

JUNIOR SCHOOL LEARNING SUPPORT ASSISTANT

REQUIRED FOR SEPTEMBER 2026

CANDIDATE PACK



James Allen's Junior School

JAMES ALLEN'S GIRLS' SCHOOL

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School, JAGS, provides a forward-thinking and contemporary education for over 1,100 girls aged 4 to 18.

Located in the London borough of Southwark, JAGS has a diverse school community and is committed to inclusive recruitment and inclusion in the workplace. This post presents the opportunity to work in a community without barriers to full participation. JAGS recognises that celebrating the full diversity of staff and students has a positive impact on all and invites applications from candidates from a broad range of backgrounds.

Awarded the title of London Independent School of the Year 2024 by the Sunday Times, the school has entered an exciting new phase in its development. Your input will help to bring a bold educational vision to life for all students and colleagues as we work together to develop this already exceptional school in its next chapter.



James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE

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MESSAGE FROM THE HEAD

I am delighted that you are interested in joining the JAGS community. At JAGS, it is our belief that all girls should be given the opportunity to grow and flourish in an environment where there is no limit to their ambitions.

At JAGS you will find a happy, diverse and dynamic community, rooted in academic excellence and yet fully committed to the breadth of a holistic education both in and out of the classroom. Compassion and commitment are central to our ethos, in this environment that values individuality and inclusivity.

Our school aims, both in and out of the classroom, are clear:

- To celebrate our diverse and inclusive community
- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

At the heart of all we do lies a passion for life and learning. I hope that this matches your educational vision, and look forward to welcoming you soon.

MS VICTORIA GOODSON, MA (DURHAM) QTS



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WORKING AT JAGS

Working at JAGS is about more than just working. JAGS is a community and a family that nurtures a warm and supportive environment for both the students and staff who come to learn and work here. From your first day at JAGS you will have access to some of the best educational facilities in the country and will be encouraged to take part in the many shared activities here.

JAGS works hard to attract the best staff from both the independent and maintained sectors and the benefit package is both generous and competitive. Candidates are welcome to visit JAGS prior to application should they wish to gain a greater sense of the school community.



We offer:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of considerate, creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- A diverse benefits package including:
 - Competitive salary
 - Support Staff Pension scheme with 10% employer contributions
 - Enhanced sickness, maternity and paternity pay
 - Free onsite parking and bicycle storage
 - Free gym membership with discounted family rates
 - Employee Assistance Programme
 - Free lunches, teas and coffee all year round
 - Free access to the Dulwich Picture Gallery
 - School fee discount
 - Cycle to work scheme
 - Interest-free computer loans
 - Interest-free transport season ticket loans

JUNIOR SCHOOL LEARNING SUPPORT ASSISTANT

JOB DESCRIPTION

JOB TITLE

: Junior School Learning Support Assistant

TERMS & CONDITIONS

: Term time only, 40 hours per week worked between 8:00am to 4:30pm (with 30 minutes unpaid lunch break), Monday to Friday

SALARY

: Full Time Equivalent Salary - £30,197 - £34,511 per annum, depending on qualifications and experience.

Actual Salary - £26,605 - £30,406 per annum for working 40 hours per week for 35 weeks per year, depending on qualifications and experience

Overview

The Learning Enrichment Department is an exciting and vibrant part of the school that specialises in supporting SEND pupils of all age groups from Reception to Year 6. The post holder will be responsible for the support of SEND pupils, facilitating their comprehension of lesson materials provided by the teacher, primarily in, but not restricted to, Maths and English.

Through a culture of inclusion, the Learning Support Assistant will support pupils with their learning in the classroom and, under the guidance of the SENDCo, will also support them with activities outside the classroom, helping them meet their targets.

Main Responsibilities

- To support pupils in-class, facilitating their comprehension of lesson materials delivered by the teacher
- To support pupils outside of the classroom with specific interventions / activities e.g. small group activities, as directed by the SENDCo
- To build a rapport with pupils and develop a supportive relationship through positive reinforcement strategies
- To offer 1:1 learning support and occasional small group sessions
- With training, to support with the administration of screening assessments
- To liaise with colleagues including teachers and relevant support staff so that they are up to date with the relevant pupil information
- To support teachers by sharing strategies of the best ways to support the SEND pupils they teach
- To work with pupils, parents, staff and support staff as a part of a whole school community
- To assist with devising/updating pupil profiles
- To develop/source appropriate resources to aid pupil development
- To attend CPD and relevant meetings to keep up to date with developments of the with children with Learning Differences
- To assist in reviewing pupil progress and to contribute to the pupils' annual review by writing brief reports and attending meetings
- To assist with the organisation of the learning environment to support inclusion for all pupils
- To work as part of a team to ensure that the wellbeing and personal development of the pupil enhances their learning opportunities and life skills

- To attend planning meetings with the SENDCo and Learning Enrichment Team (LET) to develop learning programmes and to assist in the delivery on a daily basis
- To provide regular feedback to the SENDCo, about any pupil's difficulties and progress.
- To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and SEND.
- To maintain confidentiality and sensitivity to the pupils' needs but have regard to the safeguarding procedures of the school.
- To participate in other such duties as may be reasonably required.

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PERSON SPECIFICATION

Operational Excellence

- Educated to at least grade 6 at GCSE in Mathematics, or equivalent experience in supporting pupils
- Educated to at least grade 6 at GCSE in English Language, or equivalent experience in supporting pupils
- Understanding of national curriculum requirements at EYFS, KS1 and KS2
- Highly organised and able to work under the pressure of a busy, inclusive Junior School
- Demonstrates an understanding of the diverse learning differences commonly seen in Junior School pupils.
- A talent for motivating and enthusing young learners to achieve their best
- Knowledge and understanding of effective teaching and learning styles and of monitoring assessment, recording and reporting of pupils' progress
- Articulate in all forms of communication; fluent and accurate written and spoken English
- Excellent digital literacy
- Educated to degree level (**desirable**)
- Knowledge and understanding of the range of underlying learning differences, including dyslexia and dyspraxia, experienced by pupils in a Junior School setting (**desirable**)
- Experience of supporting students with SEND requirements (**desirable**)
- Experience supporting pupils with specific learning needs like dyslexia and dyscalculia (**desirable**)
- Experience of working with primary school-age students (**desirable**)
- Willingness to undertake first aid training and act as a first aider (**desirable**)

Personal Behaviours

- Kindness and open-mindedness
- Intellectual curiosity, enthusiasm and a personal ethos of lifelong learning
- Resilience and optimism; someone who is willing to go the extra mile in the busy life of the school
- Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change

Ethos and Whole School Values

- The enthusiasm to assist in a strong co-curricular programme
- An individual with a genuine commitment to the wellbeing of the staff and students in their care
- Committed to operating as part of the School community
- Committed to equality, diversity, inclusion and anti-racism in the School community
- Committed to sustainability within the School community

Safeguarding and Pastoral

- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the Disclosure and Barring Service

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HOW TO APPLY

If you are interested in joining us, please complete the online application form via MyNewTerm.

Please note that applications must be submitted via MyNewTerm. CVs and covering letters sent via email will not be accepted.

All candidates must read our [recruitment policy and safeguarding \(child protection\) policy](#) before applying for any position within the School.

For further information please contact recruitment@jags.org.uk or call the recruitment team on 020 8693 1181.

Closing Date: Midday on Friday 8 May 2026
Interview Date: Week commencing Monday 11 May 2026

We recognise that celebrating the full diversity of staff and students has a positive impact on all and invite applications from candidates from a broad range of backgrounds.

To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

If you would like to request alternative application formats, please do get in touch with Recruitment at recruitment@jags.org.uk or 020 8693 1181.

L'Tanya Miller, Junior School Acting Deputy Head Academic, (recruitment@jags.org.uk) will be happy to answer any questions you may have regarding the role.

If you would like to visit the school prior to applying, please contact the Recruitment Team via (recruitment@jags.org.uk) who will be able to arrange this.

Interviews may be held at any stage after applications are received. Interested candidates are advised to apply as soon as possible. We reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.

JAGS is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service, and overseas police and regulatory authorities where relevant.

James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE



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Ages 4-18

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