



St Francis Xavier Catholic Primary

Job Application Pack

Learning Support Assistant

Welcome from the Executive Headteacher

St Francis Xavier is a happy, inclusive Catholic school where children develop as well-rounded individuals with a strong sense of self and a commitment to being an involved participant in our community. Our children are viewed as unique individuals with value and worth created in the image of God.

St Francis Xavier Catholic Primary School is part of a partnership of Catholic Schools. In collaboration with Holy Family Catholic Primary and St Mary's Catholic Primary, we aim to create a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At St Francis Xavier, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning, and exceptional personal support in an inclusive, faith based environment.

Every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from staff who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our staff to make a difference, makes me proud to be Executive Headteacher of this diverse and dynamic family of schools.

I look forward to receiving your application

Bernadette Nesbit
Executive Headteacher, NLE

“The behaviour and attitudes of pupils are exemplary... The quality of relationships, at all levels, is outstanding, with pastoral care for all maintained as a high priority within the Catholic life and mission of the school”

Section 48 inspection March 2023

“Parents are positive about the school and particularly value the school's caring family atmosphere. They appreciate how well adults care for their children and how their children develop confidence in all that they do.” Ofsted inspection

Our mission statement at St Francis Xavier Catholic Primary School is embedded by the statement of ethos:

'Achieving Excellence Together, with God's Love.'

**'At St Francis Xavier Catholic Primary School
we strive to live out the Gospel in the way Jesus teaches us to**

**We celebrate the diversity of our school community and
value each person as unique; made in God's image and likeness**

**We work together, through God's love,
to enable our pupils to achieve excellence in all aspects of their education'**

Safeguarding Children & Young People

The Governing Body is fully committed to safeguarding and to promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check. Shortlisted Applicants will be required to complete a self-disclosure.

Please read the following policies, which are available on the 'Policies' tab on the school website:

- **Safeguarding Policy**
- **Child Protection Policy**
- **Safe Recruitment Policy**

The Vacancy

St Francis Xavier consists of a committed and professional team led by experienced passionate practitioners supported by a strong Senior Leadership Team (SLT) who have experience within and beyond the partnership.

The SLT will take a proactive approach, sharing experiences and good practices between colleagues to develop our teaching and learning and own professional developments. We are keen that students have an opportunity to extend their interest and enthusiasm by taking part in a range of extra-curricular activities such as clubs, visits and competitions. We would welcome any contribution you could make to these activities at the school. Above all, we wish to appoint imaginative and enthusiastic Learning Support Assistant who will be keen to work alongside a team determined to create an excellent school.

Applications

For more information about St Francis Xavier Catholic Primary School, please visit www.xavier.doncaster.sch.uk.

To apply for the role please download the 'CES Teacher Application Form' and supporting documents from the 'Vacancies' tab on our website. Your completed form, along with all supporting documents are to be submitted to sarah.cashmore@francisxavier.co.uk clearly demonstrating your suitability for the role.

Telephone: 01302 344678 Email: sarah.cashmore@francisxavier.co.uk Website: www.xavier.doncaster.sch.uk

Closing Date: Wednesday 24th June 2026, 12 noon
Interview Date: Week Commencing 29th June 2026

If you have any queries, wish to discuss the role informally or undertake a visit to the school, please do not hesitate to contact us via email sarah.cashmore@francisxavier.co.uk or telephone 01302 344678

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from the school within two weeks of the deadline, please assume that on this occasion your application has unfortunately not been successful.

Job Description

Post Title: Learning Support Assistant

Grade: Grade 5, Scale 04

Main Purpose:

- To provide support by delivering and implementing work programmes to pupils with special needs under the direction of the class teacher
- To monitor behaviour during lunchtime and actively encourage co-operative play in the playground
- To undertake specific tasks as directed by the Senior Leadership Team
- To support children's learning and to share in the care and wellbeing of the children throughout the school.
- To carry out specific administrative/ procedural tasks to support the class teacher.
- To be involved in the planning, development and delivery of intervention strategies.
- To observe and monitor pupils' progress and adapt agreed approaches to their particular needs.
- Provide support and assistance for children's pastoral needs (e.g. dressing, going to the toilet, the changing of nappies or the administration of an EpiPen/medication)
- To assist in the maintenance of children's records.
- To promote the school's Catholic aims and values

Responsible to: Head of School

Relationships with: Senior Leadership Team, teachers, SENDCo, other teaching assistants, support staff, local authority services, other education providers, pupils and parents

Is this a regulated activity: Yes

General:

- To work with pupils, including those with Statements of Special Educational Needs, providing individual assistance, implementing action plans, to maximise achievement
- To attend and assist pupils with their hygiene, eating and general welfare requirements as necessary
- To work closely with pupils individually or groups within schools/educational establishments, enabling them to achieve maximum access and participation in the National Curriculum. To work under the direction of the class teacher and to assist in the planning, monitoring and evaluation of the pupil's learning, ensuring that progress is clearly recorded and related to the learning objectives for that pupil
- To help pupils to further develop literacy, numeracy, ICT, problem solving and study skills. To help pupils develop their language and reasoning skills and to assist pupils in the organisation, preparation and display of set assignment tasks
- To give in class support to teachers, facilitating pupils' access to the curriculum including assisting teachers of practical subjects as required with priority being given to health and safety
- To support the school's policy on discipline to ensure high standards of pupil behaviour
- To implement appropriate specific skills programmes as may be arranged and directed by the Co-ordinator of Special Needs or other professionals, working as part of a team
- Under the direction of the teacher, to assist in maximising the use of ICT in the learning process
- To assist in the writing of regular reports and reviews on pupil's progress, to assist with general administration of records
- To liaise with other agencies (ie Social Services, Health professionals etc) as directed by the Special Educational Needs Co-ordinator or other relevant professional

- Monitor and evaluate pupils' responses to learning activities through marking, feedback and observation and planned recording against pre-determined learning objectives
- Be responsible for keeping and updating records including records of achievement/progress of pupils
- To monitor behaviour during lunch time and actively encourage co-operative play in the playground
- Administer and assess routine tests and invigilate tests
- To undertake out of school learning activities as required
- To report incidents or concerns on CPOMS/DSP in line with the schools policy for safeguarding and child protection
- Adhere to the school behaviour policy

Behaviour and Safety:

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Team working and collaboration:

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

Administration:

- Participate in and carry out any administrative and organisational tasks as required by the Head or class teacher

Professional development:

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal

Other:

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the head.
- Supporting policies and new procedures are implemented effectively
- To be flexible to meet the needs of the school
- To remain smart and professional at all times and in accordance with the school's Dress Code
- Administer medication and intimate care in line with school policies.

Other Responsibilities:

- Any other duties required by the teacher or Headteacher within the scope of this post.
- The post holder shall ensure that the duties of the post are undertaken with due regard of the School's

Health and Safety Policy and their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Signature of Post Holder:

Date:

Please sign both copies of the job description. Retain one copy for your own reference and return the remaining copy to the school within 14 days of receipt. If a signed copy is not received within the 14 day timescale, it will be assumed that you have accepted the terms and conditions contained within it.

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

	Essential	Desirable	MOA
Qualifications			
Appropriate qualifications, knowledge and skills to Level 2 or above	✓		A/C
Other relevant qualifications – e.g. first aid, safeguarding,		✓	A/C
Practising Catholic or a commitment to the Catholic teachings of the school		✓	A/I
Experience			
Relevant experience with primary age children	✓		A/I
Current or recent experience in implementing plans to meet the specific needs of individuals or groups		✓	A/I
Understanding of the Primary Curriculum		✓	A/I
Experience of working in partnership with parents.	✓		A/I
Skills and Abilities			
Good literacy and communication skills – good interpersonal skills	✓		A/I
Ability to create a happy, challenging and effective learning environment.	✓		A/I
The ability to collaborate effectively and efficiently with school teams and work with other professionals and agencies	✓		I
Ability to communicate effectively (both orally and in writing) to a variety of audiences.	✓		A/I
Ability to support good, well planned, organised and innovative lessons	✓		I
Ability to match teaching strategies to different learning styles/needs to engage all pupils	✓		I
Commitment to high standards, continuous improvement and quality assurance	✓		A/I
Conscientious, reliable, flexible. Self-motivated and understands the importance of self-evaluation and professional accountability	✓		I
Proficiency in the use of ICT and the software programmes used in schools (including interactive whiteboard)	✓		A/I
The ability to contribute to establishing, maintaining and developing positive behaviour, good order and assertive discipline in the classroom	✓		A/I/R
The ability to use information and data for purposes of recording, monitoring, evaluation and reporting, using data to accelerate the rate of progress	✓		A/I
Commitment to promoting equal opportunities and meeting the special educational needs of pupils	✓		A/I
Ability to remain calm and deal with competing demands on time managing stress levels	✓		I
Ability to be reflective and self-critical and to improve own practice through self-evaluation and learning from others	✓		I
Knowledge			

Working knowledge of relevant policies and codes of practice – e.g. Prevent, Safeguarding	✓		A/I
How children and young people learn, develop and progress through life stages and events	✓		A/I
Personal Qualities			
Relates well to pupils and staff	✓		I
Ability to work effectively as part of a team	✓		A/I/R
Able to motivate self and others	✓		A/I/R
Positive outlook and able to respond positively to feedback	✓		A/I/R
Willingness to be flexible with working hours to respond to the school's needs	✓		A/I/R
Calm under pressure	✓		I
Well organised	✓		A/I/R
Passionate	✓		I
Enthusiastic	✓		I
Confident	✓		I
Safeguarding			
Commitment to the protection and safeguarding of children and young people	✓		A/I
Has an up to date knowledge of relevant legislation and guidance in relation to working with young people		✓	A/I

Key: A = Application, I = Interview and assessment, R = Reference, C = Certificate