



Job Title: Learning Support Assistant (Level 2) & Extended Schools Support Assistant

Location: Downsview Primary and Nursery School

Start Date: ASAP

Grade Range: Grade 2 (spine point 3) (full time £27,729) pro rata

Hours: 30 hours per week

Contract: Term time only (plus INSET days) – 1yr Fixed Term

Working Pattern:

11:30am – 1:30pm: Lunchtime Supervisor 1:30pm – 3:15pm: Learning Support Assistant 3:15pm – 3:30pm: <i>Unpaid break</i> 3:30pm – 5:45pm: Extended Schools Support Assistant

Learning Support Assistant - We require a Learning Support Assistant to work in our diverse, caring and popular three form entry community school. *'Educating the mind without educating the heart is no education at all.'* -Aristotle

About the Role:

Downsview Primary & Nursery School is seeking to appoint a committed, enthusiastic and caring individual to a dual-role position supporting pupils throughout the school day and in our after-school provision.

This is a varied and rewarding role combining classroom-based support with after-school care. You will support pupils' learning, wellbeing and development, helping to ensure all children feel safe, included and able to achieve their full potential.

Key Responsibilities

Teaching Assistant (Level 2) – School Day

- Support pupils' learning, including those with special educational needs
- Work under the direction of the class teacher and SENCo
- Assist with delivering learning activities and interventions
- Promote positive behaviour, independence and engagement
- Observe, monitor and record pupil progress
- Contribute to a safe, inclusive and well-organised classroom environment

Extended Schools Support Assistant – After School

- Supervise pupils attending after-school provision
- Plan and deliver engaging play, creative and homework activities
- Support pupils' social and emotional development
- Prepare and serve simple snacks in line with food hygiene guidance
- Ensure safe collection of pupils and maintain positive communication with parents/carers

Whole School Responsibilities

- Follow safeguarding, health & safety and data protection procedures
- Promote equality, diversity and inclusion
- Support the wider life and ethos of the school
- Work effectively as part of a team

Person Specification

Essential

- Experience of working with or caring for children
- **NVQ Level 2 qualification (or equivalent) in Childcare, Supporting Teaching & Learning, or a related field**
- Good communication skills (spoken and written English)
- Ability to build positive relationships with pupils and adults
- Basic literacy, numeracy and ICT skills
- Ability to work both independently and as part of a team
- Understanding of child development and learning
- Commitment to safeguarding and child welfare

Desirable

- Paediatric First Aid qualification (or willingness to undertake training)
- Experience supporting pupils with additional needs

Applicants are required to demonstrate:

- Previous experience working with primary-aged children and a willingness to work across the school
- Good literacy and numeracy skills and **a minimum of NVQ Level 2 qualification (or equivalent)**
- The ability to work constructively as part of a team, with an understanding of roles and responsibilities within a classroom and school
- Strong interpersonal skills, a positive attitude, and a reflective approach with a willingness to improve practice
- The ability to build strong working relationships with all members of the school community

Personal Qualities

- Patient, caring and enthusiastic
- Reliable, punctual and flexible
- A positive role model for children
- Committed to inclusion and equal opportunities

How to Apply

If you are ready to take on this role and make a significant impact in our school community, we invite you to apply.

Please submit your **application form and personal statement**, detailing your relevant experience, to:

hr@downsview.croydon.sch.uk

Key Dates

- **Application Deadline:** As and when Applications are received.
- **Interviews:** As and when Applications are received.

Safer Recruitment

Downsview Primary School is committed to safeguarding and promoting the welfare of pupils. The successful candidate will be subject to an **enhanced DBS check** and satisfactory references.

In line with *Keeping Children Safe in Education (KCSIE) 2025*, we will also carry out **online checks** for all shortlisted candidates as part of our due diligence. Any issues identified during these checks will be discussed with candidates at interview.

Our Commitment to Diversity

At Downsview, we celebrate the rich diversity of our school community. We are committed to promoting equality and inclusivity in all aspects of our work and encourage applications from individuals of all backgrounds and experiences.

Join Us

Join us in our mission to provide an outstanding educational experience for our pupils at Downsview Primary & Nursery School.

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