Dear Applicant

Thank you for showing an interest in the Learning Support Assistant post at Portchester Community School.

We are seeking to appoint an enthusiastic and motivated individual with excellent interpersonal and communication skills to join our highly respected Learning Support Department. The successful candidate must be capable of maintaining the highest professional standards and place the child at the centre of everything they do. If you match the description outlined above – then we would like to work with you.

As a school we invest heavily in support and training and have a commitment to individual professional development.

All of the information required for application is available through our school's website; please ensure all forms are completed as instructed.

Visits to the school are welcome as well as informal discussions via telephone to support and inform your application.

Once again, thank you for showing an interest in this post and I wish you every success in your application.

Yours faithfully

Mr R Carlyle
Headteacher

Learning Support Assistant
Permanent
Part-time: 30.4 hours per week (8.30am to 3.15pm)
Actual Salary: £18,463 to £18,710 p.a.
Grade B. Full time Equivalent Salary: £25,615 to £25,958 p.a.
Term-time only plus one week (40 weeks)
Flexible working patterns considered.
Closing Date: Tuesday 1 December 2026

We are seeking to appoint a highly motivated and personable individual to join our large team of dedicated learning support assistants. We are a very inclusive school and all pupils attend mainstream lessons.

The main aspect of this role will be to support pupils' learning within a classroom environment. You will support a variety of pupils with differing needs. Therefore, the ability to be flexible and positive is important.

The successful applicant will need to be able to build strong relationships with pupils and enjoy a challenge, in addition to fulfilling the safeguarding requirements of the role and adhering to the school's safeguarding policy.

A full induction process will be provided. We pride ourselves on supporting employees with career progression opportunities and it is not uncommon for graduates working in this role to become qualified teachers themselves.

Essential Qualifications Required
Educated to GCSE Level 4 (or above) **OR** work experience deemed to have brought the role holder to a comparable level.

We can offer:
A school that is moving towards outstanding.
A school with a calm and considered environment.
A school which pupils, staff and the community feel proud.

We are a growing 11 – 16 comprehensive school. Graded 'good' by Ofsted in our most recent inspection (January 2024) and graded as 'outstanding' for Personal Development. We pride ourselves in being highly inclusive and pupil focused. We were awarded the prestigious National SMSC Quality Mark Gold Award, for the second time in April 2024. We are very proud of our pupils and their achievements.

Within the school we also have a resourced provision for physically disabled pupils who are integrated fully into the life of the school, which brings a richness and variety to the curriculum

and adds to our extensive after school provision. We are proud of the way we address the needs of all of our pupils.

As a community school we also have a nursery and a pre-school.

If you have any questions about the school or the role, please email our SENCo, Mrs Howell: k.howell@portchester.hants.sch.uk

An Application Pack can be downloaded from our website at www.portchester.hants.sch.uk/vacancies or email: recruitment@portchester.hants.sch.uk

Please email your completed application to recruitment@portchester.hants.sch.uk
and return the equalities monitoring form in line with the details shown on the form.

Please be aware that a Hampshire County Council application form must be completed, as CVs are not accepted.

Applications will be considered on receipt and suitable candidates invited for interview. We reserve the right to withdraw the advertisement early if the vacancy is filled before the closing date.

Closing Date: Tuesday 1 December 2026

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects 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.

Online searches will be completed on all shortlisted candidates as part of the recruitment process.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation.

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

DBS filtering guide - GOV.UK

APPLICATION GUIDE

Vacancy Details

Details of the terms and conditions of the post are included in the Vacancy Details document. This gives information about the post, grade and salary and underlines the school's commitment to safeguarding children and young people and to equality of opportunity for all. Details of the closing date for applications, interview date, interview panel and selection procedure are included. The employment checks undertaken for the successful candidate are also shown on this document.

Job Description

This gives an overview of the purpose of the post and outlines the main core duties and any specific duties.
For a Support staff post, the Role profile describes the generic tasks of the post and may be supplemented with a Local List of Duties which specifies, at individual school level, the main duties of the role. The role profile also defines the necessary knowledge, skills and experience required at selection.

Person Specification

This outlines the qualifications, experience, skills and personal attributes which the successful candidate will need to possess. These elements are classified as either essential or desirable and are used as the basis for the shortlisting process. The person specification also outlines the basis by which other information collected as part of the recruitment and selection process will be assessed e.g. lesson/task observation, presentation, references.

The Application Form

Please ensure that you complete the relevant Hampshire County Council Teaching Staff or Support Staff application form, both of which can be downloaded from the school website at www.portchester.hants.sch.uk or the Hampshire County Council website. Please do not send a C.V. in place of the Hampshire application forms as this will not be accepted.

When completing your application form is it important to consider the Job Description/Role Profile and the Person Specification and include in your application evidence to demonstrate your skills and knowledge. Applicants should meet the essential criteria detailed in the Person Specification and it will be advantageous to demonstrate some of the desirable criteria.

Application Process

Once completed, please send your application form for the attention of Mrs Y Boxall, Personnel Services Leader, to arrive by the deadline specified in the advertisement and Vacancy Details information.
When received, we will hold your information securely, in line with our Data Protection policy and Privacy Notice for job applicants. Please refer to the Privacy Notice for Job Applicants available on our website.

Please remember to complete the Equalities Monitoring form which is included as part of the application pack and return it as detailed on the form. This information will enable the school to

monitor the effectiveness of its equality policy and ensure that all staff and applicants receive fair and equal treatment at all times.
As part of this policy, it is essential that we monitor the profile of our applicants in relation to gender, ethnic origin, disability, sexual orientation and age.

The information on this form will not be shared with the selection panel and will be used for statistical purposes only. It will not form any part of a record on you as an individual, unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

All application forms are logged on receipt and although we do not currently acknowledge receipt, we are more than happy for you to contact the school for confirmation that your application has been received. Again, please contact Mrs Boxall by email (recruitment@portchester.hants.sch.uk), or via the school on 023 92 364399.

The Short-listing Process

The interview panel will undertake the short-listing process and candidates will be assessed against the job description/role profile and the essential and desirable aspects of the person specification. Candidates selected for interview will be contacted by telephone or email. Candidates will be advised of any tasks or lessons they will be asked to undertake as part of the selection process.
Please be advised that if you have not been contacted within two weeks of the closing date, your application has been unsuccessful on this occasion.

The Interview Process

The interview panel for all teaching posts will comprise the Headteacher, Mr Richard Carlyle, a member of the Senior Leadership team, usually either the Deputy Headteacher or Assistant Headteacher, together with the Subject Leader for the relevant department. For Subject Leader posts, a school Governor may also be included in the interview panel.

The purpose of the interview is to assess the candidate's suitability for the post and give both the panel and the candidate an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information provided in your application form.

As part of due diligence checks online searches will be completed on all shortlisted candidates prior to interview.

The interview will also assess the candidate's suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Candidates will be asked the same core questions relating to the requirements of the post, however relevant supplementary questions may also be asked.

During the interview process notes will be taken.

References

It is our policy to approach both referees noted on the application form **prior to interview** for a reference. As stated on the application form one of your referees must be your present employer e.g. Headteacher.

Offers of Appointment

Appointments are subject to satisfactory completion of all relevant pre-employment checks including a Disclosure and Barring Service check and medical clearance from the Hampshire County Council Wellbeing unit.

Statement on Safer Recruitment

Statutory Guidance "Keeping Children Safe in Education", issued by the Department for Education, requires the school to have written recruitment policies and procedures in place to prevent people who pose a risk of harm from working with children.

The Governing Body recognise that promoting the welfare of children and young people is integral to the recruitment and selection process and essential to creating a safe environment for children and young people. The school is committed to ensuring that recruitment and selection activities are undertaken in a fair and transparent way and that appointments are based on the candidate judged to be most suitable. The aims of the school's Recruitment Policy are therefore to: attract and appoint the highest calibre of applicants; ensure safe and equitable recruitment and selection is conducted at all times; deter, identify and reject applicants and volunteers who are unsuitable to work with children and young people.

In accordance with the School Staffing (England) Regulations 2009, at least one person on an appointment panel will have undertaken safer recruitment training.

In addition, as part of the shortlisting process online searches will be carried out as part of due diligence on shortlisted candidates.

The full Recruitment Policy is available on request to any member of staff and all prospective applicants and volunteers.

The school's Child Protection policy and Safeguarding policies are available on request or on the school's website www.portchester.hants.sch.uk

What to bring to interview

Applicants selected for interview are asked to refer to the "Pre-employment checklist for Candidates" sent with the interview invitation letter and bring documentation as outlined. This will include original qualifications certificates and proof of identity (preferably photographic, such as a photocard driving licence or passport).

In order to meet our legal obligation under the Immigration, Asylum and Nationality Act 2006, the school must ensure that evidence has been seen and checked to confirm eligibility to work in the United Kingdom. Therefore, candidates selected for interview must bring relevant documentation to confirm this, as outlined in the Pre-employment Checklist for Candidates.

Thank you for your interest in this post at Portchester Community School.

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects 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.

Headteacher: Mr R Carlyle BEd (Hons)
White Hart Lane, Portchester, Fareham, Hampshire PO16 9BD
T: 023 9236 4399 | **F:** 023 9220 1528 | **E:** office@portchester.hants.sch.uk | **www**.portchester.hants.sch.uk

Details about the post: Learning Support Assistant	
Salary:	Grade B. 30.4 hours per week. Actual Salary £18,463 to £18,710 p.a. Full Time Equivalent Salary: £25,615 to £25,958 p.a.
Contract Type:	Permanent, Part Time 30.4 hours per week, 8.30am to 3.15pm. Term-time only plus one week (40 weeks)
Safeguarding of pupils:	
School statement:	Portchester Community School is committed to safeguarding children and promoting the welfare of children and young people and expects 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.
Context for the vacancy:	
Start date:	As soon as possible.
Terms and conditions:	
School statement:	This post is offered subject to the Employment in Hampshire County Council agreement (EHCC07) in conjunction with other Hampshire and school pay policies.
Equalities Statement:	
School statement:	The Governing Body of the school is committed to equality for all in the appointment, development, training and promotion of staff, and in all dealings with pupils and parents of the school. The Governing Body recognises the value of a diverse and inclusive workforce and governors and managers will operate at all times within the requirements of anti-discrimination legislation and will promote equality in its staffing decisions. The Governing Body will wherever possible make reasonable adjustments to recruitment processes, working conditions or the working environment, to help overcome practical difficulties created by applicants or members of staff who have a disability. The over-riding premise that will be adhered to in matters of equality, by all governors and staff in the school, is that everyone has the right to be treated with dignity and respect whatever their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or belief, sex or sexual orientation. All applicants are invited to indicate whether they have any special requirements to enable them to submit an application.
Information about the recruitment and selection process:	
Closing date for applications	Please email your completed application form to recruitment@portchester.hants.sch.uk by Tuesday 1 December 2026. If you intend to email the equality monitoring form, please send in a separate email to recruitment@portchester.hants.sch.uk with the title: 'Confidential - equality monitoring form'. If you would like confirmation that your application has been received, please contact the school on 023 9236 4399 or email: recruitment@portchester.hants.sch.uk

Interview date:	To be advised.
Employment checks required:	
1	**Fully** completed application form
2	Rehabilitation of Offenders Act declaration
3	Right to work in the UK
4	Disclosure and Barring Service check.
5	Employment history including explanation of any gaps
6	Proof of academic and professional qualifications
7	Occupational Health check
8	Professional character references

If you have any questions about the detail contained within this document or any other aspect of the information sent to you, please do not hesitate to contact the school.

School policies including the Recruitment Policy and Equality Policy are available on request.

Headteacher: Mr R Carlyle BEd (Hons)

White Hart Lane, Portchester, Fareham, PO16 9BD. Telephone: 023 9236 4399

Learning Support Assistant

Local List of Duties

The post requires you to provide a support service complementary to the teaching activities in this school, as outlined in Hampshire County Council's Manual of Personnel Practice which has been adopted by the Governing Body of this school.

To represent Portchester Community School in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming site.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for HCC employees. Attendance at training courses may be required as part of professional updating.

The holder of this post will work under the day to day direction of the and instruction from the class teacher. Qualities of flexibility and a willingness to provide quick and efficient service are required.

The post holder is responsible for ensuring that all school and county child protection and safeguarding policies are adhered to and concerns are raised in accordance with these policies.

1. <u>Teaching, Learning and the Curriculum</u>

1.1 To carry out contractual duties and responsibilities for the school as allocated by the Headteacher.

1.2 To work as part of the Learning Support Team under the direction of the Learning Support Leader.

1.3 To prepare occasional materials as necessary under the direction of the mainstream teacher.

1.4 To support the teacher's classroom management and organisation.

1.5 To help pupils organise themselves and their equipment. To explain tasks in class and help to record homework, where appropriate.

1.6 To uphold the school rules and encourage pupils to behave appropriately.

1.7 To carry out special duties if the pupil's statement specifies it, e.g. in the case of a physical disability.

1.8 To provide where necessary, written details of pupil's progress/behaviour to assist Annual Reviews and/or other assessment.

1.9 To become familiar with the aims and objectives of annual Reviews and the targets of Individual Education
Plans (IEP) for the pupils with whom they are working.

1.10 To attend Learning Support meetings and staff meetings when appropriate.

2. Monitoring and Evaluation

2.1 Participation in the evaluation of the support programme.

2.2 Providing regular feedback about the child to the teacher.

2.3 Contributing to reviews of the pupil's progress.

3. Leading and Managing People and Relationships

3.1 Drawing on knowledge of various forms of special needs, the development of an understanding of the specific needs of the child/children concerned.

3.2 Taking into account the special needs involved, aiding the children to learn as effectively as possible both in group situations and on his/her own, by for example:

- Clarifying and explaining instructions
- Ensuring child is able to use equipment and material provided
- Motivating and encouraging child as required
- Assisting in weak areas e.g. language, behaviour, reading, spelling, handwriting presentation etc.
- Helping pupils to concentrate on and finish work set
- Meeting physical needs as required whilst encouraging independence
- In liaison with class teacher devising complementary learning activities

In respect of pupils with physical disabilities, the following may also be necessary:

- Supervision and/or help moving around the site
- Supervision in the playground
- Supervision or support in PE/games lessons
- Carrying out alternative PE/games programmes
- Carrying out a programme of independence training
- Help with toileting
- Help with eating
- Help with practical tasks
- General support in and around the classroom
- Help with the use of alternative methods of recording: use of laptop; use as amanuensis etc
- Ensuring safety of the pupil and those around them
- Helping a pupil whose condition induces extreme fatigue or who experiences frequent absences to catch up with class work.

3.3 Establishing a supportive relationship with the child/children concerned.

3.4 Encouraging acceptance and inclusion of a special needs child with other children in the school.

3.5 Developing of methods of promoting/reinforcing child's self-esteem.

3.6 To assist in the delivery of literacy/numeracy programmes.

3.7 Where appropriate, the development of a relationship to foster links between home and school.

4. Managing Resources

4.1 Assisting, with class teacher (and other professionals as appropriate), in the development of a suitable programme of support for child/children with special needs.

4.2 In conjunction with the class teacher and/or other professionals the development of a system of recording child's progress.

4.3 Recording relevant information about support which is given.

4.4 Liaison with other members of the team supporting the children as and when the need arises.

5. Improvement

5.1 Attending relevant in-service training.

5.2 Contribute to the appropriate section of the School's Strategic Plan; meeting agreed timescales and criteria, including involvement in the Performance Management process.

6. Accountability

6.1 Being aware of school procedures.

6.2 Such other duties as may be reasonably allocated or directed within the purview of the post.

6.3 To maintain confidentiality where appropriate.

Notes:
Hours of work will be decided by the Headteacher based upon information provided by the Learning Support Leaders.

Hours of work may be subject to change for operational reasons.

All applications for leave of absence, claims for additional hours, record of admin. hours worked, etc. should be processed via the SENCo to enable records to be kept.

Responsibilities may be changed or adapted by the Headteacher in view of the changing needs/policies of the school. Some tasks may be notified, delegated or deleted in the light of further appointments.
These duties and responsibilities outlined to be undertaken in consultation with the Headteacher.

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects 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.

PERSON SPECIFICATION
Learning Support Assistant

Quality/Skill	Essential (E)/ Desirable (D)	Application	Reference	Interview	Task
Qualifications					
GCSE Grade C in English and mathematics (or equivalent)	E	*			
Experience of driving a minibus (MIDAS trained) or willingness to undertake training	D	*		*	
Skills, knowledge and aptitude					
Able to work as part of a team and maintain effective relationships	E	*	*		
Good organisational ability	E	*	*		
Able to maintain confidentiality at all times	E	*	*	*	
Empathy with pupils and sympathetic to their needs	E	*	*	*	*
Able to work on own initiative	D		*		*
Experience of working in a school setting	D	*			
Knowledge of Special Educational Needs	D	*	*	*	
Fluency in British Sign Language	D	*	*	*	
Personal Attributes					
Good communication skills and ability to clarify and explain instructions clearly	E		*	*	*
Good interpersonal skills and sense of humour	E		*	*	*
A flexible and adaptable approach	E	*	*	*	*
Safeguarding					
The post holder demonstrates an understanding of and commitment to safeguarding and promoting the welfare of children and young people	E	*	*	*	
Equality and Diversity					
The post holder demonstrates an understanding of and promotes the principles of equality and diversity	E	*	*	*	

* = will be evidenced by application form/reference/ interview/ task

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Dear Applicant

Equality Monitoring

Thank you for your interest in the Learning Support Assistant vacancy at this school. The school operates an equality policy to ensure that all staff and applicants receive fair and equal treatment at all times. As part of this policy it is essential that we monitor the profile of our applicants in relation to their age, disability, gender identity, race, religion or belief, sex and sexual orientation.

The equalities monitoring form is designed to record and monitor the relevant data for this monitoring process. I would be very grateful if you could complete the form located in the Vacancies section of the website under 'Applications Forms and Equalities Monitoring Form' and return it to me.

The information on this form will be used for statistical purposes only and will not form any part of a record on you as an individual unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

I am making this request in accordance with the recommendations of the Equality and Human Rights Commission. However, if you wish to discuss the content of the form or the use of the data, please let me know.

Yours sincerely

Mr R Carlyle
Headteacher

Job Hazard Form

This form highlights hazards related to the role that could pose a risk to the post holder.

Role Title: Learning Support Assistant

Manual Handling

This role requires hazardous manual handling operations. For example, *regular moving of heavy objects, or moving of people, including use of manual handling equipment (for which you will receive training) and pushing wheelchairs.*

The types of manual handling operation involved in this role are *children and objects.*

These manual handling operations are required on a *daily basis.*

The weights involved in these manual handling operations are *more than 25 kg.*

Display Screen Equipment

This role will require the postholder to be a Display Screen Equipment User. This will involve use of a *desktop computer and virtual learning platform.*

Job Characteristics

This role involves working with children *and young people of between 11 and 16 years old. This role also involves working with children and young people with special needs including those with complex or multiple disabilities.*

This role involves *personal care and food handling.*

This role also has potential to involve *verbal abuse and/or aggression and this is likely on an infrequent basis. The role is also likely to require physical behaviour management interventions for which the postholder will be trained.*

Work Environment

This role is carried out in an environment which involves *entry to confined spaces (e.g. lifts) and occasional outdoor work.*

Work Equipment/Machinery

This role also involves working with *hand-held powered tools/hand-guided tool/hand-fed tools (when postholder is in Technology department).*

Personal Protective Equipment

Given the nature of this role, the post holder is required to wear personal protective equipment to be worn on their *hands (latex gloves)*.

COSHH (Control of Substances Hazardous to Health)

Biological Hazards
It is possible that postholder may come into routine or regular contact with *human bodily fluid e.g. through personal care.*

Chemical Hazards
The post holder will come into *infrequent* contact with any chemicals such as cleaning products which may be *an irritant.*

Applicants should be aware that where roles are exposed to hazardous risks, risk assessments are undertaken and control measures are put into place where possible.

Policy Statement

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

DBS filtering guide - GOV.UK

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