



# GATEWAY SCHOOL

## — GREAT MISSENDEN —

### **Learning Support Assistant**

*Term time only (23 hours per week)*

*October start*

Are you passionate about supporting children to be their very best? Do you want to join a nurturing and inclusive school and work with equally committed educators? Then our role as a Learning support Assistant could be the job for you.

We are a welcoming and thriving independent co-educational prep school set in the heart of the Chilterns with 250+ children and we are looking for an outstanding Learning Support Assistant.

Should you feel that this role aligns with your strengths, please get in touch.

An application form is available to download from the 'About Gateway' menu on our website at [www.gatewayschool-bucks.co.uk](http://www.gatewayschool-bucks.co.uk) or from Mrs Helen Brown email: [pa@gatewaysch.co.uk](mailto:pa@gatewaysch.co.uk) or telephone 01494 862407. Application forms to be received by midday Monday 14 Monday October 2024.

Suitable candidates may be interviewed before the closing date and Gateway School reserves the right to withdraw the position if an early appointment is made.

*Gateway School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.*

***All offers of employment are subject to references and a Disclosure and Barring Service Check.***

Gateway School, 1 High Street, Great Missenden, **Bucks HP16 9AA**  
**Tel:** 01494 862407 **Headteacher:** Cath Bufton-Green, BA Hons PGCE



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### Job Description

**Job Title** Learning Support Assistant

**Reports to** SENCO & Head Teacher

#### Hours of work

Monday - Friday (term time) includes some early care (from 8.00am) and late care (until 6.00pm) responsibilities

#### Job Purpose

To work under the direct instruction of teaching/senior staff, to ensure access to learning for pupils and to provide general support to the teacher in the management of pupils and the classroom.

#### Role of Learning Support Assistants

Learning Support Assistants at Gateway School are employed to support pupils. LSAs will carry out the following tasks:

- Supporting children in lessons, individually or in groups under the direction of the class or subject teacher
- Monitoring children's educational, social and pastoral needs
- Providing one-to-one follow up work directed from a class teacher/SENCO or outside agency for example an occupational or speech therapist
- Providing daily feedback to the teacher as to whether objectives are being met in lessons where they are supporting, so as to enable a clear picture of pupils' achievements or learning needs.

LSAs may be used in the classroom to carry out any or all of the tasks below:

- Help pupils to recognise errors, check and self-correct their work
- Help children to catch up on work which they may have missed
- Scribe where children have difficulty writing
- Monitor use of personal planners/ reading record books
- Encourage pupil attention and when necessary, address behaviour issues which may



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distract others, enabling the teacher to focus on the whole class teaching

- Encourage the use of dictionaries and personal spelling books
- Break down and/or repeat instructions for those with short term working memories, or provide alternative explanations (auditory or visual)
- Boost confidence and morale by positive encouragement and praise
- Listen to children read
- Help children to practise their spellings

### **Other activities**

- Support on school trips
- Cover - LSAs may be taken from scheduled lessons to cover elsewhere in the school, including EYFS. Obviously, unscheduled illness will mean that late decisions have to be made regarding cover.
- Support school performances/rehearsals
- LSAs attend a weekly meeting with the SENCO to feed back on the children who they support
- LSAs are allocated either outside break /lunch/ duties or inside lunch duties according to hours worked, availability of staff and constraints of the timetable
- LSAs will carry out before or after school duties
- LSAs may be required to carry out additional duties commensurate with the role and at the discretion of the Head Teacher or SENCO

### **Requirements for the Role of LSA**

- Relevant experience and qualifications, or a desire to undertake training
- Enjoyment of working with children
- The ability to work well in a team
- Effective communication skills with a range of people, including pupils, other staff, parents and the wider public
- A relevant First Aid qualification or a desire to undertake training
- Willingness to undertake wrap around care duties at the school
- Good organisational skills



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- Flexibility and a positive can do attitude
- Energy and a sense of humour

## **Desirable characteristics**

- An interest or expertise in a particular curriculum area
- The ability to run a club for pupils in an area of interest to you