



CTK ST MARY'S

A CHRIST THE KING SIXTH FORM

CTK St Mary's
Sidcup, DA14 6BE

We are keen to appoint an enthusiastic Learning Support Assistant with a genuine passion in supporting students to achieve their full potential. Join us at Christ the King Aquinas sixth form where you'll be central to our mission to help London's most ambitious students achieve success.

Additional Learning Support Assistant (Full Time, Part Year)

Start Date: September 2025

Salary range: £26,937 - £27,361 (inclusive of London Weighting)

Actual salary range: £23,763 - £24,137 pa for 36 hours per week, 200 days per year

CTK Aquinas is part of the Christ the King Sixth Forms group of three highly successful Catholic sixth forms located in south east London and Kent. In 2023 the Sixth Form was rated Good with Outstanding features by Ofsted. As a highly selective catholic sixth form, CTK Aquinas specialises in A Level education for young people aged 16-19. Our students are talented, motivated and academically able young people, with highly ambitious university and career aspirations.

We are now looking for an outstanding Learning Support Assistant (LSA) who will work inside and outside of the classroom to support named students who have learning difficulties or disabilities to enable full access to the curriculum so that they will achieve their potential.

The successful candidate will be passionate about improving outcomes for young people with additional needs. The role will suit experienced LSAs, or graduates looking to gain first-hand experience with a view to commencing teacher training in the future. Applications will also be considered from those with experience with working with young people in areas related to education.

This is a full-time, part year contract. Working hours 36 hours per week worked over 200 days (approx. 40 weeks) per year.

We offer a wide range of competitive benefits, including private healthcare, season ticket loans, a ride to work scheme, free on-site parking, free eye tests, a free on-site gym, professional development and training, and generous employer pension contributions

Join us to be inspired, be extraordinary, and be the best you can be.

For an application form and further details, please visit the vacancies page of our website <https://www.ctk.ac.uk/vacancies/>

Christ the King Sixth Forms is committed to equity, diversity and inclusivity. We encourage applicants from all sectors of the community and are especially keen to encourage candidates from under-represented groups to apply.

If you have any queries, please contact us at recruitment@ctksfc.ac.uk or 02082979433.

Closing Date: 10am on Friday 04th July
2025 Interviews: Tuesday 08th July 2025

Christ the King Sixth Forms is committed to the safeguarding and welfare of young people. An enhanced DBS check will be undertaken for the successful applicant along with appropriate child protection screening, as per safer recruitment guidelines.



INVESTORS IN PEOPLE™



Job Description and Person Specification

Job Title:	Additional Learning Support Assistant
Responsible to:	Additional Learning Support Deputy Manager
Core Job Purpose:	In the context of the Catholic mission of the sixth form, to provide support to students who have learning needs or disabilities to enable full access to the curriculum and all aspects of Sixth Form life, so that they will achieve their full potential.

This main activities and responsibilities are to:

- 1.1 Assist the classroom teacher during lessons by helping individual students.
- 1.2 Keep the student(s) on task with their learning both inside and outside of lessons.
- 1.3 Work collaboratively with teaching staff and others to support student progress and achievement to ensure that students receive the help they need to complete tasks to deadline and reach their full potential
- 1.4 Work with individual or small groups of students to ensure they have good attendance and can access all aspects of Sixth Form life.
- 1.5 Assist in helping additional learning support students find their way around the Sixth Form, including support to and from lessons as required, adhering to the Sixth Form Health and Safety guidelines at all times.
- 1.6 Maintain regular formal records, ensuring documentation is accurately completed in a timely manner.
- 1.7 Attend and participating in meetings as requested by the ALS Team Leader and Additional Learning Support Manager.
- 1.8 Liaise with subject teachers, personal tutors and parents regarding student progress as appropriate.
- 1.9 Assist students with mobility equipment such as using wheelchairs and/or hoists to support students in their learning environment.

- 1.10 To support students with physical disabilities including personal care.
- 1.11 Assist other professionals, as directed, to identify and support learning needs.
- 1.12 Taking part in professional development activities including appraisal.
- 1.13 Promote equal opportunities for students and staff.
- 1.14 A commitment to Equality, Diversity and Inclusivity underpinned by willingness and ability to contribute to the holistic implementation of this demonstrated in performing the duties of the post.
- 1.15 To act as a 10:10 tutor.
- 1.16 To undertake exam invigilator training and to provide support for students during external and mock exams.
- 1.16 Undertake other tasks as required by the Site Principal or Executive Principal, after due consultation.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

2 Person Specification/Selection Criteria

The post-holder will be expected to be able to demonstrate the following attributes:

- 2.1 An understanding of, and support for, the Catholic ethos of the Sixth Form.
- 2.2 A good standard of education to A Level or equivalent.
- 2.3 Highly proficient in the use of Microsoft Office and Office 365 applications especially Word, Excel, PowerPoint, Teams and SharePoint.
- 2.4 The ability to encourage students with disabilities or learning difficulties to reach their full academic potential.
- 2.5 The ability to communicate well with young people and to have an understanding of some of the challenges they face.
- 2.6 To possess effective communication skills with students and staff.

- 2.7 Flexibility and the ability to work calmly, under pressure and to have a good sense of humour.
- 2.8 The ability to work effectively in a team and with a range of people.
- 2.9 An understanding and interest in the education environment, particularly as it relates to young people.
- 2.10 An awareness of the need for personal development, both as a member of a team and as an individual; a willingness to participate in INSET and appraisal.