



Newland House  
School



## Job Application Pack

### Learning Support Assistant

Closing Date for Applications: 30 January 2026



# OUR SCHOOL

Thank you for your interest in Newland House School. Our welcoming Pre-Prep and Prep School sits on a 5-acre site in a quiet residential area on the edge of Twickenham and Teddington in South West London. Established in 1897, Newland House is one of the oldest and largest Independent Prep Schools for children aged 3-13 in the area.

We are passionate about inspiring a life-long love of learning and bringing out the brilliance in every child. Our curriculum is innovative, broad and ambitious, giving every child the opportunity to explore their academic, sporting, and creative passions. We are committed to supporting each pupil's unique learning journey, and our dedicated teachers and staff continuously seek fresh ideas to enhance learning experiences both in the classroom and beyond.

Ensuring the happiness and wellbeing of our pupils is core to all we do. We want every single child in our school to feel safe, valued and cared for and visitors, parents and children consistently comment on the positive, happy, and vibrant atmosphere at our School.



## SUMMARY OF THE ROLE

We are looking for a Learning Support Assistant who will provide part-time support to a pupil in our Prep School.

The ideal candidate will ensure that the pupils can integrate as fully as possible in school life. They will help to enhance the pupils' communication skills, promote his self-esteem, independence, and participation in class.

Newland House and the Learning Enrichment team pride ourselves in creating a fully inclusive and safe setting, where all children thrive.

The ideal candidate will be required to work under the guidance of the Head of Learning Enrichment.

We set high standards of learning for all the children in a caring and supportive environment, and you will help to promote our ethos in encouraging enquiring minds and building pupil's strengths, interests and experiences. We pride ourselves in fostering excellent home/school relationships with parents and the candidate will be expected to have strong communication skills.

The Learning Support Assistant will work as a member of a team in our Learning Enrichment department, along with other Learning Support Assistant, Learning Enrichment Teaching Assistants and Learning Enrichment Specialists, and will be responsible on a daily basis to the Head of Learning Enrichment.

In addition, they will be required to set and maintain high educational and moral standards, undertake other appropriate duties as may be required, participate in and support the school in all its many and varied activities.



## FURTHER DETAILS

**Application period closes:** 12 noon on Friday 30 January 2026

**Interviews:** Tuesday, 3 February 2026

**Employment Commences:** as soon as possible

**Salary:** £15,477 per annum (prorated salary)

**Hours:** 27.5 hrs per week / Monday to Friday

**Contract:** Term time (33 weeks), plus attendance at mandatory inset days.

**Please note:** This position is specifically tied to the pupils' attendance at our school. Consequently, the role will conclude if/when the pupils leaves the setting.

If you are enthusiastic about making a meaningful difference in a child's educational journey, we would love to hear from you!

We welcome any discussions regarding this role or any other queries you may have.

We welcome early applications and reserve the right to interview and make an appointment prior to the closing date.

# JOB DESCRIPTION

## Main duties and responsibilities

- Provide one-on-one support to pupils.
- Assist in the implementation of the Pupil Support Plan (PSP).
- Support students in developing social skills and managing behaviour.
- Help prepare and adapt learning materials to meet the needs of the assigned pupil.
- Monitor and record pupil's progress, providing feedback to class teachers and the child's parents.
- Liaising with parents about their child's wellbeing.
- Assist with classroom management and organisation.
- Foster a positive and inclusive learning environment.
- Attend relevant training and professional development sessions.
- Assessing how well the learning objectives have been achieved.
- Monitoring strengths and weaknesses to inform planning..
- Being an excellent Learning Support Assistant with high standards and expectations.
- Undertaking the role of a key worker for an assigned pupil.
- Promoting and safeguarding the welfare of all pupils in the classroom.
- Promoting the general progress and well-being of the assigned pupil.
- Being vigilant in preventing bullying and work swiftly to resolve incidents of bullying, following the school's Anti-Bullying Policy.
- Maintaining a constant awareness of all issues relating to child protection.
- Alerting staff members to problems experienced by the assigned pupil and those concerned with the welfare of the assigned pupil after consultation with the appropriate staff.
- Setting and maintaining high educational and moral standards.
- Maintaining good behaviour amongst pupils in the classroom.
- Looking after assigned pupil's health and safety.



# JOB DESCRIPTION cont.

## Other Duties:

- Adopting and working towards the objectives outlined within the school's development plan.
- Adhering to the school's Code of Conduct Policy.
- Ability to act as a role model to staff, children and the wider community.
- Promoting the school positively for current and prospective parents.
- Undertaking such other comparable duties as the Head requires from time to time.

# THE CANDIDATE

## Qualifications

- A good standard of education.
- Commitment to continued professional development (CPD).

## Experience

- Experience of working with pupils with SPLD.
- Use of ICT to support teaching and learning.

## Skills

- Confident and proficient in planning and preparing activities appropriate to the needs of the assigned pupil.
- Ability to apply high educational standards.
- Ability to promote the school's aims positively and use effective strategies to monitor motivation and morale.
- A secure understanding of learning styles and child development.
- Ability to develop good personal relationships and work well within the team.
- Ability to establish and develop good relationships with parents.
- Ability to communicate effectively (both orally and in writing) to a variety of stakeholders.
- Ability to create a happy, challenging and effective learning environment.

## Knowledge

- The theory and practice of providing for the individual needs of all children (e.g. Classroom organisation and learning strategies).
- The monitoring, assessment, recording and reporting of pupil's progress.
- The statutory requirements of legislation concerning equal opportunities, health & safety, learning support and child protection.



# THE CANDIDATE cont.

## Personal competencies and qualities

- Motivation to work with children.
- Ability to form and maintain appropriate relationships and boundaries with children.
- Emotional resilience when working with different situations
- Positive attitude to use of authority and maintaining discipline.
- Commitment to the school and its ethos, aims and values.
- Ability to motivate self and others.
- Good organisational skills.
- Flexibility and ability to work well within a team.
- Excellent communication and interpersonal skills.
- Ability to take initiative and adapt to changing situations.
- A good sense of humour to create a joyful and engaging learning environment.
- Reflective on own practice.
- High personal integrity and professionalism.
- Liaise effective with governors and outside agencies.

Candidates should ensure that they address all of the above criteria in their application form, referring, where appropriate, to actual experience. In addition, the interview will explore issues relating to safeguarding and promoting the welfare of children.

# WHY WORK AT NEWLAND HOUSE SCHOOL

**Generous pay and allowances** – based on skills and experience.

**Pension** – teaching and non-teaching staff enjoy a generous employer contribution pension scheme.

**Longer holidays** – than the maintained sector for teachers (19 weeks) and a minimum of 25 days for full-time non-teaching staff plus bank holidays and additional time at Christmas.

**Staff fee remission** – all staff are eligible for fee remission after successful completion of probation. The continuance and value of the school fee remission is at the discretion of the Governors.

**Enhanced sick and maternity/paternity pay**

**Flexible and generous time off work policy** – special leave, time off for dependents and appointments.

**Lunches and refreshments** – lunches and refreshments are provided by the school to all members of staff, free of charge during term time.

**Flexible working options** – job share and part-time.

**Cycle to work scheme** – purchase bicycles and equipment at a tax advantageous rate and pay for the equipment over 12 months.

**Career personal development** – training and career development opportunities are available for all teaching and non-teaching staff. There are many opportunities to take on additional responsibilities. Financial and other support with obtaining relevant professional qualifications.

**Continuous appraisal process** – to ensure staff get regular feedback.

**iPads** – all teaching staff are given iPads for their teaching and assessment and non-teaching staff when required as part of their role.

**Staff social committee** – organise an exciting programme of socialising events including quiz nights, karaoke, theatre trips, golfing weekends and many more.

**Staff reps forum** – an opportunity to get your voice heard.

## Safeguarding

Newland House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We adopt a fair, robust and consistent recruitment process in accordance with the guidelines of the government document, *Keeping Children Safe in Education*. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

## Diversity, Equity and Inclusion

Newland House School values diversity, equity and inclusion for its pupils and staff. We want our community to feel valued and respected, so we are working hard to build an inclusive culture which celebrates diversity in different forms to reflect the community we serve. We believe that having a diverse workforce offers different perspectives which helps us to work towards our shared vision and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply to join our School.



# CONDITIONS OF EMPLOYMENT

Employees will be required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

Employees shall uphold the school's policy in respect of child protection and safeguarding matters.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

All members of staff are required to participate in the school's appraisal scheme.

The job description is current at the date shown, but in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

It is not a comprehensive statement of procedures and tasks but sets out the main expectations of school in relation to post-holder's professional responsibilities and duties.





## HOW TO APPLY

Candidates should pay attention to the summary of the role/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

Completed applications with a covering letter should be sent to the HR Manager by the closing date. No CVs will be accepted.

We welcome early applications and reserve the right to interview and make an appointment prior to the closing date.

Applications will be reviewed and shortlisted on a rolling basis, and we reserve the right to interview, appoint and close the advert early depending on the volume of applications we receive. We therefore encourage you to apply at the earliest opportunity to avoid disappointment. We will only be contacting those candidates who have been selected to progress to the next stage of the process.

Please note that referees will be contacted prior to the interview.

If you would like an informal confidential discussion regarding this role prior to application then please contact HR Manager, Ashlesha Sarang-Patel via email on [asarang-patel@newlandhouse.net](mailto:asarang-patel@newlandhouse.net)