



Haberdashers'
Borough Academy

Learning Support Assistant Candidate Recruitment Pack

2024/25




Ofsted

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Provider**

Together, stronger



Haberdashers'
Academies Trust
South

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Dear Candidate,

Thank you for your interest in the post of Learning Support Assistant.

We are a Trust of nine schools, all based in South-East London. Whilst each of our schools maintains its individuality, we share a common mission: to ensure that every single child and young person in our care is successful at school so that they can flourish and be successful in their lives. We are committed to ensuring this success from 3 to Forever, under our mantra of 'once a Haberdasher, always a Haberdasher'.

Our People Strategy is key to our success and integral to this is our commitment to equity, equality, diversity, and inclusion . Bringing this to life is the responsibility of every member of staff. We take seriously any behaviour which undermines it. Anyone applying to work with us, should share this commitment.

Please take a look on our website for more information. We want the best people to join our Haberdashers' community and are committed to a diverse and inclusive student and staff body.

If you are passionate about making a difference and feel that you have the right experience and expertise, I encourage you to apply to join us on our journey.

For a confidential discussion regarding this post, please contact boroughr@habstrustsouth.org.uk or 0203 7641321.

I look forward to hearing from you.

Jan Shadick
Chief Executive Officer
Haberdashers' Academies Trust South



Dear Candidate,

Welcome to Haberdashers' Borough Academy; a community school based at the heart of SE1. Our Academy is a wonderful place to learn – where pupils develop their academic scholarship alongside their character, in a world class setting.

Our Academy opened in 2019, on the site of a former Fire Station. September 2025, will mark our seventh year, with approximately 1000 pupils studying with us. Our Sixth Form opened in 2024, offering a broad range of A Level and Vocational subjects.

Our mission is simple – we want pupils to 'Become their best at Borough' in all aspects of their lives. We have the highest aspirations for each young person we work with and strive to help them to fulfil their potential.

Our Academy values, which were created by our young people, speak to that. We expect our learners to become excellent ambassadors for their community, by working hard to achieve their aspirations, whilst becoming kind and resilient citizens.

Our location in the centre of the capital allows us to provide a unique take on the curriculum, making the most of partnerships with world leading organisations which enrich and enhance our offer. In all areas of the curriculum, we aim to ignite a spark which enables our young people to become scholars of their chosen subject disciplines.

A Place to Belong

Our pupils have a deep sense of pride in their school. That comes from providing a calm, purposeful environment for learning, coupled with the highest expectations. A consistently clear, but warm approach from colleagues is the starting point.

We also pride ourselves on having a deep knowledge of each and every child as an individual. Our pastoral model enables colleagues to get to know each child well, enabling us to tailor support and opportunities to their needs. We work closely in partnership our families to

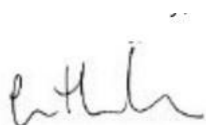
A Place to Grow

This is a great place to work. Our wonderful staff team are committed and dedicated to our mission. There is a strong sense of collaboration and team. There is also a deep commitment to doing our best and developing our practice. Our broad ranging professional development offer is rich and designed to support you at every step of your career. That is coupled with sensible policies, a calm and nurturing environment and strong leadership, providing the platform for you to reflect, refine and grow!

We look forward to hearing from you if you are aligned with our values and have the drive, skills and enthusiasm to make a real impact at Borough Academy.

I very much hope that having read about us, you decide to apply to join us. Please do reach out with questions, or to arrange a visit to our school if you would like to.

We look forward to hearing from you.



Mr Tom Howells
Principal, Haberdashers' Borough Academy



About Haberdashers' Academies Trust South



We are a multi-academy trust consisting of four secondary schools and five primary schools and have been educating children and young people since 1876.

Our moral imperative at that time was to ensure that every child in our care received the best possible education in order to make the best start in life. That moral imperative remains today, underpinned by ethos of working together and our values of being ambitious, always growing and contributing to the world as global citizens.

In a complex world, we need our children and young people to be as well equipped for their future as possible so that they can flourish. We will support them to become compelling individuals so that by the time they leave us they will have experienced a range of opportunities that not only build their mind but also build their character.

We are proud to be a diverse community and take seriously the need to ensure that every child, young person and adult connected with our schools feels included, welcomed and listened to. This is an important part of who we are and our commitment to equality and fairness. This commitment remains at the forefront of our work.

To find out more about Haberdashers' Academies Trust South, please visit: www.habstrustsouth.org.uk

VISION 2026 Every School an Excellent School

It is the Trust's vision for all of our schools to be excellent schools. Our mission is to ensure that every one of our children and young people flourishes at school so that they can be successful in their lives.

Our three main objectives are:

- Excellent outcomes for all children and young people so that they can be successful in their next steps and future lives;
- To be regarded as a great employer, attracting, retaining and developing the best staff;
- To be the Trust of choice and a welcome presence in our communities.

To find out more about our Vision and Strategy, please visit:

<https://www.habstrustsouth.org>

Our Sponsors

Our sponsors are a huge part of the culture within our schools. The links with our sponsors are a unique and special part of what our Trust and schools what they are today.

The Worshipful Company of Haberdashers



Our main sponsor is the Worshipful Company of Haberdashers, one of the Great Twelve Livery Companies of the City of London. Education is hugely important to the Haberdashers' Company and today there are more than 12,000 children and young people in its' family of 21 schools. The Haberdashers' network of maintained and independent schools stretch across the country, covering north London, Shropshire and Monmouth and our own Trust, in south London and Kent. We have regular opportunities to collaborate with the wider network of Haberdashers' schools on a number of initiatives and events.

The Haberdashers' Company supports our pupils in many ways. There are a number of educational and careers initiatives that are organised by the Company, such as the Livery Academy Awards, Monmouth - City of London Work Experience, Haberdashers' Musician of the Year, an annual Year 7 visit to the prestigious Haberdashers' Hall, cross school sporting competitions, mentoring, trips and much more. Each year, a number of Year 13 pupils receive scholarships that will support them financially through university and the Company fund a number of projects throughout the school year. The relationship with the Haberdashers Company is central to the success of the Haberdashers' Advantage enrichment programme, and pupils, parents and staff are proud of this relationship.

Being part of the Haberdashers' community is very important to us as a school. The Haberdashers' come and visit us each year to hear from the children, to see what has been happening in our school and to celebrate our achievements. The Haberdashers' Company supports pupils, past and present, as they progress through their educational and professional journey, which offers our pupils something truly unique.

Find out more: www.haberdashers.co.uk



Temple Grove Schools Trust

Temple Grove Schools Trust is a charitable trust dedicated to raising standards for primary education. The Trust was founded some 50 years ago and springs from one of the country's oldest prep schools, Temple Grove founded in 1810. The Trust seeks to provide all children with a breadth and depth of learning opportunities in order to realise individual aspirations and potential.

Our primary schools are extremely fortunate to have a partnership with the Temple Grove Schools Trust. Schools benefit from bursaries that allow us the opportunity to give our children learning experiences they may not get at other schools; including music lessons, professional coaches and multiple trips.

Find out more: www.templegrove.org.uk

Role Description

Job Title:	Learning Support Assistant
Contract type:	Permanent
Salary:	Haberdashers' Trust Support Scale S13 (£24,512 for 42.9 weeks per year, inclusive of Inner London Allowance)
School/ Service:	Haberdashers' Borough Academy
Location:	SE1 OEX
Accountable to:	Head of Learning Support

About the role

Under the guidance of the SENCO and within the overall ethos of the school, you will undertake care and support the learning of individual pupils.

About You

We are seeking a dedicated Learning Support Assistant (LSA) to join our team and support the educational needs of students with learning difficulties or disabilities.

The LSA's responsibilities include working closely with teaching staff to plan for and provide necessary support to students, assisting with behavioural management, and promoting inclusive educational practices in the classroom.

Our ideal candidate is patient, empathetic, and has experience working with children with special educational needs (SEN).

The goal is to facilitate the development of students' academic, social, and emotional abilities to their full potential.

Staff Development

Our staff are important to us. We know that without great staff, our young people will not be as prosperous. Therefore, Professional Learning is key to our success. As a new employee within the Trust, you will be supported colleagues across the organisation, alongside your line manager to realise your full potential.

Our People Strategy is key to our success, and integral to our commitment to equity, equality, diversity, and inclusion . Bringing this to life is the responsibility of every member of staff. We take seriously any behaviour which undermines it. Anyone applying to work with us, should share this commitment.

London Living Wage

We are proud to be a London Living Wage employer.



Senior Leadership Responsibilities

Teaching and Learning

- Support the education and social development of pupils under the direction and guidance of the SENCO and class teachers
- Provide support for named pupils to enable them to be fully included and make expected progress
- Establish productive working relationships with pupils, act as a role model and set high expectations
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Support pupils consistently whilst recognising and responding to their individual needs and at the same time promote the inclusion of all pupils
- Employ strategies to recognise and reward achievement of self-reliance, providing feedback to pupils in relation to progress and achievement
- Liaise effectively with teachers, other support staff, health and education specialists, parents, visitors and volunteers
- Work effectively with class teachers on lesson planning and differentiation
- Administer and assess routine tests and invigilate exams/tests
- Use detailed knowledge and specialist skills to support pupils learning

Administrative duties

- Responsible for keeping and updating records as agreed with the SENCO and class teacher
- Meet deadlines
- Determine the need for, prepare and maintain general and specialist equipment and resources
- Undertake other duties from time to time as the Principal requires

Standards and quality assurance

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Maintain high professional standards i.e. business dress, punctuality and attendance
- Attend team and staff meetings as required
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- Accompany staff and pupils on visits, trips and out of school activities as required
- Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these
- Be prepared to work cross-phase as necessary

General Responsibilities

- To support the positive behaviour for learning policies in lessons
- To be fully committed to the departmental and Academy enrichment activities programme
- To possess good ICT skills and use these as a core tool in \all teaching
- To provide accurate information for parents as directed by the Academy and to attend parents' evenings and other presentation meetings as directed
- To demonstrate a good knowledge of a wide range of teaching methods and to implement these in the classroom
- To promote equal opportunities in the Academy and support the wider Trust EDI (Equality, Diversity & Inclusion) policy
- To actively promote the aims and ethos of the Trust
- To support the Academy's commitment to the continued professional learning of all staff
- To undertake any additional duties as may reasonably required by the CEO or Principal
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Academy's safeguarding policies
- To undertake an enhanced DBS

Please note

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Date JD was agreed: April 2025

Person specification

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED AP Application AS Assessment I Interview P Presentation R References
Education/qualification and training			
Excellent numeracy and literacy skills – GCSE Grade C (or NVQ 2 equivalent) or better in Maths and English to be able to appropriately support students in their learning			AP, AS, I
NVQ 3 or equivalent in teaching assistance or equivalent experience			AP, I
NVQ level 4 or equivalent			AP
First Aid training in specific medical procedures			AP
Fluency in another European language			AP
Knowledge/skills			
Ability to plan effective actions for pupils at risk of underachieving			AP, AS, I
Ability to deliver whole class learning on a short-term basis to release teacher for PPA			AP, I
Training in the area of literacy/numeracy and/or in a particular curriculum or learning area e.g. bilingual, sign language, dyslexia, ICT, Maths, English			AP, I
Understand range of support services/providers			AP, I
Ability to plan and deliver tailored intervention programmes			AP, I
Undertake comprehensive assessment of pupils with SEN			AP, AS, I
Use ICT effectively to record student progress/behaviour on school's information system			AP, I

Person specification continued

Specialist skills/training in curriculum or learning area e.g. ASD			AP, I
Ability to lead a team of LSAs			AP, I
Understanding of statutory frameworks relating to teaching			AP, I
Develop and implement targets, monitor progress and attend professional meetings for pupils			AP, I
Ability to relate well to children and adults			AP, I, R
Constantly improve own practice/knowledge through self-evaluation and learning from others			AP, I
Use ICT effectively to support learning activities			AP, I
Basic understanding of child development and learning			AP, I
Experience			
Experience of working with children			AP, AS, I, R
Experience of working with children of relevant age is advantageous			AP, AS, I, R
Personal characteristics/other requirements			
Approachable			AP, I, R
Good communication Skills			AP, I, R
Collaborative approach			AP, I, R
Is a problem -solver			AP, AS, I, R

“There is a strong community at the heart of this growing school. The school values of community, kindness, aspiration and resilience are lived out by pupils and staff. The school is ambitious for all pupils. Teachers have strong subject knowledge, and new teachers are well supported as they join the school.”

**Taken from Borough Academy OFSTED Inspection Report
March 2024**

Staff Benefits

At Haberdashers' Academies Trust South, we believe that investing in our staff is crucial for our success. That's why we offer a range of benefits that cater to your professional growth, well-being, and financial security.

Here are some of the benefits you can expect when you join us:

Perkbox: Our cutting-edge reward and benefits platform empowers you to acknowledge your colleagues' accomplishments through its celebration tool. You can gain flexi and reward points, which can be redeemed at various high street and online retailers for treats and everyday essentials. Additionally, you have the option to make charitable donations.

Pension Scheme: (eligible and enrolled participants): From 1 April 1, 2024, for teachers, the Trust will contribute 28.68% to your pension fund. Support Staff will receive a 19.80% contribution to their pension pot from the same date.

Professional Learning: Our dedicated team at Habs Institute for Professional Learning is devoted to nurturing your professional growth. We offer excellent training opportunities for all staff throughout the year and provide partial funding for qualification pursuits.

Employee Assistance Program (EAP): Our EAP encompasses a 24-hour, free, and confidential counselling service. It includes access to online cognitive-behavioural therapy and management consultations to support Line Managers.

Well-being: Enjoy complimentary access to the award-winning Headspace app, along with free mindfulness courses to enhance your overall well-being.

Staff Development: Explore secondment opportunities within the Trust or external organisations, providing valuable experiences for your professional development.

Ride to Work and Cycle to Work Schemes: Take advantage of substantial discounts through tax allowances for either purchasing a bike or opting for bike hire, promoting a healthier and more sustainable commute.

Season Ticket Loans: Enjoy discounted annual travel fares through our salary-deductible Season Ticket Loan and save on your travel overall.

We are committed to helping you thrive in your career and personal life. Join our team and enjoy the benefits of working with a supportive and forward-thinking organisation.

Why Haberdashers?

Staff Incentives

We know that staff are our greatest asset in achieving our vision for every school to be an excellent school and for our children and young people to flourish and succeed.

To incentivise like-minded and talented people who care about the work we do at the Trust, to join us and stay with us, we have recently introduced :

Talent Connect Bonus

Refer a friend or connection to apply for a role at the Trust and receive a £300* bonus when they successfully complete their probation period.



Welcome Reward

Those employed in 'hard to fill' roles to receive a Welcome Reward of £500* after successfully completing their probation period.



Milestone Appreciation Award

Long-serving members of staff to receive a £500*** reward and congratulatory letter from the CEO for reaching 5, 10, 15, 20 and 25-year anniversaries with the Trust.



** subject to tax and National Insurance contributions, and other terms and conditions. Some senior leaders will be exempt from receiving the Talent Connect Bonus.*

Why Haberdashers?

“I am honoured to work at Borough Academy and to be part of a fantastic team that are steadfast in their commitment to our students and local community. As a founding member of staff, I have worked with my colleagues, students and parents to help shape the school values and culture and I believe we have in place a curriculum that is both inclusive and challenging: having been built by staff all of whom a high level of subject expertise and understanding of the science of learning.

Our extra-curricular provision is the best I have seen in my time in teaching, and we make full use of our unique geography and proximity to some of London’s most enriching attractions.

Most importantly our young people are caring, kind, ambitious and fully committed to their learning. It is a genuine pleasure to welcome them through the school gate every morning and to work with them every day.”

**Vice Principal
Haberdashers’ Borough Academy**





Recruitment process and additional recruitment information

Closing date: Friday 11th July 2025 at 12noon

Interview date: Applications will be reviewed as they are received and interviews booked on this basis

Start date: September 2025

Recruitment Process:

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include:

- A written task
- A presentation
- A panel Interview

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing boroughbr@habstrustsouth.org.uk

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference

References: We will obtain references from your referees if you are successful at interview. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full. Please always include your current Head of School's details when applying for a teaching post.

Right to work in the UK: Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Data Protection: Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Criminal Convictions: All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all shortlisted applicants must inform on all spent and unspent convictions when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. A Barring Check is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.



Haberdashers' Borough Academy

For a confidential discussion about this post
or to arrange a visit to our school, please
contact the office on 020 3764 1321 or email
boroughhr@habstrustsouth.org.uk

Thank you for your interest in
Haberdashers' Borough Academy.
We look forward to receiving your
application.

www.habsborough.org.uk

Haberdashers' Borough Academy
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