The Elms Academy
The best in everyone™
Part of United Learning

Candidate Application Pack
LEARNING SUPPORT ASSISTANT

CLOSING DATE: Monday 9th February

WELCOME

Dear Candidate,

Thank you for your interest in The Elms Academy, a close-knit, warm and diverse community with a strong collaborative culture where everyone seeks to bring out the best in each other, and a commitment to high standards in everything we do. In testament to these high standards, our exam results continue to demonstrate exceptional performance and year on year improvement. These results are due to the unique culture and community that has developed at The Elms Academy. The highest expectations of students and real academic rigour are combined with a strong focus on developing the whole child. There is a culture in which every single child matters and must be supported to achieve their full potential.

As an inner-London community school, our pupils reflect the diversity of the local area with nearly twice the national average proportion of those who qualify for Pupil Premium. Therefore, all staff at the academy are driven by a strong mission to provide educational excellence to every single student.

The Academy has cultivated a friendly and welcoming environment for all its staff, with a strong collaborative culture that has community at its heart. Our teachers feel empowered, supported and are provided with the highest-quality professional development and effective performance management. We pride ourselves on ensuring that every member of staff is supported to be the best they can in the classroom and to achieve their career aspirations. That helps us to build our own talent pipeline. We have made staff wellbeing a priority by promoting good physical and mental health and listening to the feedback from all staff. As part of United Learning, all staff benefit from a host of additional core benefits, access to tailored CPD and a wealth of resources and curriculum expertise.

Here is the opportunity for you to join one of the most happy and successful schools in United Learning and to be part of the incredible journey that The Elms Academy has been on. I look forward to meeting you.

Amy Welch, Principal

MORE PAY, MORE TIME, MORE SUPPORT

Working at The Elms Academy

We are proud to be part of United Learning Trust; our schools work as a team and achieve more by sharing than any single school could. Our subject specialists, group-wide intranet, own curriculum, and online learning portal all help us share knowledge and resource, helping to simplify work processes and manage workloads for an improved work-life balance.

As a Group our staff are better rewarded: with good career opportunities, benefits, and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing; it's our core ethos we call 'the best in everyone'.

Central Office staff work closely with schools, offering a wealth of expertise to underpin our knowledge. The specialist departments, including HR, finance, technology, strategy and performance, estates, and marketing, work alongside dedicated school improvement teams.

Committed to having a diverse and representative team

We welcome applications from everyone committed to our ethos and would particularly welcome applications from black and minority ethnic candidates, who are currently under-represented in the Group as a whole. We always appoint on merit.

Flexible Working

At United Learning, we value the dedication, professionalism and hard work of our teachers, support staff and school leaders, and strongly believe that everyone should be able to do their job without sacrificing a family life or compromising their well-being. We are committed to encouraging and enabling flexible working opportunities throughout our schools wherever possible and will support employees seeking to work more flexibly.

Find out more about working with us at www.theelmsacademy.org.uk/about-us/work-with-us.

MORE PAY, MORE TIME, MORE SUPPORT

ADVERT

Job Title: Learning Support Assistant
Required: February 2026
Salary: £26,686 pro rata of £30,154 FTE
Contract: Permanent, 40 weeks per year
Working Hours: 37.5 hours per week
Accountable to: SENDCo

About the Role:
At The Elms Academy, we deeply value the role of the Learning Support Assistant (LSA) in ensuring the academic and pastoral success of our students with special educational needs. We are looking for dedicated individuals who are eager to contribute to this vision and support the development of every learner.

As an LSA, you will work closely with classroom teachers to support student progress both in lessons and through 1:1 interventions. You will also take on the important role of keyworker for students with an EHCP, overseeing their progress and maintaining their SEND Support Plans. You will be directly accountable to, and fully supported by, the SENCo.

LSAs at The Elms Academy work closely with teaching staff, creating high-quality resources to enhance classroom learning. In addition, they deliver tailored support through 1:1 and small group interventions and check-ins with key students.

Our LSAs benefit from a strong culture of professional development, including access to regular whole-school training and specialist guidance from our Speech and Language Therapist, the Lambeth Autism Advisory Service, and our Educational Psychologist.

About You:
You are enthusiastic about working with young people and passionate about helping them achieve their full academic potential. You bring a sense of determination, high standards, and a commitment to inclusive education.
You will have:

- A good general education to GCSE Level 2 (or equivalent), including English and Maths
- Excellent communication and organisational skills
- The ability to work independently and collaboratively
- A strong commitment to supporting students with SEN

This is an excellent opportunity for aspiring teachers seeking first-hand experience in a secondary school setting. Equally, it is well suited to those with prior experience looking to build on and refine their skills in a supportive and forward-thinking environment.

Safeguarding information: The Elms Academy are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An Enhanced Disclosure and Barring Service check is required for all successful applicants

UNITED LEARNING is a subsidiary charity of the not-for-profit charity, the United Church Schools (UCS) and shares with it the objective of managing schools which offer students a high-quality education based

Job Description

Job Title: Learning Support Assistant
Responsible to: SENCO
Responsible for: Supporting students 1:1, in lessons, and in small group settings
Key Responsibilities

Support for Pupils

- Provide tailored support for pupils with Education, Health and Care Plans (EHCPs) or other identified SEN, through 1:1, in-class, or small group interventions
- Support the development and implementation of SEN Support Plans and contribute to annual reviews
- Assist in setting and reviewing EHC/IEP targets and provide written feedback where required
- Build positive, productive relationships with pupils, serving as a role model and promoting high expectations
- Foster inclusion and acceptance of all pupils both in and out of the classroom
- Recognise and respond to individual pupil needs, promoting independence and self-reliance
- Provide constructive feedback to pupils on their progress and achievements
- Liaise with parents and external professionals (e.g., Speech and Language Therapists, Educational Psychologists, Outreach Services) to support pupil outcomes

Support for Teachers

- Collaborate with teachers to establish a supportive and inclusive learning environment
- Assist with lesson planning, adaptation, and evaluation in line with pupil needs
- Monitor and record pupil progress, contributing to assessments and planning discussions
- Communicate effectively and sensitively with parents/carers as directed, and attend feedback sessions alongside or on behalf of the SENCO

Support for the School

- Promote and follow all school policies and procedures, including those related to safeguarding, health and safety, data protection, and confidentiality
- Support the school's inclusive ethos and commitment to equal opportunities
- Participate in staff meetings, training sessions, and INSET days
- Contribute to wider school life by running one after-school club per week
- Uphold high standards of professional conduct, acting as an ambassador for the school at all times.

Additional Responsibilities

- Support general classroom and behaviour management
- Undertake tasks reasonably assigned by the SENCO or Principal
- Participate in school events such as Open Evenings, Parents' Evenings, and liaison activities with partner schools

Professional Development

- Engage actively in the school's continuing professional development programme
- Take responsibility for personal development in relevant areas
- Participate fully in the school's performance management process

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need of the service, always in consultation with the postholder.

Safeguarding Statement

The Elms Academy is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to uphold this commitment and follow the academy's safeguarding policies and procedures.

Our Commitment

At The Elms Academy, we are an inclusive community dedicated to inspiring students to be the best they can be. We expect all staff to embody our values and contribute positively to the academy's mission and culture.

MORE PAY, MORE TIME, MORE SUPPORT

Person specification

Essential Criteria

Experience and Knowledge

- Understanding of the barriers to learning and how to support students to overcome them
- Awareness of confidentiality and safeguarding principles in a school environment

Skills and Abilities

- Ability to explain tasks clearly and simply, encouraging student independence
- Skilled in creating, maintaining, and displaying effective resources to support learning and understanding
- Strong verbal and written communication skills
- Excellent interpersonal skills with the ability to build positive relationships with students, staff, and parents
- Effective time management and organisational skills
- Ability to remain calm and work efficiently under pressure
- Able to work both independently and collaboratively as part of a team
- Willingness to share expertise and collaborate with colleagues

Qualifications

- Minimum of GCSEs (or equivalent) at Grade C/4 or above, including Maths and English

Professional Attributes

- High levels of reliability and punctuality
- Quick to absorb and respond to new information
- Commitment to high-quality support and meeting agreed service standards
- Flexibility and adaptability in response to changing needs
- A positive, proactive approach to professional development
- Willingness to undertake relevant training, including outside normal working hours

Desirable Criteria

- Proven experience working with students with Special Educational Needs and Disabilities (SEND) in a secondary school setting
- Experience supporting students individually, in small groups, and in whole-class settings
- Previous work experience in a school or educational setting
- Understanding of issues related to underachievement and how to address them
- Knowledge of school behaviour management strategies and procedures
- Familiarity with relevant legislation and guidance, such as safeguarding, data protection, and freedom of information