

COPTHORNE CE JUNIOR SCHOOL



Application Pack for Learning Support Assistant

Closing date for applications is 12pm Thursday 18th June, 2026

Interviews will be held on Monday 22nd June 2026

We would encourage you to visit our school or to speak to the Headteacher about this role.

Copthorne Junior School 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.

If you are passionate about children's learning we are looking for you!

We are a village junior school with two classes per year group. Our staff and children are welcoming, motivated and hardworking. We offer a supportive working environment.

We are looking to recruit an enthusiastic Learning Support Assistant. Ideally, we are looking for Monday to Friday, up to 30 hours per week, term time only, there may be some 1:1 work involved. Hours to be 8.45am – 3.15pm, (with half an hour unpaid lunch break) starting as soon as possible. However, we are able to consider more flexible working patterns which might include, but not limited to, less working days, less hours or a combination of both. This is a temporary role until 21st July 2027 with a definite view to extending beyond this date.

Salary Grade WSCC Grade 3, Scale Points 3-4 (£24,027 - £24,404) pro rata for hours worked and term time only. Based on this, the estimated annual salary is in the region of £15,500 for a 30 hours per week role.

The successful applicant will be required to work under the direct instruction of class teachers and the Special Educational Needs Co-ordinator to support progress of pupils of all academic abilities including those with special needs. Knowledge of the Key Stage 1 curriculum would also be beneficial but not essential as training will be given. The successful applicant will be required to attend any relevant meetings and participate in training and other learning activities and performance development.

Please specify when applying if there is a specific working pattern you are seeking other than the advertised 30 hours.

Please see the attached Job Description for further details.

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Please email your application to:

Helen Denison, Headteacher.

E-mail: head@copthornejunior.co.uk

Copthorne CE Junior School

Job Description

Learning Support Assistant

Hours of Work: 8.45am – 3.15pm; 30 hours per week
(Alternative working patterns will be considered)

Accountable to: Head Teacher/Governors

Line Manager: Deputy Head

Your **Terms and Conditions of Service** are those which are set out in your contract of employment.

- To work under the instruction / guidance of teaching / senior staff to support pupils
- To enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Specifically to:

- Supervise and support pupils and those with special needs, potentially including 1:1 work as well as the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes
- Encourage pupils to interact positively with others and engage in activities led by the teacher
- Monitor and record pupils' responses to learning activities and feedback when required
- Support the curriculum by undertaking structured and agreed learning activities/teaching programmes;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Desirable Experience:

- Experience working with children, preferably in a school environment
- Knowledge of working with children in Early Years

By carrying out these duties to the best of your ability you will be supporting our ethos.

The school will:

- Provide a calm working environment
- Support your training requirements (reviewed annually as part of performance management policy)
- Provide training for child protection procedures, First Aid, Asthma and the use of EPIPENS

Person Specification

Job Title: **Learning Support Assistant**

Location: **Copthorne CE Junior School**

For child protection purposes an Enhanced Disclosure will be required for this post.

Qualifications/Experience

Essential

Good literacy and numeracy skills

Desirable

Previous experience of working with children

Relevant transferable skills

Current First Aid qualification

Health and Safety knowledge

Skills and Abilities

Essential

Work collaboratively and cooperate within a team

Support children's learning individually and in small groups

Liaise and communicate effectively with children and staff

Maintain appropriate level of confidentiality

Support the school ethos

Good organisational skills

Keep accurate and up to date records

Use and maintain teaching resources

Desirable

Explain in alternative/creative ways

Monitor, record and make basic assessments about individual progress

Assist teacher in creating a positive working environment

Display work effectively

Liaise and communicate effectively with parents

Personal Qualities

Essential

Flexible working approach

Ability to use own initiative

Enthusiasm

Patient calm caring attitude

Empathy

Respond intuitively to needs

Copthorne CE Junior School

Copthorne CE (Voluntary Controlled) Junior School is an eight class junior school with 220 pupils on roll. Most pupils live in the Copthorne area with 20% of our families joining us from nearby villages, choosing us for our high standards. The school is situated close to the M23 and has easy access. We have a spacious building and excellent outdoor facilities including a playground, field area, outdoor equipment, a quiet garden area and an outdoor classroom. The pupils are very well behaved and are keen and enthusiastic learners.

At Copthorne, the Governors and Staff strive to create a safe, caring and happy school where everybody is respected and valued. We all work together as one team to ensure that an inspiring learning environment is provided for our pupils.

We continually pursue high standards of academic and personal achievement. We carefully assess pupils' progress and use this information to personalise learning to meet individual needs. Our strong relationships with pupils and parents/carers are essential to our children's wellbeing, safety and achievement. We are extremely proud of our nurturing, inclusive and creative school.

At the heart of our school community is our Christian ethos and our curriculum intertwines with our Christian values to inspire creativity and curiosity. It is desirable to support this ethos within the school.

Our vision

Creating confident, curious learners with God's love

We, at Copthorne C.E Junior School, believe that every child and adult is unique. With God's love, we grow and learn together, encouraging everyone in our school family to "let their light shine" (Matthew 5:16). We strive to be the best that we can be, knowing that "what will be has not yet been revealed" (1 John 3:2). Through our Christian values, we flourish as one inclusive community. Our children move on to the next phase of their education with a lifelong love of learning and a compassionate and considerate approach to life.

We aim to provide an exciting, fun and stimulating environment, where all children feel happy, safe, and motivated to achieve their potential. Our children are taught to be caring, tolerant, respectful, kind, polite and supportive to each other and all adults in the school community. We celebrate academic achievement and encourage our children to strive to be the very best they can be, unafraid to question and challenge and to learn to solve problems creatively. We also value sporting success, learning how to win and lose equally gracefully. Every child and adult in our school community is valued equally as an individual.