



St. Aubyn's School
Candidate information pack

Welcome to St. Aubyn's



At our school, we are dedicated to nurturing curious minds, fostering academic boldness, and building inclusive communities.

Through innovative teaching methods and a dynamic curriculum, we empower every child to reach their full potential and become lifelong learners and contributors to society. We embrace diversity, champion inquiry, and cultivate a culture of respect, empathy, and resilience.

As a thread through the School, the St. Aubyn's Promises guide us in our behaviour towards one another and our determination to be the best versions of ourselves possible.

We welcome your interest in joining our passionate and dedicated team of teachers and support staff, and look forward to receiving your application. If you have any questions, please do get in touch!

Aims of the School

Our aim is to create an environment where academic excellence and personal growth intertwine seamlessly. Building upon our enduring motto, "**Fortiter, Fideliter, Feliciter; Bravely, Faithfully, Happily,**" we embrace a dynamic approach to teaching and learning that honour tradition, while also embracing innovation.

Bravely

A commitment to excellence in:
Academic boldness, Championing curiosity, Broadening opportunity

Faithfully

A commitment to our citizenship in:
Community connectors, Environmental stewards, Actively inclusive

Happily

A commitment to looking after our well-being through:
Active lives, Nurturing spaces, Healthy mindsets

St Aubyn's at a glance...



Founded in
1884 and moved
to current site in
1919

Set in **eight**
acres of leafy
grounds on the
edge of historic
Epping Forest

Excellent
facilities for
sports, art, music
and **drama**

439 pupils
aged **3** to **11**



Closest stations:
Woodford, South
Woodford and
Highams Park
On the **179, 20** and
W13 bus routes

Early Years provision
nationally recognised
as a '**Significant**
Strength'
(ISI report, 2025)



Specialist teachers in
art, music, drama,
sport, IT and
languages



Staff benefits include
reduced school fees,
free car parking and
lunches



100%
of Year 6 pupils
offered places at
selective
independent
schools in 2025



Job description

Job title	Learning Support Assistant
Department	Prep or Pre-Prep
Reports to	Head of Learning Support
Line manages	N/A
Job summary To support Teaching and Learning through a combination of in-class support and resource preparation.	
Key duties and responsibilities <ul style="list-style-type: none">• Supporting individual children's learning by:<ul style="list-style-type: none">○ Clarifying and explaining instructions○ Ensuring the child can use equipment provided○ Helping the child to concentrate on and finish work set○ Developing appropriate resources to support the children• Being responsive and proactive with regard to the education and pastoral care of children.• To prompt teachers for lesson information and ask for clarification where required.• To deliver 1:1 and group learning support under the direction of the Head of Learning Support, and class teachers.• To contribute to feedback of children's progress in 1:1 support sessions• Working alongside the class teacher to assist with the general classroom display and organisation.• To provide playground supervision.• To attend training sessions and INSET days as part of professional development.• To organise learning / playing activities for groups of children and work with them on those activities.• To provide lesson cover for absent teachers.• To support the After School Care department (depending on contracted hours).• To support equal opportunities for all children and staff.• To have regard to the health and safety of all children and staff.• To be responsive and proactive with regard to the education and pastoral care of children.• Administrative tasks: filing, photocopying, assisting with stock.• To support all school policies.• Carrying out other reasonable duties as specified by the Head of Department and Class Teacher.• Set a good example in terms of dress code, punctuality and attendance.	
Safeguarding <ul style="list-style-type: none">• The postholder will be required to submit an Enhanced Disclosure and Barring Check (DBS).• The postholder is responsible for promoting and safeguarding the welfare of all children and young person's they are responsible for, or come into contact with.	

St Aubyn's policy and procedure

- The postholder is required to actively follow and abide by all St Aubyn's policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the line manager or Head of Department/Section.

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.



Person specification

Job title	Learning Support Assistant
Department	Prep or Pre-Prep

Criteria	Essential	Desirable
<p>Qualifications</p> <p>GCSE English and Maths to grade C</p> <p>First Aid qualifications</p> <p>Minimum Level 3 qualification</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p>Experience</p> <p>Experience of working with children.</p> <p>Experience of supporting learners in small groups or on a one-to-one basis.</p> <p>Experience working with children with SEND (dyslexia, ASD, ADHD, social and emotional difficulties)</p>	<p>✓</p>	<p>✓</p> <p>✓</p>
<p>Knowledge and skills</p> <p>Good personal organisation skills.</p> <p>The ability to use ICT effectively to support learning.</p> <p>The ability to comply with policies and procedures related to child protection and health and safety</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>Aptitudes</p> <p>A cheerful, friendly and enthusiastic personality.</p> <p>A positive outlook.</p> <p>An effective team member.</p> <p>Instinct and initiative.</p> <p>Punctuality and commitment to the school.</p> <p>A commitment to ensuring that all St Aubyn's pupils meet their potential.</p> <p>The potential to offer or support an after-school activity in an area of interest.</p> <p>Make the most of training opportunities to further develop their knowledge and skills to support children with Specific Learning Difficulties</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

How to apply

Visit our website at www.staubyns.com/about/vacancies and apply online.

Contact us

St. Aubyn's School, Bunces Lane, Woodford Green, Essex, IG8 9DU

020 8504 1577

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Bravely, Faithfully, Happily

