



Job title: Learning Support Assistant

Reporting to: LS Coordinator, Headmaster

Hours: Tuesday and Friday 8.15-16.15 (with 30 minutes for lunch), term-time only (35 weeks), plus another half day and INSET days.

Start date: August 28th 2025

Salary: £13.00 per hour (paid over a 12 month period)

We are looking for a Learning Support Assistant to assist in lessons across Year 6 to 11, working as directed by class teachers and our Learning Support Coordinator.

Job specification

- Working with teachers to help pupils access the curriculum, including supporting with differentiation
- Working 1:1 or with the whole class
- Planning and delivering small group or 1:1 interventions, as directed by the LS Coordinator
- Keeping pupils engaged with their work
- Using de-escalation techniques to manage any challenging behaviour
- Communicating with parents to maintain a consistent and informed approach
- Contributing towards writing and reviewing of One Plans, One Page Profiles and Annual Reviews
- Attending review meetings with parents alongside the LS Coordinator

Qualifications/Skills/Experience

GCSE Maths and English at grade C/ Level 4 or above

Enthusiasm for working with children and experience of working in a school setting

Person Specification

Hardworking, initiative-led approach to working

Experience of working with secondary age children

Good communication skills

Experience of working with children with special educational needs or challenging behaviour

A knowledge and understanding of strategies for supporting social skill development



Ability to differentiate work to support needs of children

Experience of using positive behaviour management strategies

Show perseverance and maintain a 'can do' attitude; at times your patience will be tested!

Patience and a sense of humour; it is a challenging role

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any job offer would be conditional upon suitable references and DBS disclosure. The School's Safeguarding & Child Protection Policy can be found by clicking [here](#).

How to Apply

If you would like to apply for the position of 1:1 LSA you will need to complete an application form. The information you provide will be used as the first stage of the selection process to decide whether or not you will be shortlisted for an interview. It is very important that you complete your application as accurately and fully as possible, including all the information you think is relevant.

Completing an application form

https://docs.google.com/forms/d/e/1FAIpQLSfDDBW471TCYN4tVS6a6BBPqp59UHFuZAaJ_IYmhPk_8Veddw/viewform

Please read through all information provided before completing your application form.

We require information about all applicants to be presented in a consistent format

Please do not submit a CV;

Complete all sections; do not leave any blanks. Enter N/A if not applicable and provide as much information as possible;

Continue on a separate sheet if you require more space to complete any section.



Application forms received electronically will be required to be signed by the candidate if they are selected for an interview.

Please be aware that if you have not heard from us within 21 days, unfortunately your application has been unsuccessful. Due to the response to advertised vacancies, we provide feedback only to those applicants who are interviewed.

The application forms of unsuccessful candidates will be held confidentially by the School and destroyed after three months.

References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from a current or most recent employer. Neither referee should be a relative or someone you know as a friend.

- Shortlisted applicants are advised that references may be taken up prior to interview. Unless you ask us not to, we will assume it is acceptable to contact your referees at any time.

Holmwood House School is an equal opportunities employer. A copy of the School's equal opportunities policy is available on request.

Interviews

We will contact shortlisted candidates with further information about the exact format of the interview process but candidates should expect to be interviewed by several members of staff and may be required to undertake some form of practical assessment.

If you are invited to attend an interview you will be required to provide the following:

- Evidence of eligibility to work. For all posts, we are legally obliged to confirm that the appointee is eligible to work in the UK before they start working with us.
- Original documents confirming any educational and professional qualifications referred to in your application form.



Conditional offer of appointment

Your employment with the school will be subject to the school being satisfied with the following:

- the enhanced disclosure received from the Disclosure and Barring Service;
- that you are not barred from working with children;
- information about whether you have ever been the subject of a direction under section 142 of the Education Act 2002 which renders you unable or unsuitable to work at the School;
- verification of your medical fitness;
- verification of qualifications and identity;
- confirmation of your right to work in the United Kingdom;
- the two references received; and
- such other pre-employment checks as the School is required to complete in accordance with its statutory or regulatory obligations including such other overseas checks as necessary
- Completion of child protection training

Disclosure and Barring Service (DBS)

As the school meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, any offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Candidates attending an interview are required to provide three forms of ID from the list below.

- Passport
- UK driving licence
- A UK Birth or adoption certificate
- EU photo identity card



- A utility bill, bank / building society or credit card statement that is less than three months old and which shows your name and current home address This must be an original document and cannot be printed from the internet.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. In the event that you are unsuccessful please be assured that photocopies of documents taken by the school will be destroyed immediately.

A full list can be found on the DBS website:

<https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide->

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Where a candidate is found to be on the DBS Children's Barred List, or the DBS disclosure shows he / she has been disqualified from working with children by a Court; or found to have provided false information in, or in support of, his / her application; or the subject of serious expressions of concerns as to his / her suitability to work with children the facts will be reported to the Police and / or the DfES Children's Safeguarding Operation Unit.

If you have any queries about your application or the recruitment process, please contact the school office, on 01206 574305 or email headmaster@holmwood.house

Job Types: Part-time, Permanent

Pay: £13.00 per hour

Benefits:

- Company pension
- Discounted or free food
- Employee discount
- Free parking



- On-site parking
- Referral programme
- Sick pay

Schedule:

- Day shift
- No weekends

Education:

- GCSE or equivalent (required)

Experience:

- Special education: 1 year (required)
- working in a school setting: 1 year (preferred)
- working with children: 2 years (required)

Work Location: In person

Application deadline: 25/06/2025

Expected start date: 28/08/2025