Learning Support Assistant

Working with guidance and support from the SENCo, the Learning Support Assistant will address the needs of a particular student to help overcome barriers to learning.

Duties and Responsibilities

- Provide academic support on a one-to-one basis to an allocated student working with the pupil timetable.
- In class guidance to help the student understand their learning objectives.
- Support academic staff in the delivery and implementation of the agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Support access to learning using appropriate strategies, resources, etc.
- Assist the pupil with organisation including use of ICT resources to store lesson material and complete prep.
- Work with other staff in planning and adjusting learning activities as appropriate.
- Monitor students' responses and progress through observation and record where support is given.
- Provide objective and accurate feedback and reports as required to other staff on ensuring the availability of appropriate evidence.
- Establish professional and supportive relationship with the pupil to develop confidence and independent learning skills.
- Undertake assigned break duties to help supervise and keep students safe

Personal Specification

Skills and Knowledge	• Excellent communication skills • Ability to relate and empathise with students in need of support and to develop trusting and respectful relationships with them • Ability to present tutorial sessions so that student is actively engaged • Able to manage time and prioritise tasks
Qualifications/ Experience	• Experience of working with or supporting young people • Previous experience of tutoring students • Experience of using positive strategies to overcome barriers to learning • Previous experience of working within an educational setting
Other Requirements	• Satisfactorily meeting the School's employment checks – Disclosure and Barring Service (DBS) check, references, qualifications and legal entitlement to work in the UK.

The Job Description provides a guide to and general description of the duties and responsibilities of the role and may be amended. It is not exhaustive and the post holder should be willing to undertake any other related tasks, as may be reasonably required.

The post-holder should be aligned with the School's values:

COMPASSION
We treat others with compassion; demonstrating empathy, tolerance and kindness in all that we do

CHALLENGE
We act with courage; demonstrating determination, resilience and grit in the face of both opportunity and challenge and always striving to learn through life's journey

COMMUNITY
We behave with humility; we are modest in our success, grateful for our blessings and selfless in the way that we share them

CREATIVITY
We believe in being yourself, standing out of the crowd and being colourful in character and behaviour

Bryanston is committed to celebrating diversity and a culture of open-mindedness and inclusion. We welcome, respect and value people of different ages, gender identities and faiths; with different types of families, sexual orientations, cultural backgrounds and disabilities. We stand against everything to do with discrimination and promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance.

The welfare of Bryanston students is of paramount importance. The School is committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers share this commitment.

Terms Of Appointment

A formal contract of employment will be drawn up on appointment. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement.

Appointment date
January 2027.

Salary and Benefits
Competitive remuneration package.
The School will comply with its legal obligations in relation to the provision of access to a pension scheme and will automatically enroll the employee in a pension scheme when required by law.

Hours of work

The hours of work for this position are 08.15– 16:30, Monday – Friday, during term-time only.
This is an initially a 6 month fixed term appointment.

Medical Fitness

Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.

Criminal Background Checks

As a School, Bryanston requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. The school's policy on the recruitment of ex-offenders and security of disclosure information can be found on our web site: www.bryanston.co.uk

In addition, all new employees are required to provide two satisfactory references, one of which should be from a previous employer. The School may also contact any previous employer, where the position has involved working with children or vulnerable adults.
The Disclosure and Barring Service's Code of Practice is intended to ensure that information released in Standard and Enhanced Disclosures is used fairly – and to provide assurance to applicants that this is the case. The Code also seeks to ensure that sensitive personal information is handled and stored appropriately and kept for only as long as is necessary. Further information about the Disclosure and Barring Service may be obtained from http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/ and a copy of the Code is available upon request or from the Home Office web site: http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/cop

Applications

The closing date for applications is 29th November 2026, and interviews are likely to be held week commencing 30th November 2026.

All applicants are asked to submit an online application form via the Bryanston website together with a letter of application and the names and addresses of two referees who may be contacted prior to interview. This is designed to provide comparable information on all candidates, and may be accompanied by a letter of application. Attention will need to be given by the candidates as to the way in which they expect to transfer their experience to date to this post in a school environment.

All candidates must bring original documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.). Where originals or certified copies are not available for the

successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

Candidates invited to interview should bring the following original documents. Please note photocopies or certified copies are not sufficient.

- Two forms of original identification, i.e. passport, current photo card driving license or a full birth certificate.
- Proof of address documentation, i.e. a utility bill or financial statement issued within the last three months showing current name and address.
- Where appropriate, any documentation evidencing a change of name. If providing a birth certificate and your name has changed since birth, you must also provide documentation, e.g. marriage certificate, to confirm change of name.
- Proof of entitlement to work and reside in the UK.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

For further information on the recruitment process and relevant policies, please visit our web site www.bryanston.co.uk.