

LEARNING SUPPORT ASSISTANT

Candidate Pack



HEADTEACHER'S WELCOME



Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we know you are busy so have put some key information in this pack to help you understand who we are and what we do.

Our school was founded 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and, as demand outstripped space, it moved to its current setting, in the Hertfordshire countryside, in 1976.

Today, Owen's is an exciting place to work where **"staff overwhelmingly feel well cared for"** and behaviour is **"exemplary."** [Ofsted December 2023] Ours is a school where teachers love talking about teaching and learning, where relationships between students and staff are positive and strong, and where we do what we can to keep workload manageable. We are never complacent; we are always looking for marginal gains in order to keep what we do reasonable, but exciting. It is the combination of interested students, dedicated staff, supportive parents, a rigorous and empathetic Governing Body and school leadership team (staff and student) which makes our school such a special place to be.

Dame Alice Owen's School is a mixed, partially selective secondary school with approximately 1,470 students including over 450 in our vibrant and highly successful sixth form. Our school benefits from some of the most able students in the country. In the 2025 A level examinations; 66% of all A level grades were A*-A with 89% of grades being awarded A*-B. In GCSE examinations, students achieved an average Attainment 8 score of 73.6 with 29% of all grades awarded at level 9 and 95% of students achieving 5 or more grades 9 – 4 including English and Maths (there is no Progress 8 score for 2025 due to Covid but in 2024 it was +0.92). Many of our school leavers from Year 13 have offers from top universities to choose from, including an average of 15 places at Oxbridge each year.

We were delighted to be recognised as 'The Sunday Times Regional School of the Decade' in 2020 and the country's highest ranking non-fully selective **state school of the year** many times over. Add awards from The Telegraph: **State Sixth Form of the Year** this September, The Sunday Times: **Comprehensive School of the Year for Academic Excellence 2026** and **Comprehensive School of the Year (Southeast) 2025 and 2026** and you start to see why our annual survey showed that 100% of staff are proud to be part of the school. Securing a place at Owen's has been described as **'winning the lottery'** in the Good School Guide and Ofsted judged us **'outstanding'** in all categories in December 2023, with no areas for improvement.

If you'd like to come and join us, we would love to meet you and talk to you more. Please call to arrange a chat, if you would like to, or just send us your completed application pack. I look forward to meeting you

Hannah Dennis.



LEARNING SUPPORT ASSISTANT

Full Time, Permanent Post Required for September 2026

28.75 hrs per week, term time only

Monday - Friday, 5.75 hours per day, 9am - 3.45pm (with an hour unpaid for lunch)

Salary scale: H3/5, pro-rata actual annual salary for full-time post £16,621 (based on £25,583 for the full-time equivalent post)

Closing date: 9am, Thursday 4 June 2026

Interview date: Wednesday 10 June 2026

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

The Governing Body of this highly successful, partially selective, mixed school invites applications for the post of Learning Support Assistant. We seek a highly motivated person to work with students with Special Educational Needs and Disabilities (SEND), joining our professional and friendly team. The successful candidate will provide support in and out of class across Key Stage 3 and Key Stage 4.

You can read more about the Learning Support department by following this link:

<https://damealiceowens.herts.sch.uk/academic-life/learning-support/>



WHY WORK AT OWEN'S

At Dame Alice Owen's, we appreciate that when staff are well looked after, and conditions are right for learning, students and staff thrive.

Owen's has a relaxed, supportive environment, the atmosphere is friendly and collegial and staff are nurtured and supported. Students at Owen's are engaged, well-motivated and behavioural issues are rare and well managed. The Senior Leadership team are fully aware of the importance of a good work life balance and are mindful of this when supporting the teams they line manage. Meetings are kept to a minimum. There are regular, whole staff and departmental social events throughout the year, and, with a nod to our 400 year old traditions, Owen's is often a fun and interesting place to be.

Working at Owen's is not just a job; it's a fulfilling and rewarding experience that goes beyond the classroom, positively shaping both students' futures and the careers of all those who work with them. If you would like to work in a school where your passion for supporting young people and contributing to their future success can truly flourish, Owen's is the perfect place for you.

In addition to this we also offer a variety of benefits including:

- Access to an Employee Assistance Package, which provides staff with a wide range of health and wellbeing services including 24 hour access to a GP;
- Excellent facilities and resources including a Fitness Suite which is open to all staff for certain hours outside of the school day;
- Free on school site parking;
- Staff child places, in line with our admissions procedures;
- A great location - the school is situated on an attractive 35-acre site in the Green Belt. Central London is easily reached, in 15 minutes, by rail from Potters Bar and the school is close to motorway links.

Hear from members of our Staff in the [video here](#) about why they enjoy working at Dame Alice Owen's School.

Watch this [video](#) to hear what our students have to say about what a special place Dame Alice Owen's is for them.



JOB DESCRIPTION

Post Title: Learning Support Assistant

Responsible to: Head of Learning Support

Purpose of the Role

To support students with a range of special educational needs (SEND) within the curriculum, their pastoral provision and promote their wider inclusion in the life of the school.

Duties and responsibilities:

Supporting the students with SEND:

- To actively encourage the development of students' independence, literacy and numeracy skills;
- To contribute to raising the achievement of students with SEND;
- To encourage acceptance and inclusion of students with SEND;
- To gain knowledge of a range of learning support needs;
- To develop an understanding of the specific needs of the students and to recognise the confidential issues linked with these students;
- To liaise with and work in conjunction with a teacher, including managing small groups;
- To consider the learning support required to aid the students to learn as effectively as possible, both in group situations and on their own. For example, but not limited to, by:
 - Clarifying and explaining instructions;
 - Ensuring students are able to use equipment and materials provided;
 - Motivating and encouraging students as required;
 - Assisting in priority areas e.g. language, social interaction, reading, spelling, handwriting/presentation, etc.;
 - Helping students to concentrate on and finish set work;
 - Listening to other students' questions/points of view;
 - Meeting physical/medical needs as required whilst encouraging independence;
 - Ensuring that students have a written record of homework set in their diaries;
 - Helping students to organise their bags and belongings effectively;
 - Helping individual students to perform well on tests by reading questions/scribing answers for them in a separate room as required;

JOB DESCRIPTION (continued)

- To be aware of risk assessments and behaviour management plans for identified students, and to be able to assist teaching staff to implement these if necessary;
- To establish a positive and supportive working relationship with students and their specific needs;
- To provide praise and promote the development of a student's self-esteem.

General duties

- To be aware of whole school/departmental policies and procedures e.g. fire drill, health and safety, rewards and sanctions, reporting procedures, lines of communication;
- To attend relevant in-service training sessions;
- To check their email and the staff intranet daily for details of teacher absence, lesson cover and room changes, which may affect students on the Learning Support register;
- To discuss, with subject teachers, any specific requirements for a lesson e.g. special test arrangements, practical sessions, specific needs of a particular section of a course.
- To share good practice within the Learning Support Department and the whole school.
- To provide regular feedback about students on the Learning Support Register to the Head of Learning Support or relevant teacher.
- To contribute to reviews of students' progress.
- To contribute to risk assessments and risk assessment reviews on students with SEND as appropriate.
- Any other tasks consistent with duties for the post as directed by or on behalf of the Headteacher.

PERSON SPECIFICATION

Education	Desirable/ Essential
Good level of literacy and numeracy	E
Experience	
Experience of working with young people	E
Experience of working with students with Special Educational Needs	D
Experience of working in a school	D
Specialist skills and knowledge	
Ability to deliver individual education programmes for and to students with specific needs	D
Excellent oral communication skills with ability to clarify and explain instructions	E
Active listening skills	E
Has strategies to engage students across the ability range	E
Ability to work on a one to one basis and with small groups	E
Ability to build effective working relationships with students, teachers and support staff	E
Understanding and commitment to equality of opportunity for all	E
Understanding of the responsibility for promoting and safeguarding the welfare of children and young people within the school	E
Professionally discreet and able to respect confidentiality at all time	E
Personal	
A friendly manner and good sense of humour	E
Ability to maintain a professional manner in challenging situations	E
Approachable, friendly, helpful and able to find solutions	E
Resourceful, patient, reliable and resilient	E

HOW TO APPLY

Applications will be accepted by completion of an application form via MyNewTerm on our vacancies page - <https://damealiceowens.herts.sch.uk/introduction/vacancies/>. We are not able to accept CVs for any posts based in school.

To arrange a tour or informal discussion about this position, please contact Adam Wharton, Head of Learning Support, via whartona@damealiceowens.herts.sch.uk

The school is committed to safeguarding children, young people and vulnerable adults and promoting the welfare of children and expects all staff to share this commitment. Please take time to read our [Safer Recruitment](#) and [Safeguarding and Child Protection](#) policies.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and applicants will be required to declare any convictions, cautions, reprimands and warnings that are not “protected” (as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)). Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, scrutiny of the information provided in your application form and an enhanced Disclosure and Barring Service disclosure check.

We fully appreciate the time and consideration which go into applying for a new job. If there is anything we can do to help you through this process or if you have any general enquiries, please do not hesitate to ask via recruitment@damealiceowens.herts.sch.uk

