



**Lady Margaret School**  
Candidate Application Pack  
Learning Support Assistant



# Letter from Headteacher



Dear Candidate,

Thank you for showing interest in the post of Learning Support Assistant at Lady Margaret School.

Founded in 1917, Lady Margaret School has a proud and successful heritage in educating girls. We wish to appoint a Learning Support Assistant to build on the great strengths of the school, maintaining the highest academic and behavioural standards, whilst adapting to the fast-changing educational landscape.

Lady Margaret School is a high performing school, as testified by its most recent 'Outstanding' Ofsted and SIAMS ratings. Our SIAMS Inspection in October 2023 noted the 'transformational' impact the school has and the School was graded 'Outstanding' in all categories in our Ofsted Inspection in November 2023. LMS was awarded 'London Comprehensive School of the Year' by The Sunday Times 'Parent Power' poll in 2023. Recent results at GCSE and A Level results are excellent and show extremely high levels of attainment and achievement for all students. We continue to offer a rich curriculum for all our students.

This post offers the chance to work with a committed and experienced staff as part of a talented learning community, supporting each other to develop an innovative and exciting curriculum. This is a unique opportunity to work in a school with a strong and proud heritage.

Thank you again for your interest in joining us.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Elisabeth Stevenson'.

**Elisabeth Stevenson**

Headteacher

# **Learning Support Assistant**

**Fixed Term Contract: September 2025 to August 2026**

**Scale 3: £30,120 - £30,552 (actual pro rata salary £25,794 - £26,164)**

**Term Time Only, 36 Hours per week,  
Hours of work - 8.30am - 4.30pm**

## **About the Role**

We are seeking to appoint well-qualified graduates who are considering a career in teaching and who would like to gain experience in a school environment from September 2025. Ideally candidates should demonstrate experience of work/voluntary work with young people.

## **About Lady Margaret School**

Our exam results reflect the hard work of our students and staff. In 2024, 93% of our girls attained GCSE English and Mathematics at grades 9-4. At A Level, our results are consistently outstanding, with high numbers of girls progressing to a wide range of Higher Education courses. In 2024 73% of grades were A\*-B. Students at LMS have an excellent record of securing places at top universities.

## **What you can expect from us**

- A supportive school that has staff well-being at its core
- Excellent career progression opportunities in addition to the high quality CPD which is part of our established systems for staff support and development
- A comprehensive benefits package including defined government pension scheme (ER's contribution 23.9%), employee assistance programme, flu vaccination vouchers and Cyclescheme
- A convenient location served by excellent transport links, close to local amenities and green spaces.

**Closing Date: 9am on Tuesday 22 April 2025**

**Interview Date: Monday 28 April 2025**

**Start Date: September 2025**

Early applications are encouraged. Suitable candidates may be interviewed before the closing date and Lady Margaret School reserves the right to withdraw the position if an early appointment is made.

How to apply: Please click on the 'Quick Apply' button on our TES listing to fill out an online application form. Alternatively, visit our website to complete our own application form:  
<https://ladymargaret.lbhf.sch.uk/our-school/vacancies>

# Job Description

## Learning Support Assistant

**Post Title:** Learning Support Assistant

**Responsible to:** SENCo

**Grade:** Scale 3 £30,120 - £30,552 AYR / £25,794- £26,164 TTO (Actual Salary)

**Hours:** 36 hours per week / Term Time Only, 39 weeks

**Disclosure Level:** Enhanced

### Safeguarding

- Lady Margaret School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment
- Appointment to this post is subject to an enhanced Disclosure and Barring Service (DBS) check

### Purpose

- The main purpose of the Learning Support Assistant is to work with the Special Needs Co-ordinator (SENCo), teaching staff and support staff to enable students (especially those with an Education, Health and Care Plan (EHC plan)) to make progress in their academic subjects and in their personal development. The Learning Support Assistant is expected to be pro-active in his/her role and to support the Christian ethos of the school.

### Routine Responsibilities:

- To support a student or group of students in the classroom by:
  - differentiating the content of the lesson so that it is accessible to the individual student.
  - teaching key words and concepts as appropriate to the understanding of the student.
  - enabling and encouraging the student to work independently and make progress in the subject.
  - reinforcing the school's behaviour policy with students.
- To teach a student or small group of students in curriculum support lessons by:
  - providing appropriate teaching materials.
  - liaising with the class teacher to support the student.
  - assessing the student's progress and adapting interventions accordingly.
- To research the needs of individual students and to use this research in implementing strategies to support them.
- To supervise homework club from 3.30pm – 4.30pm and to provide support and guidance to the students attending the club.
- To provide reports to the SENCo as requested.
- To liaise with parents in consultation with the SENCo.
- To run a weekly lunch club.
- To run an intervention with targeted students

**Note:** Written references will be scrutinised and validated before confirming an offer in writing.

**The successful candidate will undergo a 6 month probationary period in line with the school's policies and procedures.**

## Additional Information for Applicants

### Safeguarding

Lady Margaret School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- Successful candidates are required to undertake an enhanced Disclosure and Barring Service check.
- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore shortlisted candidates will be required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (ie filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (Amendment) (England and Wales) Order 2020. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offences and their relevance to the post you are applying for. However, should a shortlisted candidate NOT declare an offence that is subsequently revealed, e.g. through the DBS check, this may place their appointment in jeopardy.
- It is a criminal offence for barred individuals to seek or undertake work with children.
- In compliance with Safer Recruitment guidelines, **CVs cannot be accepted.**

### Referees

Two references will be sought for candidates invited to interview. It is our policy to obtain references prior to interview, therefore if you have any concerns regarding this please contact us.

- The first reference must be from your present or most recent employer.
- If any of your references relate to your employment at a school or college, your referee must be the Headteacher or Principal.
- If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children, current and/or time expired, and whether you have been the subject of any child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously these issues will be raised with your former employer.
- If you are not currently working with children but have done so previously the second reference must be from that employer.
- We are unable to accept references from anyone acting solely in the capacity of a friend or relative.
- Other previous employers may also be approached for information, before interview, to verify details on your application form such as particular experience or qualifications.
- If you have worked with any of the referees you have provided for less than 24 months, please provide an additional referee.

*Thank you for your application. Applications may not always be acknowledged; however, we aim to advise non-shortlisted applicants of the outcome within a reasonable period after the closing date. Where a large number of applications is received this may not be possible, and if you have not been contacted within 3 weeks of the closing date, please assume that you have been unsuccessful.*



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