



Blanchelande College

INFORMATION FOR CANDIDATES

PRIMARY LEARNING SUPPORT ASSISTANT (For April 2026; part time)

Closing date for applications is 5pm Friday 28th November 2025

Applications should be sent to:

Mrs Alexa Yeoman, Principal:

Email recruitment@blanchelande.sch.gg

Applications for this post should consist of:

- A letter of application stating how you believe you meet the criteria for this role.
- A completed application form.
- Optional: an up-to-date copy of your C.V.

We will assume that you are happy for us to take up references straight away, unless you state otherwise on your application form.

You may be asked for further information following shortlisting. You will be asked to provide proof of identity. Original qualification certificates may also be required at this stage (and certainly prior to confirmation of appointment).

After short listing, the selection process will then normally include:

- A tour of the College.
- Interview, including Safeguarding, with members of the Senior Leadership Team.

The Contract

The position of Primary Learning Support Assistant is part time (term time including 5 INSET days), and remuneration will be in line with the States of Guernsey pay scale and will reflect the qualifications and experience of the successful candidate.

All Blanchelande staff are admitted to the contributory Guernsey Civil Service Pension Scheme.

All staff are required to undergo a current police check, a medical declaration, provide proof of qualifications and identity and have (or be eligible for) a Guernsey residency permit.

If you have any further questions or need any clarification, please contact the Principal's P.A., Mrs Tracy Feehan.

Tel 01481 237200 Email recruitment@blanchelande.sch.gg



PRIMARY LEARNING SUPPORT ASSISTANT

(part time, term time)

Job description

Purpose of the role

The LSA holds an important position within the Primary team. S/he will ensure a safe and well-organised learning environment that meets the needs of all pupils. Under the direction of the Head of Infants and Head of Juniors, the LSA will support teachers by enriching the pupils' educational experience, adhering to legal and statutory requirements and school policies and procedures, and bring imagination, dedication, energy, initiative and flexibility to the role.

The LSA's line manager will be the Head of Learning Support (SENCO) but on a day-to-day basis will report to the Phase Leaders for the Infant and Junior departments.

A. Key responsibilities

1. Ensure the learning needs of children are fully met, as directed by the Head of Learning Support, Head of Infants, Head of Juniors and/or the teacher.
2. Work with the class teacher to foster a warm, caring and friendly environment for the children within the classroom.
3. Ensure, with skill, initiative and insight, that pupils make the maximum amount of progress possible in each lesson.
4. Deliver individual and small group learning support sessions, as directed by the Head of Learning Support, Head of Infants and Head of Juniors.
5. Hear pupils read on a frequent basis, maintaining reading records, and ensuring pupils always have an appropriate reading book.
6. When not working directly with pupils, assist with other tasks (e.g. preparing work, refreshing displays, supervision, etc.).
7. Ensure the Infant library is maintained in good order at all times.
8. Support the children in a range of situations on and off site.
9. Temporarily conduct lessons (if required, for instance if the teacher is called away) according to the agreed policy and syllabus.
10. Maintain discipline in accordance with school policies at all times and to encourage positive practice in relation to general behaviour and approach to school life.
11. Maintain cordial and professional relationships with parents.

B. OTHER DUTIES

1. Safeguard pupils at all times, in accordance with the Safeguarding and Child Protection policy.
2. Read and adhere to all school policies and procedures as laid out in the Staff Handbook, as well as applicable legal and regulatory codes of practice.



Blanchelande College

3. Attend Staff Meetings, and INSET, as required and to be proactive in updating training and qualifications.
4. Support the pupils and school as a whole, by attending school productions, functions, PTFA events and other occasions, as requested.
5. Assist with communication, for instance informing parents and pupils of school notices and special events, using the appropriate channels.
6. Carry out tasks as delegated by the Principal or SLT.
7. Be fully supportive of the Catholic identity, ethos and mission of Blanchelande College, participating in the school's religious life (e.g. attendance at Mass, collective worship), as required.

FLEXIBILITY

This job description reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the Principal. The particular duties / responsibilities listed here may be reviewed from time to time at the request of the Principal or post holder as circumstances make necessary.

For completion upon offer of post:

I hereby confirm acceptance of the above job description:

Signed:

Date: