



Leigh St Peter's CE Primary School

"Let Your **LIGHT** Shine" *Matthew 5:16*

Learning Support Assistant Level 2

Application Pack

Application Deadline: 10th June 2026 9.00am
Interview Date: 16th June 2026

Dear Prospective Applicant,

I would like to thank you for taking an interest in Leigh St Peter's CE Primary School and taking the time to explore the information about this exciting opportunity. I hope this letter finds you well and you are as excited as we are about the prospect of joining our vibrant school community.

Leigh St Peter's CE Primary School is a place where we strive to create a nurturing environment that fosters the holistic growth of our pupils. We are guided by our Christian ethos and the belief that every child should have the opportunity to thrive and "live life in all its fullness" (John 10:10).

At the heart of our school lies a dedicated team of educators who are committed to providing a high- quality education that respects and celebrates the diversity of our students. We believe in creating an inclusive and safe space where learning is an enjoyable and productive experience for all.

Our school takes pride in its strong community spirit, and we value the relationships we have built with parents and families. We believe that this collaboration is essential in ensuring that every child's journey with us is a rewarding one.

As the Headteacher, I am honoured to lead a school that embodies the values of respect, inclusivity, and a love for learning. We are constantly striving to create an environment that stimulates our pupils' curiosity and encourages them to achieve their full potential.

If you share our passion for education and our commitment to nurturing young minds, we would be delighted to have you as part of our team. We welcome individuals who are dedicated, innovative, and willing to contribute to the growth and success of our school community.

I invite you to explore our website further and gain a deeper understanding of the experiences and opportunities we offer at Leigh St Peter's CE Primary School. Should you have any further questions or would like to discuss the available position in more detail, please do not hesitate to reach out to us.

We look forward to the possibility of welcoming you to our school and working together to create an exceptional educational experience for our pupils.

We look forward to receiving your application.

Best Wishes,

Michael Fletcher, Headteacher

Our Christian Vision

"Our Christian Vision is to provide a happy, safe, and caring high quality learning environment where all members of the school community have the opportunity to flourish; 'living life in all its fullness'. Our Christian Values have been developed in line with everyone who is invested in our school community: its pupils, parents', staff, and governors and we aim to ensure that these Christian Values are at the heart of everything we do at Leigh St Peter's CE Primary School."

Our values are underpinned by key scripture which supports us to live out our vision of "Let Your **LIGHT** Shine" from the gospel of Matthew 5:16.

Leigh St Peter's CE Primary School Christian Values				
LOVE	INTEGRITY	GENEROSITY	HONESTY	TRUST
<i>"Love your neighbour" Matthew 22:39</i>	<i>"Let integrity and uprightness preserve me, for I put my hope in you" Psalms 25:21</i>	<i>"Let us not grow weary of doing good, for in due season we will reap a harvest if we do not give up." Galatians 6:9</i>	<i>"Be kind and honest and you will live a long life; others will respect you and treat you fairly" Proverbs 21:21</i>	<i>"The Lord will guide you always" Isaiah 58:11</i>

Job Description

Post Title:	<i>Learning Support Assistant Level 2</i>
Salary/Grade:	<i>G3</i>
Reporting to:	<i>Teachers/Senior Staff – teachers and non-teaching</i>
Responsible for:	<i>None</i>
Liaising with:	<i>Pupils, Teachers, Senior Leaders, visitors to school</i>
Disclosure Level:	<i>Enhanced</i>

Job Outline

- *To supervise and provide particular support for pupils, ensuring their safety and access to learning activities.*
- *To assist with the development and implementation of Individual Education/Behaviour Plans and personal care programmes.*
- *To establish constructive relationships with pupils and interact with them according to individual needs.*
- *To provide specialist support to pupils with barriers to learning on a one-to-one basis, in a small group or in or out of the classroom*
- *To promote the inclusion and acceptance of all pupils.*
- *To encourage pupils to interact with others and engage in activities led by the teacher.*
- *To provide feedback to pupils in relation to progress and achievement under guidance of the teacher.*
- *To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.*
- *To assist with the planning of learning activities.*
- *To monitor pupils' responses to learning activities and accurately record achievement/progress as directed.*
- *To provide regular feedback to teachers on pupils' achievement, progress and problems.*
- *To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.*
- *To provide clerical/admin support, for example photocopying, collection of money.*
- *To assist with the supervision of pupils out of lesson times, including before and after school as may be reasonably directed.*
- *To accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.*

Other duties

- *To carry out the duties in the most effective, efficient and economic manner available.*
- *To continue personal development in the relevant area.*
- *To participate in the staff, review and development appraisal process.*
- *To support the processes and procedures for First Aid.*
- *To promote actively the school's corporate policies.*
- *To supervise pupils as required.*
- *To undertake Health and Safety Training on areas within the designated work area.*

Person Specification

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working with young people aged 2-11 in a voluntary or other professional capacity.		D	A, I, R, P
Supervisory experience.		D	A, I

B. Training & Qualifications

	Essential	Desirable	Source
Relevant NVQ Level 2 qualification or equivalent level of experience	E		
Basic level of literacy & numeracy	E		A, I
Demonstrate the undertaking of further relevant teacher assistant training.		D	I
Willingness to undertake basic first aid.		D	A, I

C. Knowledge & Understanding

	Essential	Desirable	Source
Knowledge of basic Health and Safety		D	A, I
Basic knowledge of how to use ICT to support learning	E		A, I
Understanding of how to use relevant equipment/resources	E		A, I
Some knowledge of children's games and activities	E		A, I
A knowledge of the national/foundation stage curriculum and other basic learning programmes		D	A, I
Understanding of relevant policies, codes of practice and awareness of relevant legislation		D	A, I
Basic understanding of child development and learning processes		D	A, I

D. Personal Skills, Abilities & Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to communicate with and relate well to pupils and adults	E		A, I
Ability to work under supervision and as a team member	E		A, I
Ability to work in accordance with the schools health and safety policies	E		A, I
Ability to deal with minor injuries		D	A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I