



St Dunstan's
— College —

**Junior School Learning Support Assistant
at
St Dunstan's College
Junior School**

**PERSON SPECIFICATION & JOB
DESCRIPTION**

Applications Close: 9am 10 August 2026

**Longlist and Shortlisting Interviews: Week commencing 10 August
Start Date: September 2026**

JUNIOR SCHOOL LEARNING SUPPORT ASSISTANT

JOB OVERVIEW

Job Title: Junior School Learning Support Assistant

Department: Teaching Support Staff

Employment Type: Full Time, Term Time Only, Permanent

Salary: Competitive

Start Date: September 2026

Responsible to: SENDCO

Responsible for: Pupils

Purpose of the Role:

Our Junior School prides itself on fostering academic excellence within a warm, nurturing environment where every child is known and valued. As part of our commitment to inclusive and personalised learning, we are seeking a dedicated and enthusiastic individual to support the educational and pastoral development of pupils requiring additional support. This is a wonderful opportunity to join a vibrant, forward-thinking team and make a meaningful difference to the progress of young learners. The successful candidate will play a vital role in supporting individual pupils and small groups to access the curriculum and reach their full potential. Working closely with Form Teachers, the Junior School SENDCO, and pastoral staff, the Learning Support Assistant will provide tailored support both in and outside the classroom. We are looking for someone with a calm, patient, and proactive approach, who understands the value of high expectations and positive relationships in enabling pupil progress. Prior experience in a similar role, particularly within a primary or independent school setting, is desirable but not essential. Above all, we seek someone who is passionate about working with children, committed to professional growth, and aligned with the values and ethos of our school community.

JUNIOR SCHOOL LEARNING SUPPORT ASSISTANT

ABOUT THE SCHOOL

St Dunstan's College Junior School aims to inspire a true love of learning from the earliest stages by creating what we see as being the perfect balance between academic rigour, exploratory play and an individualised approach to learning. Our co-educational setting caters for children from Nursery to Year 6, with the majority of our pupils moving to our Senior School in Year 7, seeing our College as an ideal setting for their educational journey through to Sixth Form.

We accommodate one Nursery form, two forms from Reception to Year 2 and three forms in Years 3-6. With the move into a first-class, state of the art new Junior School building in April 2021, our facilities provide an environment in which our pupils can thrive; our building aligning with our forward-thinking and ambitious approach to education. Each classroom has its own outdoor learning space as well as dedicated spaces for our specialist lessons in art, music, computing and drama. We have both a Pre-Prep and Prep library and areas set apart for smaller group work, if needed. Our pupils also benefit from plenty of green space to play and particularly enjoy time spent in our Woodland Classroom.

The Junior School curriculum is designed to meet the needs of all our pupils and as such, they make excellent progress across every subject area. We achieve academic excellence through an engaging, broad and balanced curriculum. Our highly skilled teaching team thinks creatively about the delivery of lessons and taught skills ensure that our pupils are well-prepared to become responsible, global citizens where resilience, adaptability and international mindedness are interwoven. W

Whether additional support is required, or a particular strength identified, we ensure that all needs are catered for by shaping our curriculum around what is best for our pupils as individuals with their own learning style. Our core subjects are taught by our Form Teachers and specialist teachers deliver lessons in art, music, drama, computing, Stuart (PSHEE), languages (Spanish in Pre-Prep and French and Spanish in Prep), PE, swimming and games. We teach humanities and science through the International Primary Curriculum from Reception onwards and find this immersive, engaging and thematic approach to teaching geography, history and science leaves our pupils engrossed and engaged; they love to learn about the world around them and seek to contribute proactively to their community; local, national and international.

JUNIOR SCHOOL LEARNING SUPPORT ASSISTANT

JOB DESCRIPTION

The following list is not exhaustive but serves as an indication of what the role encompasses:

Teaching and Learning

- Support the academic, social and emotional development of pupils with SEND, ensuring they can access the full breadth of the Junior School curriculum.
- Implement and promote agreed SEND strategies and interventions consistently, under the guidance of the Junior School SENDCo.
- Plan, prepare and deliver targeted intervention programmes that address identified pupil needs and support progress.
- Provide effective in-class support, adapting and differentiating learning activities as appropriate to meet individual pupil needs.
- Prepare, modify and create learning resources, including visual supports, worksheets, games and other materials that enhance access to learning.
- Maintain a secure understanding of pupils' individual needs, Learning Support Profiles, Action Plans, external professional reports and examination access arrangements.
- Support teachers in implementing recommendations from external agencies and professional assessments.
- Assist in the identification, observation and assessment of pupils with additional needs, maintaining accurate records and evidence where required.
- Monitor and provide feedback on pupil progress and the effectiveness of interventions, support strategies and Learning Support Profiles.
- Promote the College values of curiosity, confidence, creativity, compassion and courage through all interactions with pupils.
- Encourage pupils to develop independence, resilience and confidence in their learning.

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Co-curricular

- Support pupils with SEND to participate fully in the wider life of the school, including trips, visits, performances and enrichment activities.
- Contribute positively to the Junior School co-curricular programme as required.
- Assist in ensuring that all pupils can access a broad range of learning and enrichment experiences both within and beyond the classroom.
- Support and attend school events, including admissions assessments, Open Evenings, Welcome Events and Open Days, as required.
- Actively promote the ethos, values and aspirations of the College to pupils, parents and visitors.

Organisation and Administration

- Liaise regularly with the Junior School SENDCo, Form Teachers and relevant staff to ensure effective communication regarding pupil needs and provision.
- Disseminate relevant SEND information professionally and confidentially, as directed by the Junior School SENDCo.
- Maintain accurate records relating to interventions, observations, pupil progress and SEND provision.
- Contribute to the creation, review and updating of Learning Support Profiles, Action Plans and SEND documentation.
- Support the gathering of evidence and information required for Education, Health and Care Plan (EHCP) applications, annual reviews and other statutory processes.
- Contribute to the implementation of the Junior School SEND Development Plan and associated priorities.
- Communicate effectively and professionally with external agencies and specialists to support pupil outcomes.
- Attend relevant meetings, reviews and professional discussions as required.

JUNIOR SCHOOL LEARNING SUPPORT ASSISTANT

JOB DESCRIPTION

Safeguarding and Pastoral Care

- Foster positive, trusting and supportive relationships with pupils to promote wellbeing, inclusion and engagement.
- Work collaboratively with staff and families to support pupils' social, emotional and behavioural needs.
- Communicate with parents and carers respectfully, compassionately and professionally, recognising the sensitivities that may arise when discussing a child's needs.
- Maintain appropriate confidentiality while ensuring safeguarding concerns are reported promptly and in accordance with College policies.
- Uphold and promote the College's safeguarding, welfare and pastoral procedures at all times.
- Support an inclusive environment where every pupil feels safe, valued and able to thrive.

Other Professional Responsibilities

- Attend and actively engage in Continued Professional Learning (CPL), training and development opportunities.
- Work collaboratively with colleagues, parents, carers and external professionals in support of pupil outcomes.
- Maintain high standards of professionalism, conduct and confidentiality.
- Support the wider aims, ethos and strategic priorities of the Junior School and College.
- Demonstrate a commitment to equality, diversity, inclusion and the promotion of positive relationships across the school community.
- Undertake any other duties reasonably required by the Head of Junior School or Junior School SENDCo that are commensurate with the role.

JUNIOR SCHOOL LEARNING SUPPORT ASSISTANT

PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
Experience		
Experience working in an independent Junior School		X
Experience working with neurodiverse children in small groups or 1:1		X
Additional qualifications related to supporting children with SEND		X
Skills and Knowledge		
Knowledge of the Equality Act 2021		X
Knowledge of the SEND Code of Practice 2015		X
Understanding of a fast-paced independent school setting		X
Confidence to lead a group of children for additional support and/or extension as required	X	
Personal Qualities		
A warm, calm and friendly manner, with an ability to work effectively with pupils, staff and parents, both alone and as part of a team	X	
Well organised and efficient working habits	X	
An excellent motivator of young people	X	
An adaptable and flexible approach and willingness to changing priorities	X	
Strong teamwork skills and a track record of excellent collaboration	X	
A strong work ethic	X	

JUNIOR SCHOOL LEARNING SUPPORT ASSISTANT

Our Commitment to Safeguarding Children

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

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, checks relating to prohibitions, sanctions and restrictions on teaching and the Disclosure and Barring Service (DBS) with children's barred list check. The School will carry out online searches on shortlisted applicants, and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application. The safeguarding responsibilities of the post include promoting and safeguarding the welfare of children and young persons for whom they are responsible for or with whom they come into contact with. All staff are required to adhere to and ensure compliance with the School's safeguarding and child protection policies and procedures at all times and to complete appropriate training.

In the course of carrying out their duties the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Safeguarding Lead, or in relation to concerns regarding a member of staff, the Head.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Further information and copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the HR team.

This role is a teaching role involving extensive contact and responsibility for children. The successful applicant must:

- Always ensure College safeguarding expectations and priorities are met by understanding and complying with the College Safeguarding Policy at all times
- Consult with appropriate members of the Pastoral team should you have concerns of pupil wellbeing, safety, or behaviour, and follow College record keeping and referral procedures
- Maintain good order and manage the learning and wider behaviour of pupils at all times and in all contexts, via the appropriate use of both rewards and sanctions in line with school policy
- Fulfil the responsibilities of being a Form Teacher



St Dunstan's College Junior School is proud to be part of St Dunstan's Education Group, bringing together likeminded schools in the delivery of a modern, pioneering education enriched through the diversity of a south-east London heritage and setting.



St Dunstan's College, Catford



St Christopher's The Hall, Beckenham



Rosemead Prep, Dulwich



St Dunstan's Junior School, Catford