type: none"> Application form