

**Learning Support Assistant (full-time and part-time vacancy)**



Start date negotiable

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**Learning Support Assistant (full-time and part-time)**

**Candidate Criteria**

We are seeking to appoint a full-time Learning Support Assistant and a part-time Learning Assistant to join our dedicated Melrose team, contributing to the learning and wellbeing of our pupils and taking an active role in the life of The Ladies’ College.

**Key Criteria**

* Experience of working with children or young people.
* Good literacy, numeracy, and communication skills.
* Ability to work effectively as part of a team.
* Patience, empathy, and resilience.
* A commitment to safeguarding and promoting the welfare of children.

**Role and responsibilities**

Support for Pupils

* Provide tailored support to individual pupils or small groups as directed by the teacher.
* Assist pupils in engaging with learning activities, both in class and during interventions.
* Support pupils in developing independence, confidence, and social skills.
* Implement strategies to manage pupil behaviour positively and consistently.

Support for Teachers

* Work closely with the class teacher to plan and deliver differentiated learning activities.
* Prepare resources and materials to support learning.
* Provide feedback to the teacher on pupil progress, achievements, and any concerns.
* Assist in maintaining an inclusive learning environment.

Support for the Curriculum

* Support pupils’ understanding of instructions, learning activities, and subject-specific language.
* Assist with the use of ICT and other learning aids to enhance pupil learning.
* Contribute to the delivery of intervention programmes and support activities.

Support for the School Community

* Promote the school’s ethos, values, and policies at all times.
* Assist with the supervision of pupils at break times, lunchtimes, and during school trips.
* Maintain confidentiality regarding pupils, staff, and school matters.
* Undertake training and professional development relevant to the role.

**Hours**

The part-time role is 15 hours per week.

Term time only, plus 3 Inset Days (one in each term).

Please make it clear on your application whether you are applying for the full-time or part-time position.

**Line Management**

Reports to the Head Teacher of Melrose.

**Remuneration**

The remuneration is on the Level 1 Learning Support Assistant scale (LSA Level 1) and will be between Points 1 and 7, which currently equates to between £18.1204 and £28.8187/hour, depending on experience and qualifications.

**Other Benefits**

All colleagues employed on permanent contracts are eligible for a one third fee reduction (pro-rated for part-time staff) for one daughter based in either the Senior School or Melrose. A further one quarter fee reduction (pro-rated for part-time staff) is available for a second daughter. Details regarding places and entry requirements are available from the Registrar.

***Equal Opportunities***

***The Ladies’ College is an equal opportunities employer and does not discriminate against applicants on any grounds. The criteria for selection relate purely to the suitability of an applicant for the job for which they are applying.***

***Safeguarding***

***The Ladies’ College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure check. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.***

***Data Protection***

***This data has been requested by The Ladies’ College exclusively for the purpose of recruitment. The Ladies’ College will ensure that this is processed in compliance with its Privacy Notice and Data Protection Policy and The data Protection (Bailiwick of Guernsey) Law, 2017.***