Chillingham Road Primary School

Candidate Information Pack: Learning Support Assistant

Chillingham Road Primary School
Ninth Avenue, Heaton Newcastle Upon Tyne, NE6 5XX
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Learning Support Assistant Level 2

Required for January 2027

Learning Support Assistant – Level 2

£26,427 per annum pro rata, actual £22,458 per annum

*This post attracts a Living Wage supplement. In addition to the hourly rate, this post will receive the Living Wage supplement to bring the hourly rate up to a minimum of £14.10 an hour.

37 hours per week, term time plus 3 training days

Initially fixed term for 1 year

We are looking for a KS1/KS2 Learning Support Assistant who:

- Is passionate about education and committed to helping every child thrive, both academically and personally.
- Builds positive, supportive relationships with children and has the ability to inspire confidence, curiosity and a love of learning.
- Works effectively as part of a team and is eager to contribute to the vision, values and ethos of our school.
- Is committed to inclusive practice and to supporting the diverse needs of all learners.
- Is creative, proactive and reflective in their approach to supporting teaching and learning.
- Has excellent communication and organisational skills and can work collaboratively with colleagues, families and external professionals.

In return, we can offer:

- A welcoming, inclusive school community with happy, enthusiastic children who enjoy learning.
- A dedicated and supportive team of staff and governors.
- Strong and caring leadership that places staff wellbeing and professional development at the heart of school life.
- High-quality opportunities for training, development and career progression.
- Positive partnerships with families and strong links with the local community.
- A friendly and supportive working environment where everyone's contribution is valued.

Closing date: Thursday 3rd December 2026

Shortlisting : Friday 4th December 2026

Interviews: Thursday 10th December 2026

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all our staff and volunteers share this commitment. The appointment of the successful candidate will depend upon a satisfactory enhanced criminal records check from the Disclosure and Barring Service and other recruitment and vetting checks.



Job Description

Responsible to Head Teacher or designated teacher

Job Purpose:

To provide classroom support duties including curriculum related tasks under the direction of the teacher and responding to pupils' social, emotional and physical needs.

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required.

Main Duties:

- Supporting the teacher in the general management of the classroom.
- Undertaking activities, as directed by the teacher, with individuals or small groups of pupils.
- Working 1 to 1 or in small groups with children who have Education Health Care Plans and SEND support plans.
- Delivering interventions with individual children or small groups
- Providing clerical/admin support, eg photocopying, typing, filing, collection of money, administer coursework and exams.
- Supervising groups of pupils alone and participating in general activities including giving sensitive support and intervention in children's play.
- Undertaking routine invigilation and marking

Classroom Organisation:

- To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
- Assisting in the preparation, maintenance and repair of books, apparatus and equipment, to include cataloguing and stocktaking of all resources.
- Preparing pupils' work for display in the classroom and around the school.
- Demonstrating creativity in assisting with the practical resourcing of the classroom.

Pupil Support

- Working with SEND pupils directly on curriculum related tasks under the direction of the teacher.
- Assisting in the delivery of all aspects of support to pupils including assessment, recording, interventions and reporting procedures and maintenance of SEND Support plans under the guidance of a designated teacher.
- Giving relevant feedback to the teacher regarding the social, emotional and physical needs of pupils thus offering the teacher support in their assessment.
- Assisting with monitoring and evaluating the learning environment provided for the pupils in their care and use this evaluation to help make necessary changes and developments within the classroom.
- Following the school policy documents and schemes of work to keep updated with school and National Curriculum documentation.

Job Description (Continued)

Welfare and other duties

- Under teacher overall control, accepting shared responsibility for the creation of a safe environment for pupils within and outside the classroom.
- Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions.
- Providing of general care and welfare by responding appropriately to the social, emotional and physical needs of pupils.
- To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.

Child Protection

- The post holder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.
- The post holder will demonstrate an understanding of the school's safeguarding policy and 'Keeping children safe in education 2026' document.

Person Specification

Part A – Application Stage

The following criteria will be used to shortlist at the application stage:

	Essential	Desirable
1 Experience of supporting children in a learning environment	X	
2 Experience of working in a KS1 and/or KS2 setting.	X	
3 Experience of classroom organisation or managing children's activities/opportunities.	X	
4 Level 2 LSA Qualification- including GCSE English and Mathematics	X	
5 Experience of supporting children with SEND needs		X
6 Experience of successful employment outside of the education sector.		X

Person Specification (Continued)

Part B - Assessment Stage

The following criteria will be used to shortlist at the assessment stage:

	Essential	Desirable
1 Able to use language and other communication skills that children can understand and relate to.	X	
2 Able to empathise with the needs of children and in particular able to establish positive relationships with children.	X	
3 Be flexible and responsive throughout the school day..	X	
4 Able to consistently and effectively implement agreed behaviour management strategies.	X	
5 Able to provide levels of individual attention, reassurance and help with learning tasks as appropriate to needs of the child.	X	
6 Able to work within and apply all relevant school policies and schemes of work.	X	
7 Able to supervise groups of children including those with SEND and EAL.	X	
8 Able to carry out and report on systematic observations of children's' knowledge, understanding and skills.	X	
9 Able to undertake routine invigilation during assessments.	X	
10 Able to work effectively as part of a team and contribute to the school's ethos.	X	
11 Committed to achieving further professional development	X	
12 Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • emotional resilience in working with challenging behaviours • attitude to use of authority and maintaining discipline. • able to work in partnership with other agencies	X	
13 No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.	X	
14 Interests/ hobbies/ skills that would inspire children and be transferable within the primary school setting.		X
15 A desire to engage all children in a positive and creative way.		X

Part B of the assessment stage will include an interview and an activity working with pupils.