



Fareham
Academy

Applicant Pack Lead LSA

Grade C

Start date: 01 December 2026

35 hours per week (term time)
(Monday to Friday)
Actual Salary - £21,591 to £22,498
FTE Salary - £26,017 - £27,110

Fareham Academy
www.fareham-academy.co.uk/vacancies

For more information regarding the post please visit our website or email
Mrs Payne on g.payne@fareham-academy.co.uk

Closing Date: 23rd October 2026

Letter from Headteacher

Dear Applicant,

Thank you for considering joining Fareham Academy. We are a caring and forward-thinking school where academic achievement sits alongside the personal development of every child. Our motto, “Unlocking Potential – Creating Opportunity,” together with our values of Resilience, Aspirations, and Kindness, reflects the ambition we hold for all our students.

Our staff are deeply committed to providing the highest quality education, and we are equally committed to supporting their professional growth. We prioritise development at every stage of a career, ensuring colleagues have the opportunities, training, and guidance they need to progress.

Many of our staff have moved into leadership roles within Fareham Academy and the wider education community, highlighting the strength of our culture and the talent within our team.

We are now seeking the right person to contribute to our school and be part of the exciting journey ahead. I wish you every success with your application.

If you have any questions on the recruitment process, please email g.payne@fareham-academy.co.uk

Please ensure you complete our application form; only applications submitted on the Fareham Academy form will be accepted.

Yours faithfully,
Randall Jull
Headteacher

“Developing transferrable skills such as teamwork, communication, problem solving, and innovation to better prepare students for the constantly changing world.”



Lead Learning Support Assistant

Are you passionate about helping every young person overcome barriers to learning and reach their full potential? We are seeking an exceptional Lead Learning Support Assistant to play a pivotal role in supporting students with Special Educational Needs (SEN), ensuring they receive the encouragement, guidance and provision they need to succeed.

This is an exciting opportunity for a skilled, compassionate and proactive professional who is committed to making a meaningful difference to the lives of children and young people. As a key member of our inclusion team, you will lead and coordinate high-quality support for students with a wide range of SEN across the school, helping to create an environment where every student can thrive academically, socially and emotionally.

Working collaboratively with parents, carers and external agencies, you will help ensure a joined-up and personalised approach to support. You will also lead, develop and inspire a team of Learning Support Assistants, overseeing their deployment, performance and training to maintain the highest standards of provision.

Alongside the SENDCo, Assistant SENDCo, Deputy Headteacher and fellow Lead LSAs, you will play a vital role in shaping and delivering an inclusive culture that celebrates diversity, removes barriers to learning and enables all students to achieve their very best.

This role is ideal for someone who is an outstanding communicator, excels at building positive relationships and is driven by the opportunity to make a lasting impact every day. If you are passionate about inclusion and committed to ensuring that every student is supported to flourish, we would love to hear from you.

Your Opportunity

The successful candidate will:

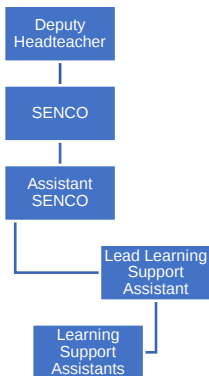
- Experience of working with children and young people with a range of Special Educational Needs.
- Excellent interpersonal and communication skills, with the ability to build positive relationships with students, parents, staff and external professionals.
- Strong leadership skills and experience of supporting, motivating and developing colleagues.
- A proactive and organised approach, with the ability to prioritise tasks and manage competing demands effectively.
- A sound understanding of SEND legislation, inclusive practice and strategies to support students with additional needs.
- The confidence to work collaboratively as part of a multidisciplinary team while also using their own initiative.
- High levels of resilience, patience and empathy, with a commitment to supporting students to achieve their full potential.
- Strong administrative and record-keeping skills, with attention to detail and a commitment to maintaining confidentiality.
- A passion for inclusion and a genuine desire to make a positive difference to the lives of young people.

This is an exciting opportunity to join a dedicated and supportive team and play a key role in ensuring that all students receive the support they need to succeed and flourish.

In return we will offer you:

- A professional, hardworking and supportive team of staff with the capability and desire to raise student achievement
- A Staff Well-Being Programme
- Enthusiastic students who are willing to learn and are proud of their learning environment
- Opportunities for further professional development
- A caring and supportive working environment within a vibrant school community
- A personalised CPD programme suited to staff requirements
- Access to a network of schools to support personal and professional development
- A paid Health Care Programme through Benenden
- Local Government Pension Scheme (LGPS)

Post Details		Last Updated: 22.06.22	
Department:	Whole School		
Job Title:	Lead Learning Support Assistant		
Grade:	Grade C Scale – 35 Hours per week	40 weeks per year	
Responsible to:	Deputy Headteacher, SENDCO & Assistant SENDCO		
Responsible for:	LSAs & Area of Specific Need		
<u>Job Purpose:</u>			
To lead and coordinate the provision of high-quality support for students with Special Educational Needs (SEN), ensuring they are fully included in all aspects of school life and able to achieve their academic, social and personal potential. The Lead Learning Support Assistant will work closely with students, staff, parents and external agencies to deliver effective interventions, promote inclusive practice and remove barriers to learning. The postholder will provide leadership and guidance to the Learning Support Assistant team, supporting their professional development and ensuring that support strategies are implemented consistently and effectively. Working in partnership with the SENDCo, Assistant SENDCo, Deputy Headteacher and other Lead LSAs, they will play a key role in developing an inclusive culture in which all students feel valued, supported and empowered to succeed.			
<i>This job purpose reflects the core activities of the post. As the School and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The School expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.</i> <i>Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.</i>			
Person Specification			
Qualifications and Professional Memberships			Essential / Desirable
Educated to GCSE level standard or equivalent with passes including English and Maths at Grade C or above			E
Diploma in Specialist Support or equivalent in teaching assistance experience			E
Relevant Experience or trained SEMH			E
Experience and Knowledge			Essential / Desirable
Experience of working in a support capacity in a school with pupils of relevant age or in an appropriate learning environment.			E
Be able to prioritise and manage workload.			E

Have good, written and verbal communication skills and be able to relate well to school staff, candidates of all abilities, parents and carers.	E
Be able to work in an organised and methodical way and have sound organisational and coordination skills.	E
Be able to work effectively under pressure.	E
Be able to maintain confidentiality.	E
Practical Skills	
Ability to plan, prioritise and organise work and resources for self and others	E
Be able to work accurately and to work to set deadlines	E
Awareness of standard procedures e.g. titrations and making up standard solutions	
Confident basic user of ICT.	E
Personal Qualities & Attributes	
Ability to work as part of a team and on own initiative and with resilience	E
Self-motivating with the ability to multi task	E
Good interpersonal skills, and the ability to enthuse and motivate others	E
Willingness to undertake first aid training	E
Communication Adaptability / Flexibility Planning and Organising Teamwork Continuous Improvement	Essential
Organisational Information	
<i>All staff are expected to:</i> Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the Schools Equal Opportunities Policy. Help maintain a safe working environment by: • Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand. • Following local codes of safe working practices and the school's Health and Safety Policy. • Undertake such other duties within the scope of the post as may be requested by your Manager.	
 <pre> graph TD A[Deputy Headteacher] --> B[SENCO] B --> C[Assistant SENCO] C --> D[Lead Learning Support Assistant] D --> E[Learning Support Assistants] </pre>	

Main Responsibilities/Activities:

This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities and should be read in conjunction with the accompanying Job Purpose.

More specifically the post holder will be expected to:

Purpose & Scope

- To lead a team of LSA in the chosen specific area of specialism
- To support individuals or groups of students, including more specialised support for those with special education needs, to ensure that care and learning programmes for the students are met.
- Under the instruction/guidance of SENDCO or other senior staff to enable access to learning for students and to assist the teaching staff in the management of pupils and the classroom. Work may be carried out in the classroom or in other teaching areas.
- Share good practice within the curriculum to enhance work of teachers and other LSAs.
- To work with Head of Department/Faculty to monitor progress of SEN students within curriculum area and advise on strategies to support student progress.

Organisational Relationships

- Responsible to SENDCO, Assistant SENDCO but works to and with curriculum Head of Department and teachers on a day to day basis according to timetable.
- With reference to the SENDCO, Assistant SENDCO, to liaise with teachers, other support, health and education specialists, parents, visitors and volunteers and appreciate/support their roles.
- To maintain professional relationships with all staff.
- To organise, train and support a team of LSAs.

Main Duties & Responsibilities

Support for students

- To attend to the personal, social and academic needs of students and any other special requirements depending on the nature of a student's special needs and, wherever possible, making these part of the learning experience.
- Supervise and provide support for students in lessons, including those with special needs, contributing to ensure their safety and access to learning activities.
- Support students' regulation in the Wellbeing Room.
- Provide support during examinations as directed by SENDCO and Exams Officer
- Set high expectations of conduct whilst acting as a role model.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Promote the inclusion and acceptance of all students within the classroom within the school's policies and procedures of equal opportunities.
- To provide feedback to students in relation to progress and achievement under the guidance of the teacher, the SENDCO or Assistant SENDCO.
- Support for teachers
- To work with core subject Heads of Department and teachers to develop adaptive teaching approaches.
- To attend subject department meetings and any related subject-based CPD
- Assist with the planning of learning activities.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.

- To encourage constructive relationships within the classroom by promoting good student behaviour and dealing promptly with conflict and incidents in line with the school policies.
- To monitor student responses to learning activities and accurately record achievement/progress as directed and provide feedback to teachers on students' achievement, progress, problems etc. Support for the curriculum
- In liaison with SENDCO, Assistant SENDCO to lead intervention programmes as appropriate or directed for any identified group or individual learning support needs.

General Duties

- Accompany groups of students/individual students on school trips led by teachers.
- Where delegated responsibility for students off-site under supervision of external qualified teachers/tutors (e.g. college visit) ensure that full risk assessment procedures are in place.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to a named appropriate person.
- Carry out their duties with the due regard to the academy's policies on equal opportunities, health and safety and quality assurance.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required and to participate in appraisal and professional development.
- To contribute to the professional development of the Learning Support Team through input to team meetings (e.g. sharing training experience and skills)
- Undertakes other similar duties and activities that fall within the grade and role any other duties as may be reasonably required by the Headteacher.

Please note: Academies may hold interviews as and when applications are received, and this job may be withdrawn at any point without notice. You will still be able to add information until the closing date, but you will not be able to submit your application. With this in mind, you are encouraged to apply as early as possible.

Fareham Academy is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, online checks and where applicable, a prohibition from teaching check will be completed for all applicants. In line with our commitments to safeguarding.



Fareham
Academy

Academy Address

St Anne's Grove
Fareham
Hampshire
PO14 1JJ

Contact Information

Main Office
Tel: 01329 318003
Email: enquiries@fareham-academy.co.uk



@farehamacademy