



COOMBE
GIRLS' SCHOOL

Learning Support Assistant



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Recruitment Information



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Message from the Headteacher

Thank you for your interest in the post of Learning Support Assistant at Coombe Girls' School and Sixth Form.

At Coombe, we are passionate about giving students access to a wide range of experiences and the best possible education during their time with us. Our deep-rooted belief in a rounded and broad education goes alongside a commitment to academic excellence for all our students, regardless of background or context.

Our students make significant progress from their starting points whilst at our school. We have a long tradition of innovative, research led teaching, which enables our students to flourish and thrive. We put significant emphasis on developing our teaching and learning and are committed to maximising the benefits of a girls' school education. We welcome a significant number of boys into our sixth form and work closely with colleagues from the other schools in the Coombe Academy Trust to our mutual benefit. More about the Coombe Academy Trust can be found [here](#).

We are looking for a LSA to join the Learning Development Department to support both teaching staff and the learning development of students with SEN in order to secure high quality teaching and effective learning. As a school, we recognise the value of research based professional development and plan our training sessions accordingly to the benefit of our work in classrooms.

Thank you for taking the time to find out more about this role. Please do contact me at school if you have any questions or would like a tour of the school. I look forward to receiving your application.

Emily Barns
Headteacher



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Coombe Girls' School and Sixth Form

Coombe Girls' School and Sixth Form is a comprehensive girls' state secondary school, with a co-educational Sixth Form. The school is heavily oversubscribed and is committed to providing an excellent education to children in the local area. We are proud of the progress our students make from their starting points during their time with us: the school's Progress 8 score was +0.52 and 40% of GCSE entries were graded 7 to 9 last year. The school is proud to be part of the [Coombe Academy Trust](#).

Our school is vibrant and diverse, serving the local area of New Malden. We value every individual and the rich wealth of experience, knowledge, values and beliefs they bring to our school. The experience and talent you will bring to our school will ensure we continue to provide the best education for our students and further increase the breadth of opportunity for the next generation. We particularly encourage applications from colleagues in underrepresented groups.

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Job Description: Learning Support Assistant

Department or area: Learning Development Department

Responsible to: SENDCo

Responsible for: Individuals and groups of students (as directed by SENDCo)

Purpose of the post

- Collaborate with students, staff, and professionals to support students with SEND and EHCPs, assisting with barriers such as visual/hearing impairment, speech/language issues, literacy, numeracy, and emotional wellbeing.
- Focus on classroom teaching and learning, with occasional 1:1 or small group support.
- Monitor audiological equipment daily under the Teacher of the Deaf's (ToD) guidance
- Manage assigned tasks as directed by the SENDCo.

Professional Values and Practice

- Demonstrate high expectations and respect for students' diverse backgrounds.
- Treat students with respect and consideration, focusing on their development as individual young people and learners.
- Model and promote positive values and attitudes.
- Communicate sensitively and effectively with parents, acknowledging their role in students' learning.
- Recognise the contributions of all staff to teaching, learning, and emotional wellbeing.
- Promote the school's vision of developing curious, confident, and creative students.
- Contribute to the school's corporate and extracurricular activities.

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Job Description: Learning Support Assistant

Main Responsibilities

Support students by:

- Identifying and addressing their needs promptly.
- Collaborating with class teachers (and where necessary the Teacher of the Deaf) to positively engage SEND students in the classroom.
- Ensuring hearing-impaired students can access lessons through the correct use of audiological equipment and other recommended strategies
- Demonstrating basic subject knowledge to support SEND students, knowing when to intervene or step back, to help them understand and remember their learning.
- Prioritising students' wellbeing.
- Helping students develop social and independent learning skills.
- Identifying challenges related to organisation and diary management, and support students in overcoming them.
- Leading or participating in homework club and other enrichment activities.
- Work with students to improve attendance issues where appropriate.
- Build positive relationships with students and maintain consistent, positive contact with parents, providing regular updates on their child's progress (weekly/ half-termly/ termly), and communicate any concerns promptly, in collaboration with SENDCo.
- Assist students as needed during tutor, break, or lunch times.

Support teachers by:

- Helping to create SEND-friendly classrooms and encouraging student's voice to be heard.
- Collaborating with teachers and support staff to implement High Quality Teaching strategies and those strategies on students' Individual Education Plans (IEPs) within the 'Assess, Plan, Do Review' framework of the SEND Code of Practice (DfE/DoH; 2015)
- Assisting in evaluating and improving SEND provision in collaboration with SENDCo, HTLA, ToD and SLT and ensuring appropriate record-keeping with ToD and SENDCo for hearing-impaired students.

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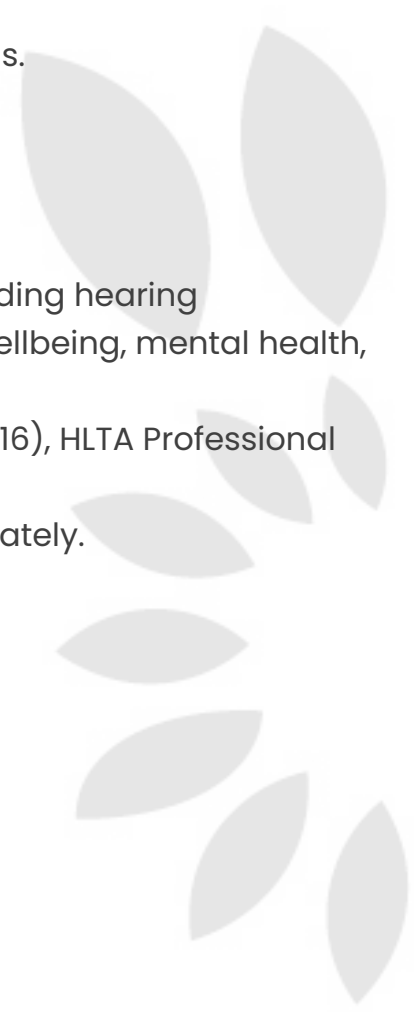


Support teachers by:

- Contributing towards references or referrals when necessary.
- Attending advice clinics for specific students.
- Ensuring students complete homework.
- Informing relevant staff about students' issues and follow through with advice as appropriate.
- Assisting class teachers in managing behaviour of students in crisis.

Support yourself by:

- Committing to ongoing professional development.
- Participating in training to improve expertise in various areas including hearing impairment, inclusion, literacy, numeracy, ASC, ADHD, emotional wellbeing, mental health, and sensory needs.
- Adhering to DfE Professional Standards for Teaching Assistants (2016), HLTA Professional Standards and school policies.
- Keeping organised records to share information quickly and accurately.



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Person Specification: Learning Support Assistant

Education & Training

Essential:

- GCSE or equivalent (Maths and English Grade C or above)
- Basic knowledge of SEND (hearing impairment, SLCN, SpLD, ASC, ADHD)

Desirable:

- Level 3 qualification in supporting hearing-impaired students (or willingness to train)
- Level 3 ELKLAN Award (or willingness to train)
- Knowledge of literacy intervention programmes
- Up to date knowledge of SEND
- Safeguarding training
- Knowledge of the national curriculum (Key Stage 3)

Experience

Essential:

- Support for students with SEND, especially hearing impairment, SLCN, ASC, ADHD, sensory processing
- Helping SEND students catch up with learning

Desirable:

- Working closely with hearing-impaired students
- Working with EHCP students and evidencing progress
- Supporting students with complex needs, including anxiety and varying mental health needs
- Using the Thrive, Trauma-Informed approach, or Emotion Coaching
- Using engagement strategies for reluctant learners
- Delivering intervention programs (e.g. literacy)

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Person Specification: Learning Support Assistant

Skills & Qualities

Essential:

- Strong motivation for supporting SEND students
- Excellent communication and organisational skills
- Perseverance, resilience, and attention to detail
- Team player, proactive, and resourceful
- Ability to reflect, self-improve, and stay calm in challenging situations
- Effective collaboration with various adults
- Maintenance of confidentiality
- Ability to build and maintain professional relationships
- Ensure a safe school environment
- Commitment to continuous professional development
- Commitment to Coombe Girls' School's vision



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Why work with us?

Coombe Girls' School & Sixth Form is a fantastic and rewarding place to work. Our students are motivated and keen to learn while our creative, engaging staff is committed to providing exceptional teaching to our students. We take the wellbeing of our staff seriously and actively manage workload whilst retaining very high standards. Our staff are highly supportive of one another.

We are a Google school and staff are provided with a Chromebook to support their work. The school is within walking distance of New Malden train station with its fast, direct links to central London and into Surrey and Hampshire. For those travelling by car, parking is available in the school car park, and bike racks and showers are provided for colleagues who are able to cycle to work.

With regards to Personal Development, we pride ourselves on our commitment to CPD. Our staff is supported to access National Professional Qualifications and receives Thrive training. There are opportunities to work collaboratively across all five schools in the Trust (both primary and secondary) as well as with the central Trust team. The Trust looks to provide opportunities for growth for colleagues within the Trust.

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

Join our community



www.coombegirlsschool.org

www.coombeschools.org

[@CoombeGirlsNews](https://www.instagram.com/CoombeGirlsNews)

[@CoombeAcademy](https://www.instagram.com/CoombeAcademy)

Coombe Girls' School & Coombe Sixth Form

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