

stChris

A day and boarding school for boys and girls aged 3 – 18. Asking interesting questions since 1915.

A dynamic and rewarding place to work.

Learning Support Assistant
(Linked to Student with an EHCP)

Up to 28 Hours per Week
Term Time, 36 week per annum

Apply by 12.00pm
Tuesday 2 September 2025

Hello! Thank you for taking an interest in our Learning Support Assistant (LSA EHCP) role. Here at St Chris, we embrace the challenges of the modern world which necessitates the asking of interesting questions.

This job pack contains more details about what this position involves, personal specifications and total reward.



Learning Support Assistant

Salary

FTE £24,731 - £26,969
Point 21 - 24 of the Professional Services salary scale dependent on skills and experience.

Contract

Up 28 hours per week
Term Time 36 weeks per annum
Days and hours of work to be discussed at the interview

Location

On-site, Letchworth Garden City
Hertfordshire

Life at **stChris**

St Chris is an independent day and boarding school for girls and boys aged 3 to 18 located in Letchworth Garden City, Hertfordshire. Our School was established in 1915 and, since then, has been working to do things differently if, and only if, it makes things better for our students.

There are currently around 550 pupils on roll and 200 staff.

St Chris seeks to be a continuously developing community of children and adults working together to enable everyone to achieve their best. All are valued as individuals and encouraged to develop curiosity, competence, judgement, kindness and courage. St Chris seeks to prepare pupils for happy and fulfilled lives in the service of others.

We treat young people as individuals, encouraging them to develop into capable, imaginative, responsible people with a zest for life.

Purpose of the Role

This role is linked to a named student with an Education, Health and Care Plan (EHCP).

To comprehensively support the learning and personal development of the named pupil, work with the plan and enable them to maximise the educational opportunities available to them.

Line Management Responsibility

This role will have no line management responsibility and will report to the Assistant Head Inclusion.



I love that everyone's opinion is valued and considered.

Angela, Operations Administrator

What will the Learning Support Assistant do?

Here's an overview of the Learning Support Assistant responsibilities and how they will be involved in the day-to-day running of the school.

Key accountabilities and responsibilities of the role:

Specific Duties

- Know and understand all aspects of the individual child's EHCP and play a proactive role in supporting the child in meeting their targets.
- Recognition and understanding of the specific challenges for the student as outlined in their EHCP.
- To work collaboratively with teaching staff and assist in the whole planning cycle and the management/preparation of resources in relation to the needs of the student.
- To provide learning support for the pupil by utilising knowledge and skills to encourage the student to become an independent learner, where necessary providing support for their welfare, and to support the inclusion of the student in all aspects school life.
- To undertake specialist interventions for the student when required, under the direction of the Head of SEND (SENDCo) or Head of Subject. To prepare all relevant resources for these interventions and keep appropriate records of student progress in line with school systems.
- Attend specific training, where appropriate, to meet individual student needs.

Teaching and Learning

- Work with the student, providing one to one support and to assist learning where required.
- Provide detailed verbal and written feedback on lesson content, student responses to learning activities and student behaviour, to teachers and students where relevant.
- Motivate and progress the students' learning by using clearly structured, interesting teaching and learning activities.
- Be familiar with lesson plans, Individualised Education Plan (IEP) targets, Behaviour Support Plans (BSPs) and learning objectives.
- Promote and support the inclusion of all students, including those with special educational needs, both in learning activities and within the classroom. Be aware of and support differences to ensure all students have equal access to opportunities to learn and develop.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage students to interact and work co-operatively with others.



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- Promote and reinforce student's self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance
- Assist the class teacher in encouraging acceptance and integration of students with special educational needs.
- Support the role of parents in students' learning and contribute to meetings with parents to provide constructive feedback on progress, achievement and behaviour, always maintaining sensitivity and confidentiality.

Planning

- Assist in the planning and preparation of lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans in relation to the needs of the student.
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to student need.
- Contribute to the planning of opportunities for the pupil to learn in out-of-school contexts including enrichment activities.

Monitoring and Assessment

- With teachers evaluate the students progress through a range of assessment activities.
- Assess the student's responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor the students' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- Assist in maintaining and analysing records of students' progress.

Additional duties

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people
- To uphold St Chris policies to protect and safeguard pupils in order to secure their health, safety and wellbeing.
- Demonstrate a continual commitment to the promotion of equity, inclusion and diversity initiatives and the sharing of best practice in line with St Chris Equal Opportunities policy and procedures .
- Ensure the highest degree of confidentiality and data protection of all material. Have a good understanding of relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation.

This job description is not contractual or exhaustive but reflects the type and range of tasks, responsibilities and outcomes associated with the role. The post holder will be expected to also complete any tasks, as requested by their manager.





stChris

Person Specification



Qualifications, training and experience

- English and Maths GCSE grade C or equivalent.
- Experience of working with young people
- Experience of effective record keeping use of administrative skills
- Knowledge and understanding of strategies for developing and supporting literacy and numeracy
- Knowledge of National Curriculum requirements
- Knowledge of KS3 and GCSE course requirements
- Experience of working alongside Autistic children on one to one basis
- Experience of working with students who experience sensory challenges
- Experience of working with children of a primary and secondary school age
- Experience of supporting students with special educational needs
- Understanding of the area, local communities and relevant issues for families.
- Understanding of and an interest in education
- Understanding of special educational needs and strategies that can be employed to support student learning.

Skills and abilities

- Willingness to learn.
- Ability to manage own work effectively and take responsibility for own professional development.
- Developed interpersonal and communication skills (including written, oral and presentation skills).
- Be able to cope with change and meet challenges successfully.
- Team working skills.
- Ability to liaise/consult with as appropriate with a range of professionals and agencies as well as students and parents.
- Ability to advocate on behalf of students and form appropriate positive relationships.
- Fundamental belief that every child matters and that aspirations/achievements can be significantly altered.
- A liking, empathy and respect for children and sensitivity to their needs.
- Ability to relate well to parents and the wider community.
- Personal presence to develop and promote high standards in all aspects of school life
- ICT skills, including email, internet.
- Good knowledge of health and safety in the workplace, data protection principles and equal opportunities.
- St Chris is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Benefits of Working at St Chris

“

From the moment I visited, I knew this was the place for me. The ethos, the focus on the child, the relaxed environment was everything I was looking for.

Kelly, Nursery Teacher

”



Welcome to St Chris

Schools are - in truth - nothing more than a collection of people working together, and it is on that understanding that all the incredible things achieved at St Chris come to be. So, 'Hello'; and we mean that.

St Chris is a lot of things, all at the same time.

St Chris is an independent school for boys and girls aged 3-18.

St Chris is a community of young people from across the local area, the country, and the world.

St Chris is something unmistakably different from the moment you arrive.

St Chris is an outstanding, modern school with an important, progressive heritage.

1

Pension Scheme

Competitive pension scheme with 8% employer contribution plus an additional up to 4% personal sacrifice matched.

2

Westfield Health Plan

Complimentary opt-in Level 1 Westfield Health Plan with the option to scale up your plan with salary sacrifice.

3

Free Lunch

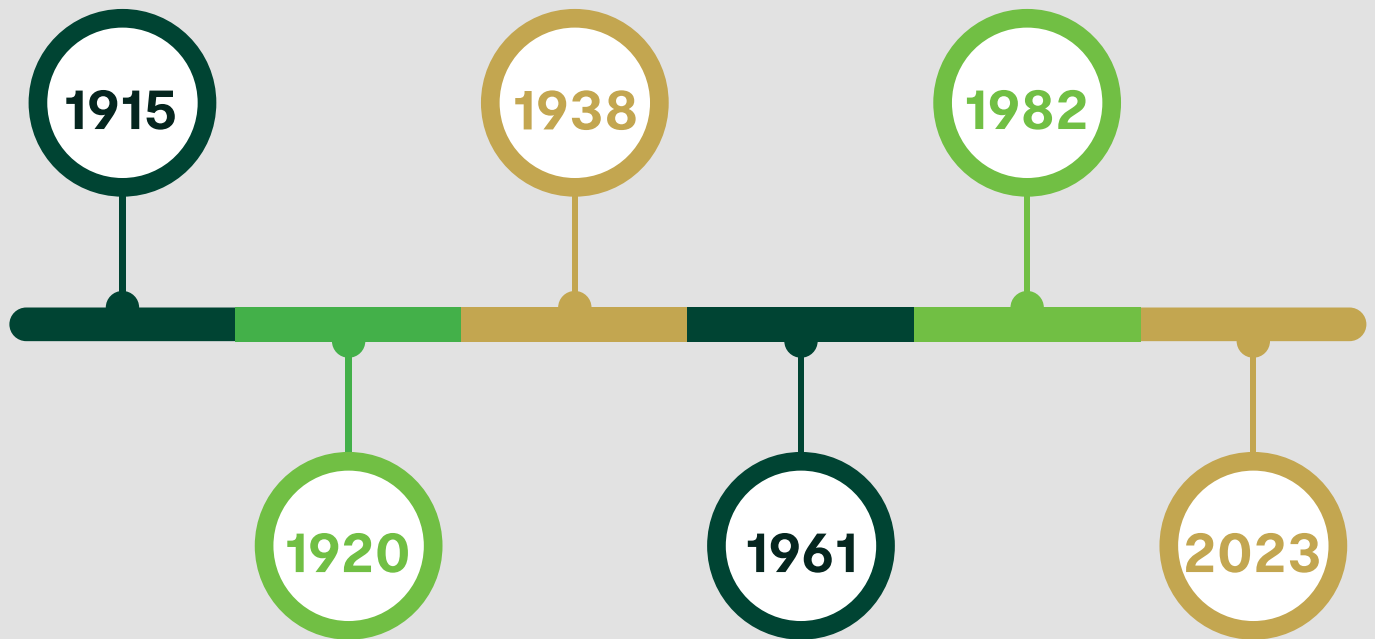
As part of a non-contractual agreement. Free vegetarian lunches are provided to staff during term time.

4

Facilities

Access to the school's on-site swimming pool and gym.

A Brief History of St Chris



St. Chris Established

St Christopher School (then known as the 'Garden City Theosophical School') was established in 1915 by headmaster, Dr. Armstrong Smith, ready for a new style of education.

Initial Meeting of the School Council

The Council consisted of 32 students and staff and met on a fortnightly basis to discuss and legislate on school matters. From December 1920, decisions made by the Council were later ratified by a meeting of the whole school.

Abolishing Uniform

Following a protest in the school magazine, the School Council discusses abolishing school uniforms for boys. The motion is, eventually, passed but no action is taken. During the war, clothing rationing and difficulties for parents meant that uniform was relaxed in 1938.

Swimming Pool Built

Parents contribute an initial £600 towards building the school swimming pool and pupils aim to raise £1000 themselves in 1961. The community pulls together to remove topsoil, excavate and build the pool. By 1968, the pool and changing rooms were completed.

Theatre and Sports Hall Open

A drama festival of eight plays marks the opening in 1982. Over the next decade, the enthusiasm of pupils allowed an average of five school productions each year, ranging from *Twelfth Night* and *Three Sisters* to *Blood Wedding* and *Accrington Paris*.

Present Day

Today, St Chris is a vibrant, thriving community working together. We believe in the benefits of an informal approach underpinned by the belief that all voices, from the youngest member of the nursery to the chair of governors, should be listened to and treated respectfully.



Let's work together.

Piqued your interest? We thought so.

At St Chris, we do things differently to benefit our young people and community. Looking for a new challenge? Looking to have an impact? Searching for a job that gets you thinking?

Apply for this role at www.stchris.co.uk/work-for-us

How to apply

To apply, please complete an application form (we do not accept CVs as an educational institution) and submit this, together with a covering letter to the People team at hr@stchris.co.uk.

Please also complete the Equal Opportunities Monitoring form which will be immediately detached from your application.

St Chris is committed to safeguarding and promoting the welfare of children. Applicants will be subject to child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

St Chris is fully committed to equality of opportunity and diversity and we warmly welcome applicants from all suitably qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability or age.

The closing date for applications for this role is 12.00pm on Tuesday 3 September 2025. Interviews will take place on Tuesday 9 September 2025.