



**Job Pack**  
**Learning Support Assistant**



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September 2025

Dear Applicant,

I am thrilled that you are considering joining SEARCH Education Trust! We are a dynamic family of schools committed to positively transforming the lives of our students. Our philosophy is simple yet powerful: “stronger together.” By fostering collaboration and innovation, we empower both our students and staff to achieve excellence.

The Search Education Trust is founded upon the importance of providing an excellent education for all our young people so they can live happy, successful lives making a positive difference within the community. Our vision is to grow strong, sustainable, successful school communities which:

- **Stretch** the imaginations of learners and teachers through an inspirational curriculum, and strategies for teaching and learning.
- **Empower** young people to be entrepreneurial and creative leaders of the future
- **Aspire** for young people to discover how they can be the best they can be
- **Reach** out to everyone, celebrate diversity, and leave no one behind
- **Collaborate** to develop a community of shared practice and effective partnerships for school improvement
- **Help** and support our learners, staff and families to have a voice in the community; to be actively involved, happy, safe, resilient and healthy.

These values form the foundation of our SEARCH vision. They define our community and create a space within the education system where schools can collaborate, grow, and flourish together.

Having been part of this incredible Trust for 15 years, I am deeply proud to now lead our group of ever-strengthening and expanding schools. I have seen firsthand the transformative power of our collective efforts and the boundless opportunities we provide for staff and students alike.

When you choose the SEARCH Education Trust, you are choosing to be part of an ambitious, supportive, and evolving community. Here, you will be valued, encouraged, and empowered to develop your unique talents. We are committed to supporting you every step of the way on your journey with us.

We are eager to welcome passionate, dedicated individuals who share our vision and values. Thank you for considering SEARCH Education Trust as your next career move. We look forward to receiving your application and to the possibility of working together to make a lasting impact.

Yours faithfully,

**Mrs Elen Roberts**  
**Executive Headteacher**  
**For and on behalf of SEARCH Education Trust**

## Job description

<b>Post</b>	Learning Support Assistant
<b>Grade</b>	Scale 5 Point 12 to 15 £31,524 to £32,931 pro rata, Actual salary £28,656.53 to £29,935.55
<b>Contract</b>	Permanent
<b>Hours</b>	36 hours x 40 weeks
<b>Responsible to</b>	Head of Department

### Purpose

The successful candidate will make an important contribution to the school ethos. This role helps in preparing and supporting pupils as they transition into the world of work. This role focuses on helping each young person build the confidence, skills, and knowledge they need to succeed in employment.

### Principal Accountabilities

The successful candidate will have:

- Some experience of working with pupils on the autistic spectrum;
- A flexible and proactive approach to supporting pupils with complex needs
- Ability to contribute and work effectively with other staff to ensure high quality teamwork
- Completion or the readiness to complete the LSA induction programme;
- Some understanding of the issues relating to child development and inclusion.
- Some understanding of the issues relating to child development and inclusion; adulthood, disability and employment;
- A commitment to safeguarding children and young adults.

**Main Activities and Responsibilities** - To fulfill the job specification as identified within the -Scale 5 post (below):

- To plan for and lead group or individual sessions as requested
- To supervise classes in the absence of the class teacher as directed
- To work flexibly across the 6th form or school as required within the role
- To contribute to the effective delivery of the curriculum and contribute to the development of other LSA staff, pupils, policies and programmes
- To contribute and support extra curricular activities
- To take responsibility for areas and resources of the curriculum as discussed with SLT and oversee the effective contribution of scale 4 LSA staff
- To work and contribute as a member of a designated team and to contribute positively to effective

working relations within the school and multidisciplinary teams.

- To ensure pupil individual learning programmes are being implemented successfully
- To support and facilitate good communication between LSA staff and teachers
- To reinforce and promote high quality support for learning amongst support staff
- To be a role model to others in all areas within the role
- To take an active part in training and development of other support staff
- To Support pupils with job search activities such as writing CVs, preparing for interviews, and completing job applications.
- To deliver engaging sessions on job readiness, workplace expectations, and professional behaviour.
- To collaborate with employers to create meaningful work opportunities and ensure a supportive working environment for pupils.
- To observe and track progress, offering constructive feedback and encouragement to help pupils grow in confidence and capability.
- Promote inclusion and advocate for any reasonable adjustments or supports pupils may need in the workplace.

#### **Main Activities and Responsibilities as outlined within the-Scale 5 post**

- To support pupils with SEN who have a primarily diagnosis of Autism to access the 6th form curriculum and the wider opportunities it provides
- To support the effective teaching and learning of the 6th form -curriculum
- To contribute to the learning and motivation of all pupils
- To assist with the development and implementation of education and pastoral support plans
- To build excellent relationships with pupils and work with teachers and all staff to meet their individual needs
- To promote inclusion within the wider school
- To contribute to ongoing pupil assessment and maintain any relevant data so it is kept up to date
- To Support pupils in identifying their skills, interests, and areas for development through assessments and one-to-one conversations.
- To develop and maintain excellent relationships with parents and carers to ensure that pupils are fully supported and able to enjoy and achieve
- To work to meet the learning, therapeutic and behavioral needs of pupils, including individual and small group interventions and nurture groups under the direction of a teacher
- To help the Project Instructor/teacher to help prepare pupils to access application materials such as CVs, cover letters, and online profiles.
- To support the Project Instructor/teacher to deliver job readiness workshops on topics such as interview techniques, workplace behaviour, communication skills, and time management.
- To accompany pupils to interviews or work placements where appropriate, providing support and feedback as needed.
- To monitor pupils during placements, offering guidance and encouragement to help them adjust and meet workplace expectations.
- To communicate regularly with employers to ensure placements are progressing well and that pupils are receiving appropriate support.
- To lead specific learning activities, such as reading groups as directed
- To support teaching staff in planning strategies to support pupils and complete programmes
- To promote and model good student behaviour
- To undertake other duties, such as clerical and support work and supervision as require
- To undertake other tasks or responsibilities as directed by the Head Teacher and SLT.
- To support and complying with school policies on Child Protection, Health and Safety, equal opportunities and any other policies and procedures the school has in place
- To provide high quality and flexible support in school, during educational visits and during off site learning.



### **Key Organizational Objectives**

The postholder will contribute to the SEARCH Education Trust objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the Trust's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.
- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned.

### **Safeguarding Children**

SEARCH Education Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

### **Conditions of Service**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

### **Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate, the nature of such convictions.

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.



## Person specification

Qualifications	Essential	Desirable
Completion of LSA induction programme (although this can be completed when in post)	✓	
Some additional Autism training (although this can also be completed once in post)	✓	
First aid training or the willingness to undertake it	✓	
Grade C or 4 in GCSE English and Maths	✓	
Additional NVQ qualifications		✓
Training in autism related methods such as TEACCH or similar		✓
Training in communication methods such as PECS		
Team Teach Training or similar		✓
SCERTS training or similar SALT training	✓	✓
<b>Experience</b>	✓	
Some experience of working with or caring for pupils with autism in the <u>5-18 age range</u>		
Ability to relate well to, and communicate with, children and adults		
Commitment to supporting pupils to learn and manage their autism with independence and dignity	✓	
Ability to reflect on practice and adapt communication to meet the needs of individuals	✓	
Understanding of the issues around safeguarding children	✓	
Understanding of the issues around working with pupils with Special Educational Needs, especially pupils with autism and complex needs and the strategies to support them	✓	
Understanding how the difficulties related to autism impact on children's learning , communication and social relationships	✓	
Some understanding of current educational issues, especially those related to SEN, and of the challenges and possibilities associated with inclusion within an urban environment	✓	
Understanding of the issues around working with pupils on the high		✓

functioning end of the autistic spectrum		
Understanding of delivering personal programmes for pupils and how to contribute to their ongoing assessment		✓
Experience in working within the process of appraisal		✓
<b>Personal Skills</b>		
A determination to ensure that all pupils are given the chance to succeed	✓	
Wide understanding of the difficulties associated with autism and how these inform the way in which we work with young children and young adults		✓
Commitment to equal opportunities. An empathetic approach to working with pupils with highly complex needs and challenging behaviour	✓	
Some understanding of child development	✓	
Ability to work as part of a team to ensure the best outcomes for pupils Understanding	✓	
Willingness to reflect on your own practice and develop as a professional	✓	
Ability to work autonomously and creatively	✓	
Ability to remain calm, problem solve and work collaboratively in demanding situations	✓	
Ability to work flexibly and reliably and respond to the daily demands of the role	✓	
<b>Administrative Relations</b>		
Ability to communicate and feedback in a professional manner to parents, carers, professionals and other stakeholders		✓
<b>IT Skills</b>		
Competent ability to use ICT and technology to support learning and maintain records	✓	
<b>Other</b>		
Commitment to safeguarding and promoting the welfare of children and young people	✓	



The Grove School, part of the SEARCH Education Trust, is committed to safeguarding and promoting the welfare of our students and young people. The successful applicant will therefore be required to complete checks in line with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.

We encourage applications from all sectors of the community to reflect our diverse student population.

Salary: Learning Support Assistant Scale 5 (Point 12 to 15 £31,524 to £32,931 pro rata, Actual salary £28,656.53 to £29,935.55)  
Employer: The Grove  
Location: Haringey  
Contract Term: 36 hours x 40 weeks  
Start Date: September 2025  
Closing Date: 30th June 2025

**The Grove vision is to make a difference and change lives for the better.**

We are an outstanding special school for children and young people with autism. We are a thriving school with a dedicated staff team who work hard to ensure our pupils are supported to achieve their full potential. Community values and partnership are at the heart of what we do and we are all immensely proud to be part of this successful school.

We are looking to appoint a scale 5 Learning Support Assistant who wants to be part of our vision and join our expanding team. This role will be to support the Employment/Transition 6th form class and an employability curriculum with an emphasis on preparing pupils for next steps and the world of work and independence. However, in light of the scale 5 role you may be required to work across the school where/when required. This role is an exciting opportunity to support pupils in the work place, help develop skills for work and further support life skills and travel training.

We are looking for enthusiastic and motivated staff who have an outstanding track record and are ready for an exciting new challenge. We are a strong learning community that strives to make what we offer to our staff, pupils and families the best it can be. If you share these values, then we want you to join our team!

We are committed to the development of our staff and provide a pathway for career progression such as training towards, HLTA posts, our aspiring teacher programme and routes into the teacher training apprenticeship.

The successful candidates will make an important contribution to the school ethos. Their role will include supporting pupils on a daily basis, supporting small learning groups, working with staff to ensure an inclusive approach and working collaboratively to support the learning needs of pupils on the autistic spectrum.

**The successful candidate will have:**

- Some experience of working with pupils with additional needs including autism



- A flexible and proactive approach to supporting pupils
- Ability to communicate well with pupils, teachers and adults
- Completion, or the readiness to complete, the LSA induction programme
- Some understanding of the issues relating to child development and inclusion
- Some understanding of the issues relating to adulthood, disability and employment.
- A commitment to safeguarding children.

For further information please contact our school office 020 3876 6555 or at [office@thegroveschool.co.uk](mailto:office@thegroveschool.co.uk) Application packs can also be downloaded from the school website: [www.thegroveschool.co.uk](http://www.thegroveschool.co.uk)

Completed application forms with a covering letter, addressed to The Headteacher, Lucia Santi, should be returned to the office email address as soon as possible or via TES.

Closing Date is **9am on Friday 30th June** but applications received before are welcomed and will be considered.

NB: Please note that in line with the new Keeping Children Safe in Education updates, an online search will be conducted as part of our due diligence checks on all shortlisted candidates. CV's or incomplete application forms will not be considered. Only those that are shortlisted will be contacted by the school. Applications may be considered whilst the posts are being advertised. Search Education Trust reserves the right to close adverts earlier than the stated deadline. We advise early applications are submitted.

**Please note if you do not hear from us it is likely your application has not been successful. Kindly note due to the large volume of applications we are unable to provide feedback at the initial stage.**