



## Learning Support Assistant September 2025

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St John's College School is seeking a part-time (14 hours per week) Learning Support Assistant on a fixed term contract from 1<sup>st</sup> September 2025 – 31<sup>st</sup> August 2026. The role will involve working as part of a team with individual children who have significant Special Educational Needs in our Junior Department (4-9 years old).

Our prime aim, with the young, is to ensure that they are happy at school and that their emotional and social development is promoted and safeguarded. The Learning Support Assistants work very closely with the Class Teachers to ensure that we have the fullest possible knowledge of and understanding of each child's needs. Learning Support Assistants at Byron House are line managed by the Byron House Learning Support coordinator.

Children join us aged 4+ from a very wide variety of educational backgrounds and at very different developmental stages. We aim to help each child to develop at an appropriate pace and, to this end, the curriculum is highly differentiated in the children's early years. To support the children in their learning, the school employs a large number of Learning Support specialists who work with children individually or in small groups to assess and meet their particular needs. The Learning Support Assistants and teachers work very closely with the Learning Support department to ensure that all coheres in the child's best interests.

Attention to the children's needs is the main priority, in whatever form such needs may manifest themselves. While much of an assistant's time will be spent in and around the classroom, the duties involving supervising and leading the children's play are of equal importance and the school prides itself on the interest it takes in the whole life of the children at school.

## **Job Description**

Specific duties for the Learning Assistant role:

- To reinforce the teaching objectives on a 1 to 1 basis, under the direction of the teacher, in order to provide support and differentiation within the classroom.
- To assist Teachers in the provision of a full range of stimulating activities adapted to the needs of the individual child.
- To work with Teachers, adapting work for the individual child
- To carry out objectives from a child's Assess Plan Do Review (APDR) and Education Health Care Plan (EHCP)
- To read and have a working knowledge of the APDRs and EHCPs relevant to the children they are working with
- To assist in promoting the physical, intellectual, emotional and social development of children in their care.
- To observe and support the children socially during play, reporting significant events to the Teacher.
- To communicate and collaborate effectively with Teachers and parents.
- To attend Staff Meetings and Year Group meetings where appropriate, to share information about the child's progress and the planning of activities.
- To attend relevant courses and in-service for career enhancement.
- To undertake any educational duties or activities, over and above those described, deemed appropriate by the Head of the Learning Support department.
- To prepare and adapt materials for learning.
- To help to prepare resources before the start of the term.

- If the child is absent, to cover Staff duties in the event of absences, as directed by Senior Management.
- To help gather information and contribute to reviews for the child
- To observe the child to gain an understanding of triggers and effective strategies
- Under the guidance of the Sensory Needs Practitioner, to support the child by doing a range of sensory activities throughout each day
- To support the child with emotional regulation, through co-regulation, removing him/her from the classroom for the space to calm as needed or intervening to help prevent a melt-down
- To use a range of interventions and strategies to support the children such as Zones of Regulation (training will be provided)

This job description is not exhaustive and may be amended from time to time.

### **Person Specification**

Our key concern is to appoint candidates who share our commitment to caring for each child. While our Learning Support Assistants are, in general, highly qualified, evidence of a genuine interest in children is of equal significance. The successful candidate is likely to offer:

- a commitment to safeguarding and promoting the welfare of children and young people.
- enthusiasm for the outdoors and a willingness to take part in learning in all weathers.
- evidence of an interest in further professional development.
- Experience of working with children with social or emotional needs
- Experience of working with children with Special Educational Needs
- Previous training in the effects of trauma and ways to support children who have been through trauma

In addition to the above, it is essential that the successful candidate should evidence the following qualities:

- a commitment to developing the individual talents and meeting the individual needs of each child within and beyond the curriculum.
- a commitment to the pastoral care of, and respect for, children.
- an ability to communicate with and co-operate with colleagues.
- A resilient and proactive approach to their practice
- A sense of humour
- A warm personality and ability to form relationships quickly with children
- A patient and empathetic approach to working with children who struggle or have experienced trauma

Overall, the successful candidates will wish to play a full part in a thriving and highly caring community.

## **Terms of Employment**

### **Hours**

The post will be term time only for one year. Working hours for this role will be 14 hours per week, exact working pattern to be discussed at the interview. In addition, you will work 12 days outside of term, to attend staff meetings and training.

There are, occasionally, times when an assistant may be asked to work outside the above stated hours without further remuneration, e.g. being available for staff meetings or training after school or for the (very) occasional Saturday morning or weekday afternoon for e.g. open days, sports days or visits of prospective pupils.

### **Holiday**

The employee shall be entitled to take as holiday all school holidays, except as detailed above.

### **Salary**

The salary for this fixed term role, working 14 hours per week, for 34 weeks a year is £9,386 per annum (30.29% of FTE £30,987.60).

Salaries will be paid monthly by direct credit to a nominated bank account and will be paid on the 28<sup>th</sup> day of each month (or the nearest prior working day), with the exception of December, when payment is made on 20<sup>th</sup> December (or the nearest prior working day).

### **Pension**

Non-teaching staff are invited to join the Scottish Widows pension scheme. The minimum pension contribution from an employee is 2% of salary while the School will contribute 6%. This is subject to change in accordance with legislation.

St John's College School operates an entirely optional salary exchange scheme. Anyone wishing to take advantage of this should complete the relevant request form in writing. Salary exchange for pension can be increased, decreased or stopped at any time on receipt of a written instructions. Salary exchange cannot be applied retrospectively.

Anyone considering joining either of the schemes above, or taking advantage of the salary exchange scheme, is advised to seek independent professional advice before making a decision. For further information about your pension options, please contact the Finance Office.

### **Probation**

A two-month probation period will apply to this role.

## **Applications**

A handwritten letter of application should be sent with a fully completed application form (see 'Application and Recruitment Process Explanatory Notes') to HR Officer, St John's College School, 75 Grange Road, Cambridge CB3 9AA ([recruitment@sjcs.co.uk](mailto:recruitment@sjcs.co.uk)).

All reasonable interview expenses will be reimbursed by the School.

**Any offer of employment is conditional upon the satisfactory completion of all of the regulatory pre-employment checks, which must be concluded prior to your first day at St John's**

*St John's College School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

*All appointments are subject to a criminal background check and proof of qualifications in accordance with the requirements of the Children Act.*