

Learning Support Assistant

Grade 5 £26,403

31.5 hours per week

Term time only (£18,933 pro rata)

Fixed term contract



Welcome from the Headteacher



Dear potential applicant,

I can say, unequivocally, that I am proud to be a member of the St Andrew's community, and that it is an honour to be the Headteacher.

It is fair to say that we have been on a uniquely rapid, and highly successful,

journey in recent years. The current staff team have driven through substantial change and growth in every aspect of the school, working alongside all stakeholders to achieve astounding progress. Whilst I firmly believe that there is no single word that can ever define a whole organisation, we are rightly proud of our recent external reports - particularly of our SIAMS report which states that "St Andrew's is an inspirational school".

The successful candidate will have a positive and solution focused approach, applying a 'can do', detail orientated attitude to any potential challenges and a desire to change the lives of young people for the better.

We are a community that has love at its core; for us, this is shown through honesty, transparency and being consistently true to our word. You see in the relationships between staff and students - both in the classrooms and the corridors - and in the excellent pastoral care that every student is given. I have heard many describe being part of our school community as being like 'family'; both giving and receiving unrelenting love. Our core Christian values run through all that we do, both in daily life and in strategic development.

We have the highest expectations and aspirations for all members of our community, and accept nothing less than an individual's best. We recognise that we are all unique, with unique training and developmental needs – and we aim to give every staff member the best CPD to enable them to reach their career goals, no matter what that goal may be.

Our curriculum is broad and balanced, with all students undertaking an exciting range of GCSEs. Our SEND Team is an incredible strength of the school and the team consistently support our most vulnerable students to achieve their potential.

I would strongly recommend visiting the school, and I would be delighted to show you around the school, and enable a chance to meet the team.

Please do take some time to explore our website which contains details of our current curriculum models. To arrange a tour, or a Teams meeting, please contact my PA, Ms Dalmon, via head@sta-worthing.com or via telephone: 01903 820676 extension 240.

Finally, thank you for showing a provisional interest in joining our school. I hope you find this pack informative, and that it enables you to begin the process of applying to be a member of our community.

Mia Lowney
Headteacher

Why work at St Andrew's

Christian Life

Our core values are Respect, Responsibility and Integrity.

At St Andrew's we seek to personify agape love in all that we do to embody and share our core values in every interaction and action each day.

Love fundamentally requires respect to be shown and given to all, and responsibility to always be taken for our own actions. This necessitates forgiveness as we learn and grow together.

In accepting that love comes in many forms, and is not always 'soft', we strive to consistently, rigorously and respectfully make wise decisions that nurture, honour and give hope to all.

Our curriculum seeks to develop wisdom and enable all members of our community to reach the full limits of their God-given potential.

"It always protects, always trusts, always hopes, always perseveres. Love never fails."

1 Corinthians 13:7 (NIV)

Growth and change

St Andrew's is at an extremely exciting point of change on our journey. With a strong focus on inclusion, in every respect, we continually and regularly aim to broaden of our curriculum.

By placing a focus on the growth of STEM across our school as a whole, we believe we are better equipping our students for innovation and problem-solving skills that are crucial in the world of work.

An emphasis on a STEM curriculum ensures our students develop the skills required to access the future jobs they will be applying for.

Enrichment

Education is not simply a collection of grades obtained at the end of an examination course. Education is about holistic growth, cultural development and spiritual exploration.

The Enrichment programme at St Andrew's is continually growing to enable all students access to a range of experiences that may otherwise not be available to them. This includes trips to theatres, galleries and concerts; residential camping trips that develop character; sporting opportunities that aren't within the PE curriculum; charity expeditions abroad; and so much more.

The extra-curricular activities are growing year on year as our vision to ensure every single child has access to culturally rich experiences every academic year becomes more of a reality.

CPD

We believe that the development of our staff is fundamental to building and maintaining a progressive and innovative school. A staff cohort that are life long learners and have high expectations for themselves promotes this same aspirant culture within the students.

Staff are the most valuable resource within a school, and therefore ensuring that they are well supported and valued can only have positive effects on student learning and experiences.

At St Andrew's we also believe that shared practice enables staff to learn from one another; both from colleagues within our own community and those externally.

Here at St Andrew's, we aim to support staff in gaining the skills and drive to make the next step in their career, whatever that may be.

The Role: Learning Support Assistant

31.5 hours per week

Term time only

Fixed term contract from October 2026 until July 2027

Salary: Grade 5 £26,403 (£18,933 pro rata)

We are seeking to appoint two enthusiastic and compassionate individuals to join our Special Educational Needs and Disability (SEND) department.

The work undertaken within this department is integral to the ongoing development growth of the school. Successful applicants will support the delivery of teaching both in and out of the classroom and enable all students to access the curriculum in order to achieve their full potential.

As a Church of England school, successful applicants will be expected to model the whole school ethos, actively promoting it within their role.

The ideal candidate will be:

- Enthusiastic about supporting all students accessing education
- Passionate about removing barriers and enabling students to access learning across the curriculum
- Committed to excellence; enabling all students reach their potential and achieving outstanding outcomes

Are you passionate about education?

Do you inspire students to be the best they can be?

Do you want to help support the delivery of a cutting-edge curriculum?

If so, we would love you to be a part of our journey.

Job Description

Key Responsibilities

- Plan and lead small group intervention sessions across year groups. Intervention areas may include, but is not limited to: literacy, numeracy, resilience, social skills, anger management
- Plan and deliver one to one sessions for students with an EHCP
- Support and deliver, where necessary, SEMH intervention groups
- Act as the named lead, monitor and support staff with up to three of the following areas: SEMH, EAL, literacy, numeracy, dyslexia, access arrangements
- Work with teaching staff, develop and create personalised differentiated resources to support individuals independently access learning within a classroom
- Implement planned learning activities/ teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Undertake a break or lunch duty each day
- Support with the delivery of literacy and numeracy lessons at GCSE for students where required
- Act as a named key worker for a portfolio of SEND students, writing their PSP, liaising with staff and reviewing the impact of any named strategies
- Record and report on the progress to targets of students within the above mentioned portfolio
- When directed, support students with a high level of complex needs within a classroom
- Support the implementation of access arrangements during in-school assessments and external examinations
- When directed, support and run a wellbeing group
- Promote positive pupil behaviour in line with school policies and help keep pupils on task where appropriate
- Support students with personal & intimate care when required
- To undertake any other tasks as reasonably requested by Line Manager or Senior Management of the School.

School Ethos

- Play a full part in the life of the school community, supporting its distinctive mission and ethos while encouraging staff and students to follow this example.
- Actively promote the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.

Pastoral

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the school policies in relation to safeguarding

Person Specification

SKILLS REQUIRED

Good organisational skills and self-motivated	Essential
Ability to work on own and as part of a team to meet deadlines	Essential
Competency in ICT	Essential
Good communication skills both written and verbal	Essential
Be able to work well under pressure	Essential
Be able to maintain confidentiality	Essential
Be a person of integrity	Essential
Patient, tactful and approachable	Essential
Professional manner	Essential

EXPERIENCE AND KNOWLEDGE

Experience of working in an educational environment	Essential
Experience of working with or caring for young people of age range 11 – 16 (with learning difficulties)	Essential
Experience of dealing with First Aid, preferably with a First Aid Qualification	Desirable

TRAINING AND EDUCATION

Good standard of General Education	Essential
GCSE English and Mathematics at 'C grade' or equivalent	Essential

ATTITUDE/APPROACH

Ability to enthuse children and adults	Essential
Possess a positive attitude and approach to change and development	Essential
Enjoy rising to the challenges inherent in a school environment	Essential
Lifelong learner	Essential

OTHER

Able and willing to attend/achieve further training/qualifications where appropriate	Essential
Must satisfy relevant pre-employment checks	Essential

Application process

How to apply

You will need to complete an Application Form to be considered for this vacancy, alongside a covering letter of no longer than 1 A4 side explaining how your experience would meet the job and person description.

Please see <https://www.tes.com/jobs/employer/st-andrew-s-c-of-e-high-school-1047892> for full details. This form should be submitted electronically to hr@sta-worthing.com. All received applications will be acknowledged electronically. In compliance with Safer Recruitment guidelines, CVs cannot be accepted.

Deadlines

Closing date for applications:
9am Wednesday 16th September 2026

Interviews:
Week beginning Monday 21st September 2026

We reserve the right to interview suitable candidates before the advertised closing date and recommend that you submit your application as soon as possible.

Meeting the team

We can arrange visits to our school so that you can meet the Leadership Team Line Manager and see the facilities we have available. If you would like to arrange a visit, then please email: dalmons@sta-worthing.com

Safeguarding

This school and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. Shortlisted candidates will be required to complete a self disclosure form to be submitted prior to the interview day.

All successful candidates will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.