

Ringwood Junior School

Hightown Road

Ringwood



Lead LSA and Cover Manager – Permanent Position

Ringwood Junior School is seeking to appoint a Lead LSA and Cover Manager to join our friendly hardworking team.

This post is to lead and manage a team of Learning Support Assistants, work with individual and groups of children as well as giving learning support in the classroom. The role will include responsibility for providing teaching cover during periods of absence and leave. The role also includes providing pre-planned cover, whether for a whole day or partial day. A day of cover can involve teaching any of our KS2 classes, from Maths or English to History or Art. This is a varied and exciting role where no two days are the same. The successful candidate will have well developed interpersonal skills, enabling strong relationships with a variety of different people.

Duties include supporting a mixture of classes during the absence of the regular class teacher, setting the work provided, monitoring/managing behaviour and keeping pupils on task as well as supporting teachers in the classroom. You will have high standards of expectation, deliver lively and engaging lessons from existing plans and support pupils by responding to questions. Effective classroom management is essential for ensuring pupils stay engaged.

Included in the role is the requirement to perform Midday Supervisory Assistant duties for 2.5 hours a week, i.e. 30 minutes per day. This element of the role will be paid at an A rate.

If you have good organisational skills, a flexible approach, remain calm under pressure, then we would welcome hearing from you.

The post is for 31.25 hours per week, Monday to Friday during term time, plus 1 week for training purposes. 28.75 hours will be at the Cover Manager grade D, and 2.5 hours at the MSA grade A.

Visits to the school are warmly welcomed. Please contact Tara Woodward, School Business Manager to arrange a visit or request an application pack. Tel 01425 473554.

The job description, person specification, role profile, equality monitoring form and application forms are also available on the school website.

Please email admin.office@ringwood-junior.hants.sch.uk to request an application pack. Tel 01425 473554.

Contact details:-

Office - 01425 473554 or email admin.office@ringwood-junior.hants.sch.uk

Closing date for applications – Monday 7th September 2026 at 5:00pm

Interview date – Thursday 10th September 2026

Start date – As soon as pre-employment checks completed

Salary Type – Support Staff

Salary Details – Support Staff Grade D. FTE £27,780 - £30,564 (depending on experience), pro rata approximately £18,936 - £20,834. Grade A - £24,521 FTE, pro rata approximately £1,454 per year.

Ringwood Junior School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.