



# Junior School Learning Support Assistant

Employment Status: Full-Time, Term Time Only, Permanent

Application closes: 0900 Tuesday 26 August 2025

Required From: September 2025

# Welcome to St Dunstan's Education Group

St Dunstan's Education Group is a growing group of coeducational schools serving approximately 1500 children aged 2 – 18, based in the vibrancy and diversity of south-east London. Remaining true to the founding principle of St Dunstan's College that the school should be 'ahead of the current time', St Dunstan's today is known to offer an ambitious and forward-thinking education that trailblazes in the Sector by thinking differently about how young people are educated for an uncertain future.

St Dunstan's is a thriving educational community. St Dunstan's College was named Coeducational School of the Year in 2020, Senior School of the Year 2022 and Most Progressive School in London in 2023. In the summer of 2024, it was one of the 50 best performing independent schools in the UK for our A Level and GCSE results and was in the top 100 schools in the UK as listed in the Times Parent Power league table. In 2023 Rosemead became one of the first prep schools in the UK to receive a significant strength from the Independent Schools Inspectorate and later that year St Dunstan's College became the one of the very first schools to receive two significant strengths for its role in EEDI and the progressive nature of the curriculum. In 2024, Rosemead won the prestigious ISA award for Equality, Diversity and Inclusion.

Responding both to significant growth in market share and the political and economic headwinds within the sector, St Dunstan's is committed to a strategy of growth and diversification of income. The College has undertaken a radical development of its estate to expand its pupil roll, firstly through the acquisition of the Jubilee Ground, a 15 acre site for community and sporting activity, just minutes from the school, and then through a 30 million pound building programme, including the development of a new STEM Centre, Junior School, Sixth Form Centre and Performing Arts Hub. An ambitious and creative masterplan for the development of our site has now been finalised and will underpin the rolling programme of works planned for the next 10 years, including our ambitions to be a carbon-zero charity. The decision to evolve into a larger educational group began with the merger with Rosemead Prep School, Dulwich, in 2023, with this presenting many new opportunities for staff and pupils, and it is set to grow further in the next 12 months.

Many of the decisions that St Dunstan's has taken in recent years have been trailblazing for the Sector. St Dunstan's College was one of the first schools in the country to introduce a Centre of Wellbeing, to cater for pupil mental and physical health. We introduced a gender-neutral sporting programme, recently culminating in signing a partnership with Chelsea football club. Our Additional curriculum, of our own design, deliberately seeks to educate young people in the life skills they will require for the future – our work undertaken on toxic masculinity, pornography and race have all been widely covered by the national and educational press. Underpinning our entire educational narrative is a commitment to a renaissance education – a broad, balanced and liberal education that helps young people develop the toolkit they will require to thrive in the future.

The diversity of our south-east London location is perhaps our biggest asset, allowing us to cultivate an environment that nurtures individuality. As one of the most socio-economically and culturally diverse areas in the UK, ours is a school that actively shuns entitlement and arrogance and rather develops well-rounded, grounded young men and women who have the soft skills to thrive in tomorrow's world.

## **We attempt to define the St Dunstan's Difference as follows:**

- Trailblazing a forward-thinking independent education since 1888
- Promoting high achievement without arrogance
- Championing individuality, diversity and equality – *aliam exorna!*
- Developing values through a broad and liberal education supporting wellbeing as central to success
- Growing ambitious and imaginative partnerships
- Providing life-enriching opportunities to our local community infusing social conscience and ethical thinking

## **Working for St Dunstan's**

We seek to be the employer of choice in the Sector, with staff wanting to work at St Dunstan's as a consequence of its clarity of purpose and vision, our unique identity and reputation, and a sincere commitment to staff development, creativity and voice, wellbeing, diversity and equality, and a culture of trust and transparency. Some of the benefits\* of working for us include:

- Tuition fee remission and no registration fees
- Private Health Care Insurance (50% paid by employer) with reduced health club membership
- Health care cash plan
- Free lunch and beverages, during term time
- Free off-road parking
- Salary Sacrifice Schemes
- Season Ticket Loan
- Free winter and summer social events
- Annual flu immunisation
- Use of College leisure facilities including gym, tennis courts and pool
- Discounted School Uniform
- Workplace Nursery Scheme

\*conditions apply

## Our Commitment to Safeguarding Children

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, checks relating to prohibitions, sanctions and restrictions on teaching and the Disclosure and Barring Service (DBS) with children's barred list check. The School will carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application. The safeguarding responsibilities of the post include promoting and safeguarding the welfare of children and young persons for whom they are responsible for or with whom they come into contact with. All staff are required to adhere to and ensure compliance with the School's safeguarding and child protection policies and procedures at all times and to complete appropriate training.

In the course of carrying out their duties the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Safeguarding Lead, or in relation to concerns regarding a member of staff, the Head.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Further information and copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the People Operations team.

# THE ROLE

## Responsible to: Junior School SENDCo

Our Junior School prides itself on fostering academic excellence within a warm, nurturing environment where every child is known and valued. As part of our commitment to inclusive and personalised learning, we are seeking a dedicated and enthusiastic individual to support the educational and pastoral development of pupils requiring additional support. This is a wonderful opportunity to join a vibrant, forward-thinking team and make a meaningful difference to the progress of young learners.

The successful candidate will play a vital role in supporting individual pupils and small groups to access the curriculum and reach their full potential. Working closely with Form Teachers, the Junior School SENDCo, and pastoral staff, the Learning Support Assistant will provide tailored support both in and outside the classroom. We are looking for someone with a calm, patient, and proactive approach, who understands the value of high expectations and positive relationships in enabling pupil progress. Prior experience in a similar role, particularly within a primary or independent school setting, is desirable but not essential. Above all, we seek someone who is passionate about working with children, committed to professional growth, and aligned with the values and ethos of our school community.



# THE DEPARTMENT

St Dunstan's College Junior School aims to inspire a true love of learning from the earliest stages by creating what we see as being the perfect balance between academic rigour, exploratory play and an individualised approach to learning. Our co-educational setting caters for children from Nursery to Year 6, with the majority of our pupils moving to our Senior School in Year 7, seeing our College as an ideal setting for their educational journey through to Sixth Form. We accommodate one Nursery form, two forms from Reception to Year 2 and three forms in Years 3-6. With the move into a first-class, state of the art new Junior School building in April 2021, our facilities provide an environment in which our pupils can thrive; our building aligning with our forward-thinking and ambitious approach to education. Each classroom has its own outdoor learning space as well as dedicated spaces for our specialist lessons in art, music, computing and drama. We have both a Pre-Prep and Prep library and areas set apart for smaller group work, if needed. Our pupils also benefit from plenty of green space to play and particularly enjoy time spent in our Woodland Classroom.

The Junior School curriculum is designed to meet the needs of all our pupils and as such, they make excellent progress across every subject area. We achieve academic excellence through an engaging, broad and balanced curriculum. Our highly skilled teaching team thinks creatively about the delivery of lessons and taught skills ensure that our pupils are well-prepared to become responsible, global citizens where resilience, adaptability and international mindedness are interwoven. Whether additional support is required, or a particular strength identified, we ensure that all needs are catered for by shaping our curriculum around what is best for our pupils as individuals with their own learning style. Our core subjects are taught by our Form Teachers and specialist teachers deliver lessons in art, music, drama, computing, Stuart (PSHEE), languages (Spanish in Pre-Prep and French and Spanish in Prep), PE, swimming and games. We teach humanities and science through the International Primary Curriculum from Reception onwards and find this immersive, engaging and thematic approach to teaching geography, history and science leaves our pupils engrossed and engaged; they love to learn about the world around them and seek to contribute proactively to their community; local, national and international.

# JOB DESCRIPTION

The following list is not exhaustive but serves as an indication of what the role encompasses:

- To disseminate information from and to the Junior School SENDCo, as appropriate
- To ensure that the implementation of priority strategies and support for SEND pupils is consistent and visible for the specific pupils you are assigned to support
- To plan, prepare and deliver timetable interventions with advice from the Junior School SENDCo that best support the needs of individual pupils and supports progress
- To promote the College values of curiosity, confidence, creativity, compassion and courage
- To liaise with all Form Teachers to ensure they remain updated and skilled at supporting children with priority strategies and ensure they understand how to support pupils who receive additional time or other non-standard examination accommodations
- To collaborate positively and in line with policy, with Junior School pupils, parents/carers and staff as required
- To understand all external SEND reports for Junior School pupils and to assist teachers and all relevant staff to confidently implement the recommendations
- To be aware of the SEND Development Plan and contribute towards the effective completion of all relevant Junior School actions
- To inform the Junior School SENDCo and liaise with staff regarding the identification and assessment of pupils with additional needs in the Junior School, feeding into reports, as required
- To have a secure knowledge of all Junior School pupils on the SEND Register and assist in the updating of Learning Support Profiles for pupils to who you are assigned
- To offer feedback regarding the effectiveness of Learning Support Profiles and Action Plans
- To ensure pupils have access to the full range of learning experiences, both inside and outside the classroom, and provide modified materials and resources as required e.g. worksheets, games, visual prompt cards
- To provide support (differentiating as appropriate) for pupils in class
- To foster clear, professional communication with parents, maintaining sensitivity and confidentiality at all times
- To contribute towards information required regarding any EHCP applications and Annual Reviews of Junior School pupils
- To take part in pupil observations where there are suspected SEND needs, keeping evidence of observational notes and follow up action taken
- To attend staff Continued Professional Learning sessions, as required
- To meet with parents/carers as required

- To communicate clearly and professionally with external agencies
- To communicate respectfully and compassionately with parents/carers, maintaining a calm and supportive manner and being mindful of the anxiety and concern that they may have about their child
- To support, attend and participate fully in appropriate school events including, admissions assessments, Welcome Evenings and Open Days
- To contribute towards the Junior School co-curricular provision
- To support and promote the high aspirations, ethos and culture of the College to all stakeholders, both internal and external
- To undertake any additional responsibilities, as directed by the Head of Junior School and Junior School SENDCo





# PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
A thorough knowledge of the Equality Act 2021 and how this relates to the independent sector	X	
A thorough knowledge of the SEND Code of Practice 2015 and how this relates to the independent sector	X	
Experience and evidence of continued professional development within SEND		X
Experience of working in an independent or maintained school		X
Experience of working with SEND pupils	X	
A strong work ethic and high levels of personal organisation	X	
The ability to collaborate and work well in a team	X	
Flexible in approach and willingness to respond to changing priorities	X	
Understanding and ability to work under pressure in a fast-paced independent school setting		X
A warm, calm and friendly manner, with an ability to work effectively with pupils, staff and parents, both alone and as part of a team	X	

Knowledge of ICT and understanding of virtual learning platforms	X	
Excellent literacy and numeracy skills, with a secure understanding of the national curriculum	X	



## The Package

Salary: S2 £20,984 - £23,772 per annum (as per the 2024-25 pay scales)

Hours: Full-Time, Permanent, Term Time Only

Pension: ISPS (DC)\*



