



Learning Support Assistant

Part-time (30 hours), term time.

Temporary 1 Year Contract (to be reviewed with the possibility of being made permanent at the end of the temporary period)

Grade 5, SCP 6-11 (£25,183-£27,269 Pro Rata)

(The salary shown is based on a full year and full-time post)

Start Date: 1st September 2025





Welcome to Baines School!

Thank you for your interest in the post of school administrative assistant and community liaison officer at Baines School. I am proud to be the Headteacher here and am delighted that you are interested in joining our team at this exciting time of change. Baines School is a special place that has great potential to be the most wonderful place for learning and personal development. There are so many positives to share, as well as a number of areas to improve.

I joined the school on the 1st September 2018 as Deputy Headteacher, and have recently been appointed as Headteacher, and my vision for both staff and students is to '*Encourage, Engage, Empower*'.

The school has now had three Ofsted inspections that judge the school as 'Requiring Improvement'. You will be aware that where a school requires a third RI judgement, this can lead to an inadequate judgement because the school has not shown the capacity to improve. This definitely does not apply to Baines School. The latest Ofsted judgement (2023) is a testament to the hard work from our whole school community. We have wonderful students and staff and they have risen to the challenges of raised expectations, curriculum change and a focus on teaching and learning. We are now at a time where we are ready to drive our school to the next level. Please do read our latest Ofsted monitoring report; you will see that we have many things to be proud about and a few things we are working on to improve. These include the implementation of our curriculum to improve outcomes, and to improve our reputation in the local area.

Baines School is steeped in a rich history thanks to our founder James Baines in 1717. The year 2017 celebrated 300 years since the school first started and 2018/19 was a special year as we commemorated 40 years since the school became co-educational and saw the first intake of girls. We have a very supportive Former Pupils Association with a number of social events during the year. There is a fantastic loyalty to the school with generations of families studying at Baines as well as a number of staff and governors who are also former pupils themselves.

Our catchment serves the areas of Wyre and Fylde, and Blackpool. We have an extremely mixed intake with some pupils from Blackpool which is an area of significant coastal deprivation, with approximately 33% of students from disadvantaged backgrounds. Our population has a prior attainment above the national average, and we have a lot of students who have exceedingly high aspirations, many of whom have gone on to Russell Group Universities.

The ideal candidate:

- Will be flexible and able to work as part of a team
- Have previous experience of using a range of communication techniques

We will offer you:

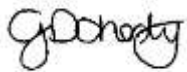
- excellent CPD opportunities

- friendly and vibrant staff and students
- staff and governors who are loyal to the school
- support from school leaders across other schools
- the opportunity to be part of a school improvement journey

I hope this pack gives you an insight into our school and encourages you to apply.

Nil Sine Labore – Nothing Without Effort

Regards

A handwritten signature in black ink, appearing to read 'Clare Doherty'.

Clare Doherty, Headteacher

Job Description



Job Description Learning Support Assistant

Hours: 30 hours per week

Accountable to: Headteacher and School Business Manager

Line Managed: Learning Support Manager

Purpose of the role:

In liaison with teaching staff, mentor or support pupils directly to overcome barriers to learning

Key Duties

- To supervise and provide particular support for pupils, ensuring their safety and access to learning activities.
- To assist with the development and implementation of Pupil's Education and Health Care Plan's or Learning Support Plans
- Liaise with teaching staff to provide particular support to targeted pupils to raise achievement and attendance and help them to overcome barriers to learning including nurture groups.
- Provide input to the identification of needs, assessing those pupils needing extra support and the development of individual action plans for targeted pupils
- Work in a one-to-one relationship with targeted pupils to implement an action plan
- Assist in maintaining contact with pupils' families/carers to inform them of progress and issues
- Provide extra support to pupils through knowledge of a range of activities and opportunities available to them
- Support pupil access to out of school facilities and study support
- Collate information and maintain records of pupil achievement and attendance.
- Provide support and advice to pupils to promote their social care and personal development
- Assist in resolving relationship issues between pupils
- Oversee support packages for pupils to reintegrate them into school following periods of exclusion / absence

- Manage the supervision of pupils excluded from or not otherwise working to a normal timetable
- 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 accompany students on visits
- Be responsible for monitoring of individual action plans
- Implement a programme to monitor homework
- To work within school policies and procedures
- To take care of their own and other people's health and safety

Individuals in this role may also:

- Take part in the provision of out of school activities
- Support the transition of pupils between phases
- Assist and resolve relationship issues between pupils
- Oversee support packages for pupils to reintegrate into school following periods of exclusion/absences
- Manage the supervision of pupils excluded from/not otherwise working to a normal time table
- Implement programme to monitor homework

General Duties

- To work within school policies and procedures.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues
- Any other appropriate duties as requested by the Headteacher

Person Specification



How it will be assessed is A (Application form), I (Interview), R (References)

A Training and Qualifications

Quality	Essential	Desirable	How this will be assessed
GCSE or equivalence in English and Mathematics at Grade C/5 or above	Yes		A
Excellent ICT skills(using Microsoft office) /ICT qualification	Yes		A/I
First Aider (or willingness to be trained to become a First Aider)		Yes	A/I
Qualifications at NVQ Level 3 or equivalent in a relevant field		Yes	A

B Professional Knowledge and Experience

	Essential	Desirable	How this will be assessed
General administrative experience	Yes		A/R/I
Working with young people	Yes		A/I
Experience of working in a school		Yes	A/I
Working knowledge of the practices, processes and procedures relevant to the role	Yes		A/I
Proven ability to work under pressure and meeting tight deadlines	Yes		A/I

C Skills

	Essential	Desirable	How this will be assessed
Work well in a team	Yes		A/I
Interpersonal Skills	Yes		A/I

Have strong ICT skills, e.g. SIMS (Schools Information Management System)	Yes		A/I
Understanding of confidentiality	Yes		A/I
Undertake administrative jobs accurately and efficiently	Yes		A/I
Strong communication skills – written and verbal	Yes		A/I
Confidence when liaising with others – face to face/over the telephone	Yes		A/I
Good organisational skills	Yes		A/I
Ability to multitask and prioritise work load	Yes		A/I
Work on own initiative	Yes		A/I
Relate well to young people	Yes		A/I
Ability to keep calm under pressure	Yes		A/I
Complete work with pride	Yes		A/I

D Other

	Essential	Desirable	How this will be assessed
Good attendance record from previous employment	Yes		A/I
Willingness to undertake personal and professional development and training	Yes		R/I
Flexibility, self-motivation and willingness to take on new challenges	Yes		A/I
Commitment to safeguard and promote the welfare of children and young people	Yes		A/I
Professional presentation of self to students, staff and the public	Yes		R/I
Willingness to undertake personal and professional development and training	Yes		I

E Safeguarding

	Essential	Desirable	How this will be assessed
Displays commitment to the protection and safeguarding of children and young people	Yes		A/R/I
The ability to form and maintain appropriate relationships and personal boundaries with young people	Yes		A/R/I
Will co-operate and work with relevant agencies to protect young people	Yes		A/R/I

F Application Form and Letter

The appropriate application form should be **fully completed** and legible. The letter should be clear, concise and related to the specifics of the post.

G Confidential References and Reports

Two referees should be nominated, including one from your current or most recent employer.

	Essential	Desirable	How this will be assessed
A positive reference from current or most recent employer	Yes		R

Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post. These qualities may be demonstrated in a letter of application; however, it is more likely that they will be more fully assessed during the interview process and from the references.