Queen Mary's
SCHOOL



Appointment of:
Learning Support Assistant
Information for Candidates



The School

Queen Mary's School is a Christian community that values, nurtures and respects every individual. It is a place where all are challenged to do their best, serve others, show compassion and act with integrity.

At Queen Mary's School, we empower pupils to grow through four core pillars of character:

Trustworthiness: To develop integrity, think independently and act with honesty, responsibility and moral purpose.

Good Hard Work: To cultivate ambition, resilience and a lifelong love of learning through high expectations and academic challenge.

Public Spirit: To inspire social responsibilities, leading with empathy and contributing positively to communities.

Good Manners: To foster a culture of kindness, respect and consideration where everyone can flourish.

Queen Mary's School is an all girls' independent boarding and day school situated in beautiful countryside, between Ripon and Thirsk. Baldersby Park, the School's current home, is a Grade 1 listed building surrounded by 40 acres of landscaped grounds, sports fields and paddocks.

Queen Mary's has a reputation for high academic achievement to add to a long-standing tradition of building all-round confidence in pupils, through a very wide range of educational and co-curricular opportunities.

Headmistress, Mrs Fe Beadnell, firmly believes in happily empowering girls from the earliest years, nurturing leadership skills and a strong sense of self so that every pupil is equipped to become who – and what – they aspire to be. Our School is a dynamic and supportive environment where academic excellence, creativity, adventure, and personal growth go hand in hand.

The School is on a very strong footing financially, with a healthy endowment and recent investment in major facilities. The Board has an exciting long-term programme of investment to sustain Queen Mary's into the future.

The School's Nursery and Pre-Prep department is co-educational, while the Prep and Senior School is for girls only and spans the age range 7 to 16. The School has a strong boarding tradition with a healthy mix of full, weekly and flexi-boarding. The boarding life of the School is a central part of the Queen Mary's culture for both day girls and boarders.

Queen Mary's is part of the Woodard Corporation, a group of 43 independent and maintained schools. Woodard Schools operate as stand-alone entities, with professional support from the centre where required. The Woodard ethos promotes Christian education and high academic and pastoral standards within all its schools.



The Role:

An exciting opportunity has arisen at Queen Mary's for a Learning Support Assistant to join our thriving independent girls' school, situated between Ripon and Thirsk.

We are looking for a committed and enthusiastic Learning Support Assistant to support teaching and learning at Queen Mary's School. You will be joining a small, busy team at a happy School which has a strong ethos of community.

Reporting to: The Deputy Head and SENCO.

The Learning Support Assistant plays a vital role in helping pupils, especially those with additional learning needs, to access education effectively.

The successful person must have good communication and ICT skills, a positive 'can do' attitude, building positive and supportive relationships when helping young people overcome barriers to learning and have the ability to remain calm under pressure.

It is vital that you are able to work both under your own initiative and as part of a team, working closely with teachers to ensure every child can participate and succeed in the classroom.

Start Date: As soon as possible / flexible

Hours of Work: Monday to Friday: 08:15 – 16:45

This is a Fixed Term role, working term-time only.
Full and Part-Time will be considered.



Overview of Responsibilities

The Learning Support Assistant role may include:

- To plan and lead timetabled small group and individual learning support sessions, focusing on literacy, numeracy, and communication and interaction / social skills
- To plan and lead timetabled small group and individual English as an Additional Language (EAL) support sessions for international pupils at the school
- To promote the inclusion and acceptance of children with SEND across the whole school
- To support Class Teachers in ensuring that the range of pupil abilities in the classroom is appropriately catered for and met with well-resourced, adapted learning opportunities
- To have an awareness of and effectively use a variety of methods to support effective learning
- To support the use of ICT in the classroom and develop pupils' competence and independence
- To be involved in keeping records and evaluating identified pupils' progress, including carrying out classroom observations, and feeding back outcomes to the Head of Learning Support
- To assist with the supervision and support of pupils during break and lunch times, in accordance with the published rota of duties
- To assist the Head of Learning Support in ensuring that all pupil paperwork relating to SEND is up to date and accurate, for example Pupil Passports, Pupil Support Plans etc.
- As necessary, to communicate with parents with support from the Head of Learning Support
- To participate in the Staff Appraisal process, attend INSET (start of term and relevant twilight sessions) and undertake Continued Professional Development
- To abide by the Staff Code of Conduct
- To be supportive of the School's aims, agreed teaching styles, methods of assessment and other policies
- To work as part of a team, in harmony with and for the furtherance of the School's ethos and declared educational aims and priorities



Person Specification

Attributes	Essential Criteria	Desirable Criteria
Knowledge	– Experience working as a Teaching Assistant across Early Years, Pre-Prep, Prep and Senior	– A relevant Teaching Assistant Qualification – First Aid Training
Skills and abilities	– Strong communication and inter-personal skills – Ability to be discreet and uphold confidentiality – Excellent time management and organisational skills – Excellent written English and attention to detail – Ability to show initiative and respond to a changing environment – Ability to work under pressure and to deadlines – Strong IT skills (GoogleDocs, GoogleClassroom, GoogleSheets, Outlook)	– Experience of working with a range of intervention programmes – Experience and/or qualifications in teaching English as an Additional Language

	– Energy, drive, enthusiasm and a positive manner	

Experience	– Ability to set high expectations which inspire, motivate and challenge pupils – Ability to promote good progress and monitor this through the setting and review of SMART targets – Ability to plan and teach well-structured one-to-one and small group sessions concurrent with the curriculum and pupils' development needs	– Experience of working in an all-age, independent, boarding school environment – Experience in a single-sex school – Previous iSAMS experience
Qualifications	– Maths and English GCSE at Grade C/Level 4 or equivalent – Prepared to undergo appropriate training as requested	
Personal circumstances	– A willingness to engage with and articulate the School's Christian values, ethos and heritage – Clear sympathy with the advantages of single sex education – Awareness of the importance of Child Protection and Safeguarding of young people – Willing to play an active part in the life of the School community – Willing to work out of hours as and when School functions occur	Current driving licence



Terms and Conditions of Employment

The following particulars do not form any part of an offer of employment. They provide guidance, without prejudice, on the likely main provisions. Terms and conditions, which will incorporate the Staff Handbook and Contract of Employment, will be issued in due course to the successful candidate.

General Notes

- The position is term time only: 34 weeks per year.
- Salary is paid in monthly instalments in arrears at the end of each month and inclusive of holiday pay; no over-time is paid.
- This is a fixed-term contract role, working during term time only until 03 July 2027.
- The hours are Monday to Friday from 08:15 to 16:45. Some flexibility will be required to allow for attendance at special events, including Open Mornings, which may take place outside these hours in the evenings or at weekends. All staff are required to attend INSET, Open Mornings, Sports Days and Speech Day.
- Lunch will be provided free of charge during term time hours of work.
- The appointee will be expected to participate in an annual appraisal.
- The appointee is required to give the School one term's notice of their intention to leave this post.
- Accommodation is not provided.

Other Benefits
Benefits of working for Queen Mary's School include:

- Significant Fee Remission (subject to criteria)
- Royal London Defined Contribution Pension

The Application Process
The closing date for applications is **12:00 noon, Wednesday, 30 September 2026**

All applications will be reviewed once submitted and suitable candidates may be interviewed before the closing date. The School reserves the right to withdraw the position if an early appointment is made. Therefore, applicants are strongly encouraged to apply early if interested.

If you are interested in applying for this role, please download and complete the application form available via the job vacancy page on our website and return it to the Headmistress: **head@queenmarys.org**

All positions within the school are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Please be aware that we do not accept curriculum vitaes. Only completed application forms will be submitted to the shortlisting panel.

Recruitment Checks
Queen Mary's is committed to safeguarding and promoting the welfare of children and young people. All shortlisted candidates will be required to complete identity, and qualification checks in line with our Safer Recruitment Policy, and references will be taken up at this stage. The successful applicant must also complete a medical questionnaire before an appointment is confirmed.

As part of our safeguarding commitment, candidates will undergo child protection screening appropriate to the role, including checks with previous employers and the Disclosure and Barring Service. All staff share responsibility for safeguarding and must adhere to the School's Safeguarding and Child Protection Policy.

No Agencies Please



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