HARDWICK HOUSE
SCHOOL

LEARNING SUPPORT ASSISTANT

APPLICATION PACK

LEARNING SUPPORT ASSISTANT

VACANCY DETAILS

Contract Type: 19.5 hours per week (part time), term time only.

Salary: £11,004 plus pension contribution

Start Date: 26th August 2026.

Closing Date: Monday 17th July 2026. Please note that this advert may close before the advertised closing date if a sufficient number of applications are received.

Thank you for taking the time to consider the role of Learning Support Assistant at Hardwick House School. Within this application pack you will find information about the school and the role, a job description and a person specification. Should you have any questions, would like to discuss the position or have a tour of the school, please get in touch by phoning us on 01509 218 203 or email us at info@hardwickhouseschool.co.uk



THE SCHOOL

Hardwick House School is a small independent specialist school for learners with high functioning Autistic Spectrum Disorder. Our children and young people attend in small groups from Key Stage 2 to Key Stage 4. Our learners have all come from mainstream settings, but their ASD has been a significant barrier and has often led to a very uneven academic and social profile. We are part of Newcome Education, a unique schools group, who provide us with wider expertise and networking opportunities.

Hardwick House School is a friendly learning community where every member is valued. We are committed to the development of our children, young people and staff; we have a weekly programme of CPD, and we embrace the Autism Education Trust's (AET) programmes and initiatives.



THE ROLE

We are looking to appoint an experienced Learning Support Assistant whose input will enable students to access the curriculum and associated activities. You will work in partnership with staff and other professionals to educate, nurture and empower learners for academic and social achievement. The role includes:

- Working under the instruction and guidance of teaching staff to carry out learning, and support programmes which enable access to learning for the children.
- Assisting the teacher in the management of learners and the classroom.
- Working with small groups of learners or with learners on a 1:1 basis.

- Assisting with the planning of learning activities.
- Communicating with appropriate teaching staff to ensure good preparation of all lessons.
- Preparing, maintaining and using the equipment/resources required to meet the lesson plans/relevant learning activity and assisting learners in their use to ensure they are well prepared for all lessons.
- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans.
- Using strategies, in liaison with the subject teacher, to support learners to achieve learning goals.
- Undertaking structured and agreed learning activities and teaching programmes, adjusting activities according to student responses.
- Carrying out supervisory duties in accordance with published schedules, including before and after school and at lunch time.

Experience of working with learners with autism would be an advantage, although not essential.

COMMITMENT TO SAFEGUARDING

Hardwick House School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to an enhanced DBS check, medical check, and references.



JOB DESCRIPTION

LEARNING SUPPORT ASSISTANT

Job Purpose
Under the guidance of a Teacher, work as part of a team to promote the individual needs of students with complex Autism, promoting the physical, social, emotional and cognitive development and to meet their needs as directed by the Teacher.
To join in partnership with parents and other professionals in the process of supporting each student's learning.
Provide support to other Learning Support Assistants.
Duties and responsibilities with regard to students
To receive and act on information from the Headteacher, Teachers or other professionals that ensures the wide ranging needs of individual students are met and their quality of life is sustained or enhanced
Relate to students in a sensitive and understanding manner, appropriate to their individual needs, gender, disability and cultural background
Under the guidance of the Teachers contribute to the planning, delivery and assessment of the work of individuals or groups of students
Work with students on individual education programmes as directed by the Teacher using their own initiative
Under the direction of the Teacher take responsibility for individuals and/or small groups either in or out of school ensuring appropriate supervision
To share responsibility, as appropriate, for inclusion links and community skills
In accordance with school's guidance and policies provide comfort and immediate care to sick or injured children. Refer them to the identified First Aiders and, if required, accompany them to hospital remaining until parents assume responsibility
As part of a team provide a consistent approach to working with students who have challenging behaviour, implementing and contributing to, behaviour strategies
In compliance with laid down health and safety procedures, take all reasonable steps to ensure the safety of students, themselves and colleagues.
Under the guidance of the Teacher implement personal and social development programmes
Under the guidance of children's therapists and the Teacher carry out prescribed therapy programmes
Supervise students during the lunch period as required
Participate actively in physical activities including: swimming, and outdoor pursuits.
Those healthcare duties for which staff have received appropriate training.

Support to the Headteacher and Teachers
Be involved in planning educational work, preparation of materials, recording and evaluation as appropriate
Under the Teacher's direction set out in an appropriate way the materials, equipment and resources for class work and assist in general aspects of resource management within the team
Assist with the observation, monitoring and assessment of students and maintain any written records that may be required. Liaise with involved professionals as requested.
Undertake the presentation of students' work and maintain common areas and displays.
Training and Professional Development
To engage in the school's appraisal process
Attend planning and development meetings at team and whole school level
Assist in the supervision and support of training placements within school
Work with students on individual education programmes as directed by the Teacher using their own initiative
Take part in a programme of professional development identifying personal training needs through continuous self-appraisal and undertaking such training as may be necessary to meet the needs of students, including attendance at the school's training days each year
General
Make a full contribution to the life of the school, supporting colleagues in their work for the school
Follow all school's policies and procedures and take part in the review of these as appropriate
Provide cover for colleagues as appropriate
Support the Exams Officer by invigilating exams when required and trained to do so
Undertake any other duties that may reasonably be regarded as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms following a consultation period.
Special Factors: the special conditions given apply, subject to the duration of the need
The nature of the work may involve the post holder to work outside of normal working hours
The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service
Travel expenses will be paid at an agreed amount.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Duties and responsibilities may vary from time to time without changing the general requirements of the role or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the salary of the post.

PERSON SPECIFICATION

LEARNING SUPPORT ASSISTANT

Education and Qualifications	Criteria	Assessment
Level 3 Teaching Assistant Award or an equivalent level of experience of operating in the classroom environment	D	A
Qualification equivalent to GCSE grade C or above in English and Maths	E	A
Good university degree	D	A
Commitment to personal/professional development	E	I

Experience	Criteria	Assessment
Experience of working with or caring for children and young people of relevant age (7-18)	E	I
Experience of working as a Learning Support Assistant in a primary, secondary or special school	E	A
Experience of working with learners with autism	D	A/I
Experience of using de-escalation strategies	D	A/I

Knowledge and Understanding	Criteria	Assessment
Basic understanding of child development and learning	E	A/I
Clear understanding of the national curriculum	D	A/I
Strong command of literacy and numeracy	E	A/I

Teaching and Learning	Criteria	Assessment
Committed to ensuring excellent standards of behaviour at all times	E	I
Experience of leading small group and 1:1 teaching sessions in a range of subjects	D	A

Skills and Attributes	Criteria	Assessment
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	E	I
Good communication skills	E	A/I
Excellent role model for staff and students	E	I
Can effectively use ICT and other specialist equipment/resources to support learning.	E	A/I
Creative and able to generate ideas	D	A/I

Personal Qualities	Criteria	Assessment
High expectations of learners and colleagues	E	A/I
Highly motivated and able to motivate and inspire learners	E	I
Enthusiastic and committed	E	I
Open-mindedness and a sense of humour	E	I
A forward-thinking approach	E	I
Excellent interpersonal skills	E	I
Ability to be reflective and self-critical	E	I
Display calmness under pressure	E	I
Potential for further promotion	E	A/I
Willingness to take on other roles and responsibilities within the school	E	A/I

Criteria Key

E Essential

D Desirable

Assessment Key

A Application Form

I Interview

