



**THE BILLERICAY SCHOOL**  
**A MATHS AND COMPUTING COLLEGE**  
**JOB DESCRIPTION – LEARNING SUPPORT ASSISTANT**



<b>Job Title</b>	Learning Support Assistant
<b>Grade/Salary</b>	Band 2, points 3-6 Actual salary (incl. holiday pay)  Part Time (3 days): £7,109.15 - £7,530.04  Full Time (5 days): £12,280.32 - £13,007.36
<b>Hours</b>	Full and Part-time positions available Term time only – 08.30 am – 3.00 pm
<b>Date Required</b>	As soon as reasonably possible
<b>Interview Date</b>	Interviews will be arranged as suitable applications are received
<b>Reporting To</b>	Head of Personalised Learning
<b>Job Title</b>	Learning Support Assistant

#### Details

We seek a committed and enthusiastic person to join our friendly and well-resourced Personalised Learning team.

The ideal candidate will support students to access the curriculum in line with the code of practice, school policies and procedures. We currently have two positions available and will consider both full time and job share applications. Please clearly state on your application your working preference.

Potential candidates are encouraged to get in touch with any questions they might have or to arrange a visit to the school.

#### Principal Responsibilities

- Provide particular and skilled support to all students in a given learning area or mainstream classroom, working in partnership with class teachers.
- Work with named individuals or small groups of children under the direction of teaching staff to facilitate access to the curriculum, develop student confidence and promote independent learning skills.
- Support students with activities, which support literacy and numeracy.
- Support the use of ICT in the classroom and develop students' competence and independence in its use.
- Promote the inclusion and acceptance of children with special educational needs within the classroom, ensuring access to lessons and their content through appropriate clarification, explanation and resources.
- Aid removal of barriers to learning, whether they be social, emotional, medical or physically related.
- Take an active role in the preparation and maintenance of differentiated materials and resources in the learning areas supported.
- Understand specific learning needs and styles, and support learning through the selection of appropriate resources/methods – differentiated as required – to facilitate agreed learning activities.



**THE BILLERICAY SCHOOL**  
**A MATHS AND COMPUTING COLLEGE**  
**JOB DESCRIPTION – LEARNING SUPPORT ASSISTANT**



- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate.
- Establish positive relationships with students supported.
- Provide feedback to students in relation to attainment and progress under the guidance of the teacher.
- Liaise with staff and provide background information about students as appropriate.
- Liaise with the Head of Personalised Learning on matters concerning named students.
- Promote positive student behaviour in line with school policies and help keep students on task.
- Participate in the planning and evaluation of learning activities with the teacher, providing them with feedback on student progress and behaviour – particularly in relation to achievement of targets, student profiles, writing reports and records as required.
- Monitor and record student responses and learning achievements, drawing any problems, which cannot be resolved easily to the attention of the teacher.
- To implement assessments as appropriate.
- Accept responsibility, with other support staff, for running the lunchtime homework provision.
- To assist with escorting pupils on educational visits.
- To understand and apply school policies in relation to health, safety and welfare.
- Attend relevant training and take responsibility for own development.
- Attend relevant school meetings as required.
- To respect confidentiality at all times.

**Notes:**

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the school's published Time Policy.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.



**THE BILLERICAY SCHOOL**  
**A MATHS AND COMPUTING COLLEGE**  
**JOB DESCRIPTION – LEARNING SUPPORT ASSISTANT**



### **About the School**

The Billericay School is a heavily oversubscribed comprehensive in Essex with a specialism in Mathematics and Computing. The school has polite and engaged students who want to learn and benefits from good parental support.

With direct links to the 'Outstanding' Billericay Educational Consortium, The Billericay School is renowned for the high standards of CPD it delivers as well as the collaborative and supportive ethos it promotes amongst staff.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The post is subject to satisfactory medical checks, enhanced DBS clearance and references.

---

### **How to Apply**

When applying for this position, please use The Billericay School application form, which can be found on our school website under Vacancies: <https://www.billericayschool.com/vacancies/>.

If you have any questions, please do not hesitate to contact us.



# THE BILLERICAY SCHOOL

## A MATHS AND COMPUTING COLLEGE

### PERSON SPECIFICATION



Category	Essential	Desirable
<b>Application</b>	<ul style="list-style-type: none"> <li>Fully completed application form</li> <li>Supportive reference/s</li> <li>Suitability to work with children</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Grade C / Grade 4/5 GCSE English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>Grade C / Grade 5 GCSE (or equivalent) in 3 additional subjects</li> <li>Level 1 Award in Preparing to Work in Schools / Level 2 Certificate in Supporting Teaching and Learning (or a similar qualification)</li> <li>SEND qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of or interest in working with children/young people</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school (or similar) environment</li> <li>Experience of working within the caring professions</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>Evidence of recent training</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to undertake relevant training</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to keep appropriate records</li> <li>Ability to communicate effectively, both orally and in writing, in a variety of situations</li> <li>Good organisation/ability to prioritise</li> </ul>	
<b>Special Knowledge</b>	<ul style="list-style-type: none"> <li>Use of ICT in supporting all aspects of school and professional life (Basic knowledge of Word, Outlook etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of the National Curriculum / GCSE (or equivalent)</li> <li>Understanding of the needs and demands of young people</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Ability to demonstrate enthusiasm and sensitivity whilst working with others</li> <li>Caring attitude towards students and parents</li> <li>Copes well under pressure and uses humour to good effect</li> <li>An understanding of the need to respect confidentiality at all times</li> </ul>	<ul style="list-style-type: none"> <li>Flexibility and adaptability in order to be able to mix and work with a wide range of people</li> <li>Evidence of being able to build and sustain effective working relationships with staff and students</li> </ul>