



Appointment of **Learning Support Assistant**
From September 2026 | Candidate information



Headteacher's Welcome

St Margaret's Church of England Primary School is a thriving two-form entry school serving the Angmering community. We are proud of our strong partnership with the local church, our extensive grounds and facilities, our committed and skilled staff team, and our good academic outcomes.

Our theologically rooted vision, **Created to shine**, underpins all aspects of school life. Guided by our Christian values of **Love** and **Aspire**, we ensure that every child and adult is welcomed, valued and supported to flourish.

"You are the light of the world. A town built on a hill cannot be hidden"
Matthew 5.14

We aim to be deliberately distinctive — shining for Jesus in all we do, and making a purposeful impact in our school, village, and the wider world. We seek to be a beacon of light in our community, through both the

excellent education we provide, and also in the ways we serve others — all rooted in love and aspiration.

We believe every individual is special in God's eyes — created in His image and gifted with unique potential and talents that we strive to nurture and grow. With love, encouragement and high aspiration, we inspire children to let their light shine and make a positive difference in our school, local community, and beyond.

We strongly recommend a visit to our school in order to see our vision and values in action. Please contact the School Office on 01903 785416 to arrange a tour.

We can offer you:

- A strong experienced team to work in
- A genuine opportunity to make a significant difference

- An opportunity to further develop your skills through our commitment to professional development
- Strong church and community partnerships
- Excellent facilities
- A committed, supporting Governing Body working in partnership with the school and community

Please use your Personal Statement as an opportunity to reflect your personality, teaching style, experience, strengths and creativity.

On behalf of our children, parents, staff and governing body, thank you for considering applying for this post. We look forward to considering your application.

Yours sincerely,
Mr George Lumley
Headteacher



Learning Support Assistant

School: St Margaret's C of E Primary School - Angmering

Post: Learning Support Assistant
Permanent, 5 days a week

Start Date: September 2026

Salary: NJC Grade 3

Responsible to: The Deputy Headteacher

Number on roll: 410 in mainstream, 12 in SSC

Role Overview

Purpose of the job

To support teachers in providing a safe, stimulating, inclusive, and nurturing learning environment where all children can achieve their full potential academically, socially, emotionally, and physically. The Learning Support Assistant will work closely with individual pupils, small groups, and whole classes to promote learning, wellbeing, independence, and positive behaviour, while contributing to the overall life of the school.



Key Responsibilities

Supporting Teaching and Learning

- Supporting children with their academic and emotional needs.
- Assist teachers in planning and delivering learning activities that meet the needs of all pupils.
- Adapt learning resources and activities to support pupils with varying abilities and learning needs.
- Provide additional support for pupils with Special Educational Needs and Disabilities (SEND), helping them to achieve their individual targets.
- Assisting individual children and small groups of children with practical activities.
- Observing children and keeping appropriate records.
- Helping to further the academic progress of children.

Monitoring and assessing progress

- Maintain records of pupils' achievements, progress, and any concerns in accordance with school procedures.
- Assist in gathering evidence for assessments, interventions, and Education, Health and Care Plans (EHCPs).
- Monitor and report on the effectiveness of support strategies and interventions.
- Participate in review meetings where appropriate, contributing information about pupil progress and wellbeing.

Supervision and pastoral support

- Assisting with classroom supervision.
- Taking groups of children for activities around the school out of the classroom.

- Accompanying groups of children on off-site activities and on school trips.
- Supporting children in outdoor play either within the centre or on the school playground or field.
- Working on a 1:1 basis with key children to support individual provision and child's access to the curriculum.
- Build positive and trusting relationships with pupils while maintaining professional boundaries.

Children welfare (including medical needs)

- Supporting children in the class who have specific medical/health problems.
- Care of sick children and dealing with minor injuries, including cleaning up bodily fluids.



Key Responsibilities

Supporting pupils with additional needs

- Provide targeted support for pupils with SEND, including those with autism, ADHD, speech and language difficulties, social, emotional and mental health needs, and physical disabilities.
- Implement support strategies outlined in EHCPs, Individual Education Plans (IEPs), or behaviour support plans.
- Work closely with teachers, SENCOs, therapists, and external professionals to ensure consistent support.
- Assist pupils in developing communication, self-regulation, and social interaction skills.
- Help pupils manage anxiety, emotional challenges, and behavioural difficulties through appropriate interventions and encouragement.

Promoting positive behaviour and inclusion

- Support the school's behaviour policy and encourage high standards of conduct.
- Help pupils understand and follow classroom expectations and routines.
- Promote respect, inclusion, equality, and diversity throughout the school day.
- Encourage positive relationships between pupils and support conflict resolution where appropriate.
- Support children in developing self-esteem, resilience, and confidence.

Confidentiality

- The Learning Support Assistant is required to respect the confidentiality of all matters relating to the school, children and staff.

Child welfare, safeguarding, and medical needs

- Promote the safeguarding and welfare of all children in accordance with school policies and statutory guidance.
- Be vigilant in identifying and reporting safeguarding concerns.
- Support pupils with medical conditions and personal care needs in line with individual healthcare plans, including personal care tasks.
- Administer medication when trained and authorised to do so in accordance with school procedures.
- Maintain high standards of hygiene and cleanliness, including dealing with bodily fluids in accordance with health and safety guidance.



Person Specification: Deputy Headteacher

Essential

- Experience of working with primary-aged children in an educational, childcare, or support setting.
- Experience supporting children with Special Educational Needs and Disabilities (SEND).
- Experience supporting children on a one-to-one basis and within small groups.
- Experience implementing strategies to support learning, emotional regulation, and positive behaviour.
- Empathy with children and sympathetic to their needs and those of their parents.
- Prepared and able to apply/follow systems and approaches consistently and effectively.
- Ability to work flexibly across the full primary age range.
- Able to communicate effectively, including ability to give an accurate verbal report of what a child has done and maintain basic written records.
- Awareness of safeguarding, child protection, and the welfare responsibilities of school staff.
- Ability to adapt communication styles to meet individual pupil needs.
- Understanding of positive behaviour support strategies and de-escalation techniques.
- Ability to support children with emotional regulation, social interaction, and independence skills.
- Ability to remain calm, patient, and resilient in challenging situations.
- Ability to follow guidance, support plans, risk assessments, and EHCP targets.
- Professionally discreet and able to respect confidentiality on particular issues.
- Able to work as a member of a team and maintain a good sense of humour.

Desirable

- Have a relevant qualification in child care/education (eg NVQ 2).
- Have relevant experience of and enjoy working with children who have complex learning, communication, behavioural, sensory, or physical needs.
- Have undertaken training in Autism, ADHD, Team Teach or other relevant SEND interventions.



Apply

The Application Process

Please complete an application form and submit a Personal Statement (for this please refer to page 12 - Guidance for Applicants: Your Personal Statement).

Please ensure that **all gaps** in your education or work experience are explained in your application for safeguarding reasons. This is a shortlisting criteria.

Your completed Application Form, Safer Recruitment Form and Personal Statement should be returned by: **12.00pm Thursday 9th July 2026** to:

Mr George Lumley, Headteacher
St Margaret's C of E Primary School,
Arundel Road, Angmering, West Sussex,
BN16 4LP.

You may email your application to:
head@stmargaretsprimary.org.uk

Visiting The School

A visit to the school can be booked through the School Office:

Telephone: 01903 785416

Email: school@stmargaretsprimary.org.uk

Shortlisting

Shortlisted candidates will be contacted by email, confirming the interview process. Thank you for taking the time to apply, we know how much work and effort goes into an application. We are only able to provide general feedback for applicants who are not shortlisted.



Interviews

Interviews will be held at the school on **Tuesday 14th July 2026**. Applicants are asked to advise their employers of a potential interview on these dates.

If invited to interview, please bring the following documents with you:

- Birth Certificate/Marriage Certificate
- Passport
- Driving License/Recent Utility Bill/Bank Statement

• Original Qualification Certificates

Data held for candidates not appointed will be disposed of in our confidential waste following the interviews.

Appointments are subject to satisfactory references and we will be taking these up immediately following shortlisting. It is therefore important that you advise your referees of your application. It is essential that your main referee is your current Headteacher/Line Manager. Please note we are only able to offer general feedback to candidates who are not appointed.

Medical Examination

The successful candidate will be required to complete an online medical questionnaire and may be required to attend a medical examination.

Criminal Record Checks

The successful applicant will be asked to completed an enhanced DBS disclosure application requesting personal information in a number of areas. An offer of employment will be subject to satisfactory DBS clearance.



Appointment

The successful applicant will be appointed from September 2026 exact date to be agreed with the successful candidate depending on notice period.

Safeguarding and Equal Opportunities

St Margaret's C of E Primary and West Sussex 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 an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.

Terms and Conditions

National Joint Council Pay and Conditions.



Guidance For Applicants

Application Forms

For the application forms, please access our website at www.stmargaretsprimary.org.uk.

Your Personal Statement

Your Personal Statement should tell us about your approach to teaching and learning support, inclusive practice and how it aligns to our vision and aspirations.

Your personal statement must include actual examples of how you have demonstrated you can fill the job description requirements and personal specification. It must be no longer than two sides of A4 paper.

Further Conditions

Please note that applications with poor spelling and grammatical errors will not be shortlisted.

We also can not accept an application which comes in the form of a CV.

Late applications can not be considered.





Created To Shine

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