Blossom House School

Station Road, Motspur Park,
New Malden, KT3 6JJ
United Kingdom

020 8946 7348
mpadmin@blossomhouseschool.co.uk
www.blossomhouseschool.co.uk

Applicant Information Pack

Lunchtime Learning Support Assistant (Part-Time)

The role is a Permanent, Part-Time only role

Monday - Friday: (11:00am – 14:30pm)

No working required during school holidays

Salary from: £9,924 per annum

To Start: Autumn Term 2026

Closing date: Friday 13th November 2026

Early applications are encouraged

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From Joey, our Principal



Joanna Burgess OBE

Principal

After Many years' experience as a Speech and Language Therapist, I opened our first language-centred nursery group in 1989. It was run on the philosophy that children need both 'language to learn' and 'to learn language' through exposure to a range of experiences that enables them to master other skills.

Since then, we have extended our provision to meet the needs of children who require an integrated programme of learning throughout their school years, in a caring and highly supportive environment. Self-esteem and confidence are crucial to success and many of our children arrive at Blossom House with a very Poor Self-image and little belief in any ability they do have. Taking a holistic approach, we celebrate children's strengths, build on their successes and provide intensive, specialist help with the areas they're struggling with.

Now offering full time education for children aged 3 – 19, Blossom House has flourished along with the many students and families we have supported.

Our school is a vibrant and truly positive place thanks to our totally dedicated, highly competent and wonderfully caring staff. It's a privilege to work with the children who come here and to watch them blossom and grow.

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About

Blossom House is a specialist independent day school in London for children with speech, language and communication difficulties. A highly supportive and nurturing place to learn, our school has a positive and in inspiring atmosphere created by our dedicated, professional and caring staff.

At Blossom House, we build on the strengths of every child and give additional specialist support with the areas or skills they find challenging. Our goal is that every child at our school has the opportunity to fully blossom and fulfil their potential.

Blossom House School is committed to safeguarding and promoting the welfare of children and young people, and all our staff, students and volunteers share this commitment.

We have three sites: Motspur Park for children aged 3 – 19 years, Euston for children aged 3-16 years, and a smaller setting in Wimbledon for children aged 11-16 who follow our Equals curriculum.

Our school values

- **Kindness**
- **Belonging**
- **Growth**
- **Responsibility**



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What we offer

- A supportive working environment in a modern, well-equipped building.
- Small class sizes and the opportunity to work 1-1 with students where possible.
- Support from an enthusiastic and dedicated team of Therapy staff and Teachers who will work alongside you in the classroom. Our Speech & Language Therapists, Occupational Therapists, Physiotherapist, Art Therapists, Music Therapists, and Play Therapists aim to maximise each student's potential in a nurturing and supportive environment.
- Continued professional development and training, including regular safeguarding and child protection training.
- The opportunity to obtain a City & Guilds accredited training course in Behaviour Support Management while working here.
- An opportunity to pursue a career in Teaching or Therapy where applicable.
- Close to a good transport network and on-site free parking is available.

We also have a range of Non-Contractual Benefits that are available to our staff:

- Free Staff Lunches one day a week
- Free Refreshments in our Staff Room
- A termly well-being allowance
- UK Healthcare cash plan designed to help cover your 'day to day' healthcare expenditure such as Optical and Dental bills and offers cash back (up to policy limits) for a variety of different medical treatments. It also offers lifestyle benefits and discounted gym membership.
- A Computer and Cycle to work Scheme





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Lunchtime Learning Support Assistant (Post 16, Part-Time)

We have a lovely opportunity for an enthusiastic Lunch-Time Assistant to join our Teaching Team, supporting children during lunch time.

What the role involves:

- Providing support to post 16 students during lunch and in their free time, encouraging social interaction.
- Setting up and running games, crafts or other activities for the students.
- Monitoring students who are allowed to go out into the local area to buy their own lunch, supporting them as needed.
- Ensuring the lunch and common areas are clean and tidy before, during and after lunch.
- Setting up and clearing up equipment and resources during lunch time and free time.
- Providing Teaching Assistant cover while colleagues have their lunch.
- Liaising with Teachers, Therapists and staff.

The ideal candidate will have:

- Confidence, enthusiasm and a passion for learning and working with Post-16 students.
- Excellent English skills (clear written and spoken English) along with good reading, writing and numeracy skills.
- The ability to build good working relationships with students, teachers, parents and carers.
- Experience of working with children or young people with Special Education Needs (SEN), particularly children on the Autism Spectrum.
- The ability to manage a small group of students with complex social communication needs.
- The ability to promote positive behaviour and social interaction in a nurturing environment is essential.
- Supporting our students can sometimes be challenging; mental and physical resilience are qualities necessary for all our staff.

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Job Description

Job Title:

Lunchtime Learning Support Assistant

Reports to:

Line Manager

Accountable to:

Principal

Contract Term:

Permanent, Part-Time

Hours per week:

11:00 to 14:30 (Monday to Friday).

Responsibilities and Duties

- Providing support and supervising students during lunch and free time, being aware of health and safety and first aid procedures.
- Setting up and running games, crafts or other activities for the students.
- Monitoring students who are allowed to go out into the local area to buy their own lunch, supporting them as needed.
- Ensuring the lunch areas and are clean and tidy before, during and after lunch.
- Ensuring the common areas are clean and tidy before, during and after play time.
- Setting up and clearing up equipment and resources during lunch time and play time.
- Promoting and role modelling acceptable behaviour according to the school's Behaviour Policy.
- Promoting healthy eating and good table manners.
- Assisting the team as directed and when required.
- To assist the child to remain on task, and encourage their attention and listening skills, so that their learning opportunities are maximised.
- To work cohesively with the teaching and therapy staff to further nurture and develop the needs and skills of the pupil.
- To assist teaching/therapy staff during lessons by performing simple duties, as reasonably required, e.g.: setting up equipment and resources.
- To take pro-active steps to prevent injuries and accidents by identifying risks and hazards and taking preventative action where possible or reporting issues as appropriate in reasonable timescales.
- To attend staff meetings and INSET, as required.

- To be a point of reference to all teaching/therapy staff regarding individual needs of specific students during break times and lunch time.
- To contribute towards providing an environment for the children that enables them to realize their potential and maximise their academic, social, physical and emotional development.
- To be flexible and carry out any such other duties as may be reasonably required and directed by the Principal.

Safeguarding Responsibilities

- To know the identity of the School's Designated Safeguarding Lead and Safeguarding Team;
- To proactively be alert to indicators of potential safeguarding issues and report these immediately in accordance with the school's procedure;
- To be aware of the School's policies relating to Safeguarding and Child Protection, Code of Conduct and Health and Safety, and follow their requirements;
- To attend training relating to Safeguarding and Child Protection;
- To engage in safe practice and professional conduct to safeguard children and mitigate against the potential for misunderstandings or situations being misconstrued;
- To create safe and secure learning environments.

Person Specification

Qualifications	**Essential**	**Desirable**	**Application Form**	**References**	**Interview/ Selection Process**
Educated to GSCE level, or equivalent in Maths and English		✓			✓
CACHE Diploma Level 3 in Child Development or equivalent qualification		✓			✓
Knowledge & Skills	**Essential**	**Desirable**	**Application Form**	**References**	**Interview/ Selection Process**
A basic understanding of how children develop & learn	✓		✓		✓
A basic understanding of Safeguarding and child protection in schools	✓		✓		✓

An understanding of supporting diversity and equal opportunities	✓		✓		✓
An understanding of health and safety and confidentiality	✓		✓		✓
Clear written and spoken English	✓		✓	✓	✓
Good numeracy and literacy skills	✓		✓	✓	✓
Behaviour management skills	✓		✓	✓	✓
Competent ICT skills	✓		✓	✓	✓
Experience	**Essential**	**Desirable**	**Application Form**	**References**	**Interview/ Selection Process**
Experience of working with children and/ or young people	✓		✓	✓	✓
Experience of working children/ young people in a 1:1 setting		✓	✓	✓	✓
Experience of working with groups of children/ young people	✓		✓	✓	✓
Experience or awareness of special needs	✓		✓	✓	✓
Experience of working with children/ young people with challenging behaviour	✓		✓		✓
Experience of working within a transdisciplinary team or with a therapist		✓	✓		✓
Personal Attributes (aligned with our values)	**Essential**	**Desirable**	**Application Form**	**References**	**Interview/ Selection Process**
Kindness Empathy In Relating to Pupils - Demonstrates understanding, empathy and respect for pupils, and fosters positive, supportive relationships.	✓		✓	✓	✓

Kindness Playfulness and Creativity - Uses creative approaches to engage pupils, making learning fun and accessible; demonstrates a willingness to be playful.	✓				✓
Belonging Effective Communication - Conveys information clearly and appropriately, listens actively, and adapts communication style to meet the diverse needs of pupils, colleagues, and parents.	✓		✓	✓	✓
Belonging Intuitive Collaboration - Works cooperatively and proactively with colleagues, using initiative to anticipate needs, share observations and support the team.	✓			✓	✓
Growth Emotional Resilience - Demonstrates self-awareness of own wellbeing, uses effective self-regulation strategies, and maintains composure to recover effectively from the demands of the role.	✓		✓	✓	✓
Growth Flexibility and Adaptability - Adapts effectively to changing circumstances and is open to new ideas and approaches.	✓			✓	✓
Growth Thirst for Learning - Proactively seeks opportunities to enhance their skills, knowledge, and practice; responds positively to feedback, reflects on their effectiveness and is committed to continuous professional development.	✓			✓	✓
Responsibility Proactive Behaviour Intervention - Anticipates and responds to pupils' emotional and behavioural needs, de-escalating challenging situations, to maximise learning.	✓			✓	✓

Responsibility Professionalism - Demonstrates professional conduct, reliability, consistency, and integrity, upholding boundaries and serving as a positive role model within the school community.	✓		✓	✓	✓
Safeguarding & Child Protection (COMPULSORY)	**Essential**	**Desirable**	**Application Form**	**References**	**Interview/ Selection Process**
A commitment to follow school policies, procedures and guidance	✓		✓		✓
A commitment to the protection and safeguarding of children and young people	✓		✓		✓
Successful Enhanced DBS Status	✓				✓

Interview process

If you are successful in your application for this role, the interview process for this role will involve a trial day in which applicants will participate in the following activities:

1. Arrive and meet the team at Motspur Park,
2. A short tour of the school,
3. Lesson observations, (you will be observed within a couple of lessons to see how you interact with the children).
4. An interview.

Please note that our trial days are between the hours of 9:30am – 14:30pm.

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If you would like to apply for this vacancy, please download and complete the application form including the below recruitment activity

Recruitment Activity (to accompany your application form)
1. **Sometime our pupils may present with challenging behaviour. This can include ripping up work, trashing a room or swearing and being disrespectful to adults.** **Why do you think pupils might behaviour like this?** **How would you manage your own emotions if you were face with challenging behaviour?** **What do you think you could do to prevent a recurrence of challenging behaviour?**

Applicants will need to complete an application form detailing how they meet the requirement of the person specification, along with the application activity detailed in the attachment.

We are committed to safeguarding and protecting the people we care for, creating a setting in which everyone feels welcome and safe. All posts are subject to a safer recruitment process which includes the disclosure of criminal records and barring checks, scrutiny of employment history, robust referencing and other vetting checks. Our safeguarding system is underpinned by a range of policies and procedures which encourage and promote safe working practice across the organisation. We make sure that all our staff are trained and supervised to a high standard so they can provide safe, effective practice.



