



## Learning Support Assistant April 2025

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St John’s College School is seeking a part-time Learning Support Assistant on a fixed term contract from 22<sup>nd</sup> April 2025 – 27<sup>th</sup> March 2026. The role will involve working 1:1 with a child in Year 1 then Year 2 every day.

The post of the 1:1 Learning Support Assistant primarily involves working with a child who has Social, Emotional and Mental Health difficulties. However, as part of the Learning Support Department you may be asked to work with other children with specific needs as well.

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 Teacher to ensure that we have the fullest possible knowledge of and understanding of each child’s needs.

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 Individual Needs 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 Individual Needs 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 1:1 support 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).
- To assist in promoting the physical, intellectual, emotional and social development of children in their care.
- To observe and support the child 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 from the classroom for the space to calm as needed or intervening to help prevent a melt-down
- To teach the child 'Zones of Regulation' strategies and help him to use these when needed (training will be given in Zones of Regulation)

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.
- an interest and a willingness to undertake training in the use of ICT (funded by the school)
- Experience of working with children with social or emotional 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 12 hours per week. The ideal hours worked would be as below, though there is some flexibility around this:

Mondays 8:30 – 9:50am

Tuesdays 8:30 – 10am

Wednesdays and Thursdays 8:30 – 10:30am

Fridays 8:30am – 2:40pm (with an hour unpaid lunch break)

A job share will be considered.

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 is **£8,237.65** which will be pro-rated for the fixed term period.

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 Ms Viktoria Pankotai, HR Officer, St John's College School, 75 Grange Road, Cambridge CB3 9AA ([recruitment@sjcs.co.uk](mailto:recruitment@sjcs.co.uk)).

A long list of candidates will be drawn up, from which a short-list will be invited to attend the school for the final interview procedure, which will involve tours of the school, meetings with various members of staff and the final interview itself, which will include questions in relation to Safeguarding.

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.*