



JOB DESCRIPTION

LEARNING SUPPORT ASSISTANT

(Special Educational Needs)

Luckley
HOUSE SCHOOL

WELCOME



Thank you for the interest in joining Luckley House School as a Learning Support Assistant. Luckley is a warm and welcoming school. We are a community, small enough at 370 pupils for everyone to be seen, valued and counted but large enough to provide a wide variety of academic, sport and creative opportunities. Our uniqueness lies in the combination of our size, Christian ethos and flexibility to meet the needs of individual pupils and their families. We provide a distinctly academic education that is tailored to the individual needs of each pupil and we celebrate the arts and sports as much as academic achievement.

We are looking for a caring and enthusiastic Learning Support Assistant to join our vibrant, busy department from September 2026. The role includes supporting pupils with special educational needs, primarily in Years 7 and 8, both in the classroom and in small groups.

This is a rewarding opportunity to make a real difference in the lives of young people by helping them access learning, build confidence, and achieve their full potential. The successful candidate will work closely with the Director of Pupil Progress (SENDCo), teaching staff, senior leadership team, and external professionals such as Speech and Language Therapists and Educational Psychologists. We are a large, friendly department consisting of a SENDCo,

an Assistant SENDCo, three additional specialist teachers, a teacher of EAL, a maths tutor, and a dedicated SEND assistant. We work closely with staff across the school to support our pupils with SEND. Our main aim is to support our pupils to become resilient, confident and happy learners, who are empowered to achieve their potential.

You will be expected to work collaboratively with classroom teachers to support pupils to complete specific tasks in their lessons, and to develop their confidence and independence. On occasions, you may be required to work with a small group of pupils to complete a piece of work, or with an individual pupil who may require support to complete an assessment. No two days are ever the same!

I look forward to hearing from you.

Mrs Claire Gilding-Brant, Head



ABOUT LUCKLEY HOUSE

Luckley House is a co-educational, independent day and boarding school for pupils aged from 11 to 18 years. Situated on the southern outskirts of Wokingham, Berkshire, Luckley House is set in 20 acres of landscaped lawns and majestic woodland. The School has a Christian ethos with a mission and values which flow from this.

The mission of the School is to provide an outstanding education for boys and girls characterised by academic excellence, a rich and diverse range of opportunities, aspiration and enthusiasm for life and generosity of spirit. The School has strong traditions in music, drama, art, debating, community outreach and sport, and there are many cocurricular activities open to pupils to help them develop their talents to reach the highest possible standards.

Luckley House was formed in 1959 through the merger of two girls' schools: Luckley School, founded in 1918 on the current site, and Oakfield House, established in the Lake District in 1895. The School adopted the name Luckley House School in 2013, and in 2015 began admitting boys for the first time. Over the past decade, student numbers have grown by over 75%, with boys now comprising half of the student body. Currently, the School has around 370 students and has been given for approval to expand to 420.

The School is committed to inclusivity, welcoming pupils from all faiths and backgrounds, which enriches the community and prepares students for the diversity of the modern world. Most students live within a 15-mile radius of the School, with many joining in Years 7, 9, and the Sixth Form from both independent and maintained schools. There are 40 boarding places available, with between 35 and 40 students boarding on weeknights, approximately half of whom are from abroad or are weekly boarders.

Luckley House offers a highly personalized academic experience, tailoring its education to the individual needs of each pupil.

The academic results at both GCSE and A Level consistently exceed national averages, and the majority of students secure places at their first-choice universities.



THE ROLE

JOB TITLE: Learning Support Assistant

JOB PURPOSE: To assist and support pupils with special educational needs across the School

ACCOUNTABILITY: To the Head, with day-to-day responsibility/reporting to the Director of Pupil Progress (SENDCo)

TERMS: Permanent, full time

SALARY: £18,239 per annum (£23,132 FTE)

HOURS: Monday to Friday 08:30 – 16:30

TO START: September 2026

CLOSING DATE: Friday 5 June 2026 (noon)

(Early applications are advised as we reserve the right to interview and appoint before the closing date.)

MAIN RESPONSIBILITIES

Main responsibilities include working under the direction of the Director of Pupil Progress, class teacher, or senior leaders in the following areas:

Supporting individual pupils

1. Develop an in-depth understanding of the special educational needs of the pupils concerned and seek advice from the Director of Pupil Progress and Class Teacher.
2. Build and maintain successful relationships with pupils and treat them consistently, with respect and consideration.
3. Help promote independent learning and build pupils' confidence and enhance self-esteem.
4. Take into account the pupils' needs and ensure their access to the curriculum through appropriate clarification, explanations, equipment and materials.
5. Facilitate inclusion in small group activities with peers and support interaction between them.

6. Be an advocate for pupils with special educational needs.
7. Provide positive reinforcements, praise and rewards to pupils.
8. Help to provide access arrangements for examinations – scribing, acting as a reader etc...

Supporting the Director of Pupil Progress (SENDCo)

1. To work as part of the team to ensure that the wellbeing and personal development of pupils enhances their learning opportunities and life skills.
2. To promote an understanding of pupils' needs.
3. To attend planning meetings with the Director of Pupil Progress to develop learning programmes and to assist in the delivery of the individual learning programmes on a daily basis to promote learning, behaviour and communication skills.
4. To provide regular feedback to the Director of Pupil Progress and, where necessary, relevant outside agencies about any pupil's difficulties and progress.



5. If required, to contribute to pupils' annual reviews by writing a brief report and attending the meeting.
6. To attend in service training and meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.

Supporting the School

1. To participate in relevant professional development as deemed appropriate.
2. To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs.
3. To maintain confidentiality and sensitivity to the pupils' needs but have regard to the safeguarding procedures of the school.
4. To support whole-school events, e.g. Neurodiversity Week.
5. To carry out duties as directed by the Director of Pupil Progress or Head.



PERSON SPECIFICATION

The successful candidate will bring the following qualifications, knowledge, skills, experience and personal attributes to the role.

Qualifications and Training

1. GCSE, 'O' Level or equivalent qualifications in Maths and English.
2. Relevant training in SEND (e.g. ADHD, autism, dyslexia), or willingness to undertake training.
3. Qualifications in one of the following (or equivalent) is desirable:
 - a. Level 2 Certificate in Supporting Teaching and Learning in Schools Level 3 Diploma in Supporting Teaching and Learning.
 - b. Level 3 Teaching Assistant Apprenticeship.
 - c. CACHE/NCFE childcare or education support qualifications.

Skills and Experience

1. Experience supporting pupils with SEND, including ASD, ADHD, dyslexia, and SEMH needs (desirable but not essential).
2. Understanding of inclusive education and strategies to support diverse learning needs.
3. Ability to communicate effectively with pupils of varying abilities and backgrounds.
4. Strong interpersonal skills and the ability to work collaboratively with staff, parents, and external professionals.
5. Ability to motivate and engage pupils in learning.
6. Good organisational skills, with the ability to prioritise tasks in a busy school environment.
7. Competent IT skills, including use of Microsoft Teams and classroom technology.
8. Patience, flexibility, and creativity in supporting pupils with additional needs.
9. Understanding of confidentiality, safeguarding, and professional boundaries.

Personal Qualities/attributes

- Be productive and show initiative.
- Provide appropriate role models of behaviour both in the classroom and around school.
- Really care about children, particularly those who find learning and managing their emotions and behaviour difficult.
- Have knowledge and understanding of the different social, cultural and physical needs of pupils.
- Have an interest in how children learn and behave.
- Personal integrity, honesty, energy and enthusiasm.
- Highly motivated, ambitious and positive.
- Calm and professional under pressure.
- An exceptional role model with high standards of confidentiality and integrity.

Other

- A commitment to safeguarding and promoting the welfare of children and young people.
- A strong commitment to the principles of equality, diversity, and inclusion.
- Empathy with the Christian ethos of the School.



HOW TO APPLY

For further details please contact HR on 0118 974 3207 or 0118 974 3223 or via email Recruitment@luckleyhouseschool.org

Applications should be submitted via our website at <https://www.luckleyhouseschool.org/about-us/work-for-us/>

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