

Merstham Park School

Taynton Drive, Merstham, Redhill RH1 3PU



Learning Support Assistant

(Full time and part time opportunities)

Pay Scale Associate 2

(FTE £22,919)

(Actual - £17,800 for 32.5 hours, 39 weeks)

Start Date: 1 September 2025

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a good level of response. Therefore, we recommend you submit your application as early as possible.



About Merstham Park School

At **Merstham Park**, our **ethos** is simple - **igniting** a **passion** for learning. We are **proud** to be a **values driven** school which encourages its students to **embrace** these **values** in all that they do. This approach provides all students with the **opportunity to exceed** beyond their potential. We have a team of **passionate** staff who are **committed** to providing all of our students with the very best educational **experience**. We **recognise** the importance of academic **success** whilst **embracing** our wider role in **preparing** our students for their adult life beyond the formal examined curriculum.

Learning is central in our ability to succeed and prepare students effectively for tomorrow's world. We encourage our students to strive to achieve beyond their potential, allowing their academic achievements to open doors for them, while gaining a secure understanding of the skills required to be responsible citizens in our modern world.

We offer a broad and balanced curriculum that is tailored to meet the needs of our students. As a school we encourage each student's particular abilities to ensure that no child slips through the net. We provide our students with outstanding resources and support in every aspect of school life from small class sizes, to well planned responsive lessons, to staffing and subject specific expertise. In September 2022 we opened our brand new state of the art building that encompasses facilities that benefit both our students and the community as a whole. Our new build is tailored to enable our students to develop unique skill sets in a truly first class educational setting through the creation of inviting, interactive and inspirational learning environments.

Our school is committed to the safeguarding of children, so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy to always request references prior to an interview.

Thank you for your interest in working at Merstham Park School and I look forward to welcoming your application.

Cullum Mitchell
Head of School



A Values Driven School

Our vision here at Merstham Park is simple:

“We are proud to be a values driven school that works closely with our community. We broaden students’ aspirations by providing a culturally rich learning environment where all students are valued, safe and successful.”



At Merstham Park School we pride ourselves on being a values driven school. This means we not only have a list of values on our website but we encourage our students and indeed staff to embody them in all that they do. The five values that we model at Merstham Park are:

Our School Values

INCLUSION	<ul style="list-style-type: none"> ▶ We strive to meet each child's needs through a personalised, bespoke curriculum ▶ We respect each other for our unique characteristics and embrace equality for all ▶ We actively strive to support those members of our community who need our support
COLLABORATION	<ul style="list-style-type: none"> ▶ We promote leadership skills in our students through involving them in all aspects of school life ▶ We promote teamwork and recognising the power of working together ▶ We encourage our students to be independently minded whilst respectful of others within the community
RESILIENCE	<ul style="list-style-type: none"> ▶ We inspire a 'can do' attitude in our students to support them to overcome challenges ▶ We prepare and equip our students for their future, encouraging them to grow, learn and flourish ▶ We promote courage and resilience in all members of our community
RESPECT	<ul style="list-style-type: none"> ▶ We promote an understanding of others views and show consideration towards them ▶ We value our learning opportunities and approach them positively ▶ We demonstrate respect to all members of our community
SUCCESS	<ul style="list-style-type: none"> ▶ We encourage all our students to achieve their aspirational goals ▶ We have high expectations of our learning community ▶ We promote the celebration of shared successes

Igniting a passion for learning

Staff Welfare

The welfare of our staff is of the utmost importance. The list below details some examples of how we support the wellbeing of all of our colleagues.

Culture and Values

- A core focus on Learning and Teaching: it is the most important thing we do
- A culture of distributed leadership
- Trust: a leadership team that trusts you and is not 'Ofsted focused'
- A school that values everyone and firmly believes that a culture of positive relationships should be the bedrock of an organisation; we want you to love teaching and our students to love learning
- A history and culture of staff development within a caring multi academy trust, including opportunities to collaborate and progress within GLF - taking on a wider role across the Trust
- Expectation of 7am-7pm communication etiquette with no replies expected outside of these hours
- All meetings calendared to one day of the week so you are not meeting every day after school

Learning and Teaching

- Well planned meetings which focus solely on key school topics
- Fully research based Learning and Teaching strategy - not just the latest 'gimmicks'
- Clearly considered SEND interventions that are well targeted and regularly reviewed to ensure they are supporting students effectively
- Own classroom and good behaviour at the school

Training and Development

- Comprehensive CPD: we invest in your professional learning
- Regular career development opportunities, in a growing forward thinking school
- An appraisal system focused on professional learning; all within an embedded culture of collaboration and sharing best practice
- High quality external CPD and training through our MAT programmes
- Career development meetings with the Head regularly offered
- A culture of coaching - staff collaborate, support and develop one another

Employment Offer

- A designated Staff Association to ensure staff feel valued and supported, also allowing opportunities to give critical feedback
- Access to an external counselling and support service for mental health and well being
- Staff offers and discounts through the 'Wider Wallet' scheme
- Vehicle collection and drop off offered by a local garage if you choose to MOT your car with them
- One fully paid emergency family day per year if needed
- Staff social events and a variety of whole staff celebration evenings throughout the year
- MA offered with contribution to funding



Merstham Park
School

Teacher Tapp Staff Survey



Merstham Park
School

- Do your school leaders listen and respond to staff concerns?
 - 87% all or most of the time (MPS)
 - 49% all or most of the time (similar schools)
- I feel I am supported by my senior leadership team:
 - 94% agree (MPS)
 - 82% agree (similar schools)
- I have confidence in the decisions made by the leadership team at my school:
 - 97% agree (MPS)
 - 76% agree (similar schools)
- My school treats all employees fairly:
 - 94% agree (MPS)
 - 71% all or most of the time (similar schools)



State of the Art New Build



Merstham Park School is a new 6FE (900 pupil) Secondary Free School (aged 11-16) and is part of the GLF Schools Community. In September 2018, the school opened in temporary accommodation on the site with one year group and then moved to its state of the art new build facilities in September 2022.

The school's motto is 'igniting a passion for learning' and the school aims to encourage every single student to succeed. This is achieved through the delivery of a broad and balanced curriculum with clearly considered curriculum intents. The curriculum supports the needs of the community and provides opportunities for the development of both locally and globally focused enterprises.

For further information on our facilities, please explore our website:

[Welcome to Merstham Park School](#)

Job Profile

Job Title	Learning Support Assistant	Job Reference	
Location	Merstham Park School	Travel required	No
Core purpose			
<ul style="list-style-type: none"> ● To complement the professional work of teachers by supporting SEND students with agreed learning activities. ● To provide support for students, the teacher, the school and parents in order to raise standards of achievement for SEND students. ● To provide support for welfare, well-being and happiness of all SEND students in a fully inclusive school system. ● Inputting into the monitoring of SEND student performance – this may include assessing, recording and reporting on students' achievement, progress, personal development and well-being. 			
Key Accountabilities			
Strategic			
<ul style="list-style-type: none"> ● To assist in the delivery of educational work programmes by participating in day-to-day learning activities, support SEND students so that they achieve to the best of their abilities. ● To contribute to the discussion of the school's aims and policies and participate in the implementation of policies, plans, targets and practices. ● Contribute to the students' learning, using knowledge of school policies and practice. ● To implement the School Development Plan priorities using teamwork. 			
Learning & Teaching			
<ul style="list-style-type: none"> ● Motivating and encouraging the students as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs. ● Using praise, commentary and careful questioning to encourage the students to concentrate and remain on task. ● Providing additional nurture to individuals when requested by the teacher, SENDCo or a School Leader. ● Consistently and effectively implementing agreed behaviour management strategies. ● Assisting in carrying out individual programmes of learning or therapy. ● Helping to make appropriate resources to support the students. ● To establish supportive relationships with the students concerned. ● To monitor the students' responses to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes. ● To give positive encouragement, feedback and praise to reinforce and sustain the students' efforts and develop self-reliance and self-esteem. 			



- To mark the students' learning under the direction of the teacher.
- To support the students in developing social skills both in and out of the classroom.

- To support the use of ICT in learning activities and with specific programmes to support learning.
- To provide regular feedback on the students' learning and behaviour to the teacher, SENDCo or School Leader, including feedback on the effectiveness of the behaviour strategies adopted.
- Under the direction of the teacher, carry out and report on systematic observations of students to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development.
- Where appropriate, to know and apply positive handling techniques.
- To contribute towards the reviews of the students' progress as appropriate.

Recording & Assessment

- To maintain an accurate record of the purpose, nature and outcome of all teaching and learning carried out with the students.
- To maintain the Confidentiality Policy of the school inside and outside the workplace
- To update the SENDCo and Class Teacher by information sharing at regular meetings.

Additional Duties

- Use ICT to advance students' learning and confidence.
- Participate in organisation and accompany students on off-site activities under an agreed system of supervision.
- Liaise with SENDCo to take part in training activities offered by the school to further knowledge and skills.
- Complete statutory break / lunch duties as requested by the School Leaders
- Fulfil the role of learning mentor if requested by the School Leaders

Accountability

- Accountable to SENDCo.
- GLF Schools expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Safeguarding



- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Person Specification

Job Title: Learning Support Assistant		
	Essential	Desirable
Experience		
Teaching assistant experience		√
Experience in working in a Secondary school environment		√
Qualification		
Good literacy and numeracy skills evidenced by grade 'C' at GCSE (or equivalent) in English & Maths		√
Knowledge and Skills		
Good communication skills	√	
Sound awareness of personal impact on others	√	
Able to confidently and competently apply knowledge and skills acquired from training into a practical classroom context	√	
Good planning and organisational skills	√	



Good ICT skills		√
Ability to relate to, and communicate with, children in and out of the classroom	√	
Ability to take on routine tasks under the direction of the class teacher	√	
Utilise a variety of strategies to engage and support students in their learning	√	
Personal Attributes		
High expectations of all children	√	
Flexible and adaptable to working across different year groups	√	
Communicate effectively, orally and in writing, with colleagues, parents, governors, external agencies and the wider community	√	

Developing and maintaining good relationships with colleagues	√	
Have a positive attitude, energy and commitment	√	
Willing to become involved in extra-curricular activities		√
Ability to work as part of a team	√	
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the GLF Safeguarding and Child Protection Policy and the GLF Staff Code of Conduct	√	