

# Herne Junior School

## Learning Support Assistant including lunchtime supervision

**Closing date:** 24/05/2024 at 12:00

**Interview date:** 05/06/2024

**Job Start Date:** 01/09/2023

**Contract/Hours:** Permanent -, Part-time

**Salary Type:** Support Staff

**Salary Details:** £10,540 - £11,308 pro-rata salary, dependent on experience

**Hours of Work:** 20 hrs per week (8:30am-1:00pm) across 4 days with one afternoon (1:30pm – 3:30pm)

**Location of Role:** Herne Junior School



### Job/Person Summary

Herne Junior School has dynamic, dedicated staff who have high expectations of children and work hard to meet the individual learning needs of every child, while ensuring that learning is fun. Our children are enthusiastic, motivated and keen to learn.

We are looking for a friendly, flexible and professional person, ideally with proven previous experience in Key Stage 1 or 2, to join our established learning support team. Good numeracy and literacy skills are essential (GCSE Grade C+ in English and Maths or equivalent) as well as a commitment to working as part of a team.

You will be supporting children in class and individuals/groups of pupils to provide intervention as directed. You will be required to keep accurate records and be able to provide feedback to the teachers. Previous experience of supporting children and/or training is essential and/or a commitment to furthering their career and seeing this as an opportunity to become a teacher.

The successful candidate will:

- Have empathy with pupils and be sympathetic to their needs
- Have high expectations for the progress and attainment of children with special educational needs
- Have an unconditional positive regard for children
- Be able to demonstrate good spoken and written communication skills
- Possess numeracy and literacy skills to GCSE level or equivalent (English and Maths)
- Have excellent interpersonal skills with a good sense of humour
- Be flexible and able to work as part of a team
- Have a calm and positive approach
- Demonstrate initiative and independent skills
- Have a good track record of attendance in previous employment
- An understanding of the need for confidentiality and safeguarding
- We are always keen for our teaching assistant positions to be filled with experienced members of staff, so current NVQ Level 3 or 4 Teaching Assistants or HLTAs are always warmly welcome to apply.

Tours of the school are encouraged and can be arranged through the school office by emailing [admin@hernejunior.com](mailto:admin@hernejunior.com) or calling 01730 263746.

**The contracted hours for the Learning Support Assistant role are 8.30 – 13.30 across 4 days which includes lunchtime supervision**

Please note that salary ranges are pro-rata for the B and C grades.

### Application Procedure

Application packs are available from the school office on request, please email [admin@hernejunior.com](mailto:admin@hernejunior.com) or call 01730 263746. Alternatively application packs can be downloaded from the school website.

Please submit your completed application to Rebecca Loader, School Business Manager  
[r.loader@hernejunior.com](mailto:r.loader@hernejunior.com)

### **Safer Recruitment**

Herne Junior School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.