



# LAMBROOK

FULL TIME LEARNING SUPPORT ASSISTANT

Information for Candidates



Required for September 2025

The closing date for applications is Wednesday 7th May 2025



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## CANDIDATE SEARCH

Lambrook is seeing a dynamic and passionate Learning Support Assistant to join an outstanding Learning Development department.

The successful candidate should have experience working with pupils at Primary and \ or Secondary Level and be willing to support pupils individually and in small groups across Years 5—8.

This position would suit a candidate who is happy to throw themselves into the life of a busy Prep School . As such, a willingness to offer to the co-curricular side of School life would be desirable.

Main responsibilities:

- To support pupils with their learning in Y5-8
- To work in class supporting positive learning behaviours
- To carry out small group interventions, as directed by the Head of Learning Development
- To support distribution of resources across school
- To support occupational therapy / sensory needs across the whole school (Nursery to Year 8)
- To support the successful running of the Learning Development department.

Person Specification:

- Be committed to the safeguarding and wellbeing of pupils
- Be a cheerful, proactive and enthusiastic team player
- Be supportive and positive in interactions with team members and pupils
- Be somebody that thinks outside the box and can problem solve
- Be committed to making a difference to all pupils of all abilities and talents
- Show an interest in how pupils all learn differently
- Have experience or interest in occupational therapy, movement and the link with learning
- Have high expectations of children
- Be IT competent
- Value, and be willing to promote, the caring ethos of the school





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## PRE-APPOINTMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- A verification of identity and qualifications
- Confirmation of right to work in the UK
- A check at the Department for Education List 99 and the Protection of Children Act List, as appropriate
- A satisfactory DBS Enhanced Disclosure
- Verification of professional status if required
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
- Verification of medical fitness in accordance with the Department of Education
- Satisfactory completion of the probationary period

## SALARY & BENEFITS

The school has its own generous salary scale and benefits including contributory Pension Scheme, free lunches, bike to work scheme, life assurance scheme. If the candidate has children of Prep School age, a means tested fee remission may be available.



## THE APPLICATION PROCESS

Applicants are asked to provide the Headmaster with a letter of application (no more than two sides of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate. Letters should be sent via [HR@lambrookschoo.co.uk](mailto:HR@lambrookschoo.co.uk)

- Applications will only be accepted from candidates completing the School's Application Form in full with an accompanying photograph
- The successful applicant will be required to undergo Enhanced Disclosure clearance (DBS) from the Criminal Records Bureau.
- Online searches will be carried out.
- Minimum of two references will be required.

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or the department for Education Children's Safeguarding Operation Unit.

