LATHOM
HIGH SCHOOL



LEARNING SUPPORT ASSISTANT RECRUITMENT

Work hard,
be kind

LATHOM HIGH SCHOOL

Glenburn Road, Skelmersdale,
Lancashire WN8 6JN

Tel: 01695 725653

Headteacher: Mr P. W. Livesley (BA Hons, NPQH)

Ofsted Good Provider

Dear Colleague

Learning Support Assistant

I am thrilled to write to you as Headteacher at Lathom and I am delighted that our governing body is able to offer this exciting opportunity. Lathom is an extremely special place to work and the successful candidate will be joining a staff body consisting of professionals who are totally committed to ensuring that we provide the very best Quality of Education at all times. Working together we are able to ensure that our students are fully prepared for their life after Lathom and that they are able to stand ahead of their peers when applying for Further and Higher Education and when entering the world of work. Almost all of our students live in the town of Skelmersdale and we seek leaders and staff who will value our relationship with the community highly and who recognise the importance of partnership, determination and ambition. As an accredited trauma responsive employer and educational provider, we value every member of the staff team and are determined to support well-being so that colleagues can thrive and know that they are important and integral to our success.

Our governors, staff and students are PROUD of everything that we have achieved together and, crucially, has been recognised by parents and the local community leading it to being significantly oversubscribed since 2023. We are determined to continue the journey of development focusing on serving our community and preparing our students for future successes.

This post is advertised to bring additional capacity to our Learning Support team. You will join a committed team of professionals who have a strong focus on developing positive learning environments and who are determined to provide the very best Quality of Education for all students. We are looking for someone who is both inspirational and passionate about providing excellent learning opportunities for all within a school environment committed to achievement and belonging through a trauma informed lens. As you read about Lathom, I trust that you will be encouraged to discover more to gain a real understanding of how we operate and how the school's values underpin our daily practice and that this, in turn, will be the motivation for your application.

Yours faithfully

Paul W Livesley
Headteacher

Welcome from Mrs Michelle Pearson, our Chair of Governors

Dear Colleague

Learning Support Assistant

Thank you for your interest in the position of Learning Support Assistant at Lathom High School. I am extremely PROUD and privileged to be Chair of the Governing Body. We are a school committed to empowering both staff and students to achieve, belong, and thrive.

Skelmersdale is entering an exciting phase with the Town Master Plan, including new homes, enhanced connectivity, and land reserved for a potential rail station. Lathom is proud to serve a growing, dynamic community at the heart of these developments.

We offer a supportive, trauma-informed environment, innovative flexible working from day one, and excellent opportunities for professional growth and career development.

We welcome applications from enthusiastic and dedicated individuals who wishes to make a meaningful contribution to our students' education and the wider school community.

I hope that you will feel encouraged and inspired to apply to join us on our journey.

Kind Regards



Michelle Pearson
Chair of Governors

Everyone deserves an incredible future!

The Opportunity

As a **Learning Support Assistant**, you will work directly with the young people in our care, helping them to get the very best from their education.
Every student has incredible potential, and you will play an important role in helping guide them on their learning journey.

In this role you will:

- Support learning **inside and outside the classroom**
- Work with students **one-to-one or in small groups**
- Assist students with their **emotional, social and physical development**
- Help students engage with their learning and build confidence
- Support pupils with **learning needs and Social, Emotional and Mental Health (SEMH) needs**
- Work closely with teachers and the wider support team to ensure students make meaningful progress

Supporting young people with SEMH and additional learning needs is **challenging but incredibly rewarding work**. You will benefit from the **strong support of our dedicated and experienced staff team** and will see first-hand the positive difference you make in students' lives.

Who We Are Looking For

You may already have experience working with children or young people – **or you may not**. We welcome applicants from a wide range of backgrounds.
Whether your experience comes from **hospitality, the armed forces, outdoor activity centres, care work, customer service, or office-based roles**, what matters most is your enthusiasm and commitment to supporting young people.
We will provide full training and development to help you succeed in your role.

We are looking for someone who is:

- Adaptable and flexible across different classroom settings
- Patient, supportive and responsive to students' needs
- A strong team player who enjoys working collaboratively 🤝
- Passionate about helping young people grow, develop and achieve their potential

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Why Join Lathom High School?

At Lathom, we believe in the values of **"Work Hard, Be Kind."**
We are a **mainstream secondary school for pupils aged 11–16**, and as a truly inclusive school we support a number of students who may require **additional help both in and out of the classroom**.
Our school community is built on **teamwork, mutual support and shared success**. We are committed to raising standards while nurturing both our staff and students.
We are proud of our achievements and the culture we have created. The word **PROUD** sits at the heart of everything we do.

We are passionate about:

- Supporting the **wellbeing and fulfilment of our staff**
- Providing **opportunities for personal and professional development**
- Creating a **caring and nurturing learning environment**
- Enabling every student and colleague to **reach their full potential**

How to Apply

To apply for this position, please complete an application form and return to:
c.brooke@lathom.lancs.sch.uk

Closing Date: Wednesday 18 November
Proposed Interview date: w/c 23 November

For an informal conversation regarding this role or to visit school prior to the closing date please contact the school office to arrange this.

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.

Job Description

Job Title:	Teaching Assistant
Typically Reports to:	SENDCo
Liaising with:	Teaching and Support staff
Disclosure Level:	Enhanced
Hours:	**Full or Part Time considered, term time only**
Pay range:	Level 2b (Grade 5) scp 6-11 £26,847- £29,071 pro-rota

Purpose of the Post

Under the teacher's clear guidance, to support the education, personal and social development of students. This includes working with individuals or small groups of students, including those with special educational needs and/or bilingual needs, establishing positive relationships and supporting them to complete structured learning activities.

Main Duties and Responsibilities

Support for Students

- Work under the clear guidance of the class teacher to implement structured learning activities.
- Support individual students or small groups to complete tasks and achieve learning objectives.
- Assist in monitoring students' personal, social and emotional development.
- Build positive relationships with students to support progress and attainment.
- Assist in setting, monitoring and reviewing individual student targets.
- Support students as part of planned inclusion programmes.
- Help develop a range of skills that support students' learning and independence.
- Assist with specific medical or care needs when appropriate training has been undertaken.

Support for the Teacher

- Assist in monitoring and recording student progress and developmental needs.
- Help prepare and produce learning resources and materials.
- Undertake routine classroom administrative tasks, including maintaining records.
- Assist with the supervision of students and support the management of behaviour.
- Provide feedback to the class teacher to support planning of work programmes.
- Liaise with the school's nominated person regarding student absence.
- Assist with arrangements for off-site learning activities, including work experience administration.
- Administer routine tests, support exam invigilation and undertake routine marking of students' work.

Support for the School

- Contribute to creating an environment where effective learning can take place.

- Promote positive relationships with parents, carers and external agencies.
- Work in accordance with school policies and procedures.
- Attend relevant staff training and professional development activities.
- Take responsibility for the health and safety of yourself and others.
- Maintain confidentiality regarding students, staff and school matters.

Support for the Curriculum

- Assist in the delivery of educational and developmental work programmes.
- Support the effective use of ICT within learning activities.

Equal Opportunities
The school is committed to achieving equal opportunities in the way it delivers services to the community and in its employment practices. All employees are expected to understand and promote this policy.

Health and Safety
All employees are responsible for their own health and safety and that of others while carrying out their duties, in line with the school's Health and Safety Policy.

Safeguarding Commitment
This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance
Good attendance enhances the service delivered by the school, minimises staffing difficulties and ensures the best value for students. Applicants must be able to demonstrate a satisfactory attendance record and commitment to maintaining regular attendance at work.

Person Specification

Personal Attributes required on the basis of the job description	Essential (E) or Desirable (D)	To be identified by: Application form (AF), interview (I), Reference (R)
Qualifications		
• GCSE Maths and English Grade 3 or above (or equivalent)	D	AF/I/R
Experience		
• Experience of working with children	D	AF/I/R
• Experience of working in a relevant classroom environment	D	AF/I/R
• Experience of Administrative work	D	AF/I/R
• Experience supporting pupils with barriers to learning, including those with challenging behaviour	D	AF/I/R
Knowledge/skills/abilities		
• Ability to operate at a level of understanding and competence equivalent to GCSE standard	E	AF/I/R
• Ability to relate well to students	E	AF/I/R
• To work as part of a team	E	AF/I/R
• Good communication skills	E	AF/I/R
• Ability to supervise and assist pupils	E	AF/I/R
• Excellent time management skills	E	AF/I/R
• Excellent organisational skills	E	AF/I/R
• Knowledge of classroom roles and responsibilities	D	AF/I/R
• Understand the concept of confidentiality	E	AF/I/R
• First Aid Certificate	D	AF/I/R
• Good administrative skills	D	AF/I/R
• Knowledge of strategies used in supporting students	D	AF/I/R
• Ability to use ICT equipment	D	AF/I/R
• Ability to assess children's development	D	AF/I/R
• Ability to plan and deliver work programmes	D	AF/I/R
Other		
• Commitment to undertake professional development	E	AF/I/R
• Commitment to safeguarding and protecting the welfare of children	E	AF/I/R
• Good attendance record	E	AF/I/R