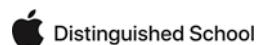


Application Pack—Learning Support Assistant 4



Layton Primary School

“Growing Great Minds Together”



Welcome!

Thank you for taking an interest in our advertisement for the position of Learning Support Assistant 4 at Layton Primary School. I hope you find this pack, our website, our Blog site and our Ofsted report informative. At Layton, we pride ourselves on our growth mind-set and a continual desire to improve our practice. We support and challenge each other in equal measure to be the best we can be.

Layton is a three-form entry primary school on the edge of Blackpool; each year group is supported with a team leader who work and plan together. They meet regularly to assess learning and advise next steps in the process.

In 2017, Layton was judged to be outstanding in all areas by Ofsted. We are an Apple Distinguished school and each child and staff member are provided with technology which is an integrated part of our learning and a seamless part of our teaching and learning.

Layton's values are resilience, risk taking, resourcefulness, reflectiveness and relationships permeate all our work so that we can 'grow great minds together'.

We can offer:

- an environment where you can be challenged to improve every day in a collaborative working environment
- bespoke CPD
- inspirational and outstanding colleagues
- A sincere desire to develop each and every individual

We are looking for an individual who;

- Welcomes the opportunity to be challenged
- Has high expectations of themselves and children
- Has a strong understanding of pedagogy
- Enjoys and thrives within an environment where self improvement is a strong motivating factor

Yours faithfully,



Jonathan Clucas



#TeamLayton



At Layton Primary, we are certain that all kids can go above and beyond in their academic journey. Layton Primary is a fantastic school because everybody follows our school motto, Growing great minds together, and is encouraging and kind. During lesson time, 5R's are followed: Resilience, Reflective, Risk-taking, Resourceful and Relationships. These are praised in Friday assemblies.

Head Boy

Layton Primary School creates the perfect environment for NQTs to develop and excel. I began my teaching career as an NQT at Layton where I developed my teaching practice in ways I did not anticipate. Growing Great Minds Together is not merely a school motto, it is an ethos that resonates through out the entire school environment. As an NQT I was encouraged to collaborate with more experienced members of staff in order to aid my development. This was always met with a smile, support and purposeful advice. For example, when joining Layton I had very little experience using technology in the classroom however, with advice and expertise of all the staff I soon became an Apple Teacher who is extremely confident integrating technology into my daily teaching practice.

Layton is an innovative and forward thinking school and all members of staff are actively encouraged to learn from each other. Even as an NQT I was hosting workshops at TeachMeets, leading training regarding Speaking and Listening as well as playing an active role in staff meetings. Despite being in the infancy of my career, the Senior Leadership Team and other members of staff always value my opinions and ideas and encourage me to try new things, whilst still being on hand to advise and support.

The support that I received, not only in my NQT year, but throughout my time at Layton has been second to none. We are a family at Layton. We have a Senior Leadership Team whose main priority is to develop staff, in a supportive manner, in order for us to provide the best learning environment for our children and in order for us to become the best teachers we can be.

Class Teacher

Here at Layton Primary School, we believe that all children can go beyond their potential in learning. We are a great school, as we have a wonderful community and follow our school motto with pride: Growing Great Minds Together. As well as this, we follow the 5Rs that we all know and love. The 5Rs are Relationships, Resourceful, Reflective, Resilient and Risk-taking. These are celebrated weekly in Friday assemblies. No matter what, everybody is friendly and supportive of each other and you can always go to any adult if you need to.

Head Girl



About the post: Learning Support Assistant 4

Contract/Salary:	Grade E. Please be aware that the salary advertised is pro-rata due to only working term time plus 5 INSET days. The post will commence as soon as possible, or to be mutually agreed with the successful candidate.
Hours per week:	37 hours
Responsible to:	Class Teacher, Team Leader, Assistant Headteacher
Key links:	Class Teachers, LSAs, ASNAs



The position will be placed in KS1 or KS2. This is a temporary role until 31/08/2027

To work with teachers to organise and support teaching and learning activities for classes. The primary focus is to do specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher.

Key duties:

1. Plan, prepare and deliver learning to individuals, groups and/or classes modifying and adapting activities as necessary under the direction of a teacher;
2. Assess, record and report on development, progress and attainment;
3. Liaise with staff and other relevant professionals and provide information about pupils as appropriate;
4. Use teaching and learning objectives to plan, evaluate and adjust lessons / work plans as appropriate within agreed systems of supervision;
5. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning;
6. Support pupils in social, health and emotional well-being, reporting problems to the teacher as appropriate;
7. Teaching Assistants at this level are expected to undertake at least one of the following:
 - a. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties;
 - b. Provide specialist support to pupils where English is not their first language;
 - c. Provide specialist support to gifted and talented pupils;
 - d. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).
8. Maintain confidentiality and adhere to safeguarding procedures;
9. Demonstrate and adhere to the schools health and safety policies and procedures.

About the post: Learning Support Assistant 4

Teaching Assistants in this role may also:

- ◇ Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews;
- ◇ Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress / achievement etc.;
- ◇ Contribute to the development of policies and procedures;
- ◇ Assist with break-time supervision including facilitating games and activities;
- ◇ Provide short- term cover supervision of classes;
- ◇ Manage the work and development of other classroom support staff;
- ◇ Line management of other classroom support staff;
- ◇ Be responsible for the preparation, maintenance and control of stocks of materials and resources;
- ◇ Responsible for the careful and safe use of equipment such as play and standard ICT equipment;
- ◇ Liaise with external agencies;
- ◇ Provide pastoral care to pupils;
- ◇ Be responsible for pupils who are not working to the normal timetable;
- ◇ Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
- ◇ Invigilate exams and tests;
- ◇ Demonstrate own duties to new or less experienced staff;
- ◇ Be responsible for the presentation of displays.



About the post: Learning Support Assistant 4

Indicative knowledge, skills and experience:

- ◇ Meet or working towards the professional standards for Higher Level Teaching Assistants;
- ◇ May have, or be working towards a relevant Foundation degree;
- ◇ Demonstrate specialist skills that may be appropriate to point 7 included within key duties/responsibilities;
- ◇ Knowledge and compliance with policies and procedures relevant to child protection and health and safety;
- ◇ Experience in persuasion and negotiation skills in relation to other staff, professionals, and parents / carers.

The position is placed in Foundation Stage and the successful candidate must:

- ◇ Have at least 3 years experience of working within Early Years
- ◇ Have an excellent working knowledge of the document Development Matters in the EYFS
- ◇ Be able to plan a range of teaching and learning activities for outdoor play
- ◇ Be able to assess, record and report on development, progress and attainment.
- ◇ Be able to deliver high quality phonics teaching to small and large groups of children
- ◇ Have the ability to build rapport with young people
- ◇ Have understanding and empathy for the social and emotional needs of young children
- ◇ Be a team player
- ◇ Be a good communicator
- ◇ Promote the inclusion and acceptance of all pupils within the classroom. This includes changing children who are sick, wet or soiled.



Person Specification: Learning Support Assistant 4

	Essential	Desirable
Qualifications and training	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Have HLTA status or QTS. • Meet the HLTA standards or equivalent. 	<p>The successful candidate may also have:</p> <ul style="list-style-type: none"> • First aid training. • Relevant qualifications to at least HLTA status • Evidence of relevant CPD.
Skills and experience	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Demonstrable levels of numeracy and literacy • Experience of working in a school setting. • Experience of working with pupils with SEND. • Experience of teaching individuals, groups and whole classes. • Effective oral and written communication skills. • Good organisational and time management skills. • Strong ICT skills. 	<p>The successful candidate may also have:</p> <ul style="list-style-type: none"> • Experience leading and managing other support staff. • Experience in a specialist area. • Experience in multi-agency working.
Knowledge	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Knowledge of the HLTA standards. • Knowledge of relevant school policies, including safeguarding. • Knowledge of the curriculum. 	<p>The successful candidate may also have:</p> <ul style="list-style-type: none"> • Knowledge of a specialist area.
Personal traits	<p>The successful candidate will be:</p> <ul style="list-style-type: none"> • Able to build successful working relationships. • Adaptable. • Able to work independently and in a group. • Empathetic with those facing barriers to their learning. 	

How to Apply

Do you feel you could be the next member of our Outstanding team? If you have the required skills, experience, competence, commitment and passion to make a difference to the children at Layton Primary School, please download an application form from:-

◇ <https://www.greater.jobs/>

Closing date for applications to be received by school is **12.00 noon on 1st June 2026**. Candidates should submit their completed application form and letter by email to **recruitment@layton.blackpool.sch.uk**. You should expect a return email confirmation once the application has been received, please resend if you haven't received an acknowledgment within 48 hours during term time. Previous unsuccessful applicants are asked not to apply.

Shortlisting will take place following the closing date and successful candidates will be contacted by email and will be invited to interview, proposed for 12th June 2026.

Previous unsuccessful applicants are asked not to apply.

Layton Primary School is committed to safeguarding and promoting the welfare of children/vulnerable adults. This post is subject to satisfactory two year reference history, Disclosure & Barring Service (DBS) check (previously CRB check), medical clearance, evidence of any essential qualifications and proof of legal working in accordance with the Asylum and Immigration Act 1996. The Governing Board is committed to ensuring consistency of treatment and fairness and will abide by all relevant equality legislation. In line with KCSIE 2022, online searches (e.g., social media) will be completed for shortlisted candidates.

Please be advised that Layton Primary School does not inform candidates when they have not been shortlisted. Therefore, if you have not been contacted within five days of the shortlisting date, you should assume that you have not been successful on this occasion.

Good luck with your application; we look forward to reading it and potentially welcoming you to the team one day!

