



CHRIST'S
SCHOOL

APPOINTMENT OF LEARNING SUPPORT ASSISTANT

Required for September 2025

Closing date: 9am, Monday, 1st September 2025
Interviews to follow thereafter

Christ's School, Queens Road, Richmond upon Thames, TW10 6HW
Tel: 020 8940 6982 emails: hr@christs.school
www.christs.richmond.sch.uk



CHRIST'S SCHOOL



August 2025

Dear Candidate

Thank you for your interest in the position of Learning Support Assistant at Christ's School.

Christ's School is a Church of England comprehensive school for 1000 young people aged between 11 and 18. Our vision is to deliver Excellence as Standard to every member of our Christ's family: excellent leadership; excellent staff; excellent outcome and excellent partnerships.

Our school is situated on an enviable site adjacent to Richmond Park in Richmond upon Thames in South West London. We have excellent links with our feeder primary schools and the local community. We are proud to be a faith school and welcome students from Christian and other religious backgrounds.

At Christ's School we combine our expectations for students' excellent academic achievement with an emphasis on their personal growth as well-rounded individuals. Our aim is for students to become confident, successful, responsible young people, who love learning, have a desire to lead and serve and are ambitious for their own futures.

Our learning environment is inspirational, supportive and happy, and based on the Christian values of Love, Justice and Peace. We provide outstanding educational opportunities and experiences for each of our students to enable all to explore intellectually, to grow emotionally and spiritually and to achieve their full potential.

Our Behaviour for learning approach focuses on restorative practice and recognises the importance of building positive relationships with individual students. It is based on the work of Paul Dix at Pivotal Education. We are proud to be a Regional Hub School for Pivotal and have achieved their Gold Award in recognition of our work in this area.

Our results continue to go from strength to strength. We were particularly pleased with our 2021 Ofsted inspection. This was a section 8 inspection, and as such, the overall grading cannot change and so we remain a 'Good' school. The inspection recognised the significant progress we have made as a school since our last Ofsted in 2016. The inspectors captured our ethos and unique identity very quickly during their inspection, and the dedication our staff have to ensuring students are valued and celebrated every day, was recognised so strongly. "Pupils say being at Christ's School is like belonging to a large family. They want to achieve their best. Pupils are happy and feel very safe here [and] are proud to be members of this school. The school welcomes and values all pupils. Pupils behave well. They respect each other and show kindness and consideration to all" and "staff are proud to work at the school". Our SIAMS inspection report also found the school to be outstanding at meeting the needs of all learners.

Applications should be sent in the form of a completed online application form including a supporting statement. This should outline how your skills and experience fit the job and person specifications, the impact you have made in your current/most recent role and should be no longer than 3 sides of A4, font size 12.

Please email completed applications to Mrs Julia Ralph - hr@christs.school. We are looking for completed application forms (email only) to be returned by **9am on Monday, 1st September 2025. Interviews to follow thereafter.**

Early applications are welcome and we reserve the right to appoint before the closing date if we find a suitable candidate.

Christ's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Christ's School is an Equal Opportunities employer as detailed in our Equal Opportunities Policy.

Shortlisted candidates will be subject to online checks, with any resulting concern/queries to be addressed at interview.

Any appointment made will be subject to checks those details given on the application form are as stated. It will also be subject to receipt of a satisfactory medical disclosure form. Before an appointment can be confirmed a DBS enhanced disclosure will be required.

Please visit our website where you will be able to find out more about our school, ethos, and vision. If you have any queries about the application process or would like to arrange an informal visit, please contact Julia Ralph on 0208 439 9652.

At Christ's we deliver Excellence as Standard. If you believe you can help us realise our vision, we look forward to hearing from you.

Yours sincerely,

**Helen Dixon (Mrs)
Headteacher**

Job Description: Learning Support Assistant

Job Title: Learning Support Assistant (LSA)

Salary/Grade: NJC range 7 to 10 / £19,254.87 (actual) - FTE £29,346 to £30,630

Hours: 39 weeks (term time only) / 27.5 hours a week / 08.30 to 15.00

Contract Type: Fixed term – 1 year (this post is subject to funding and there may be the possibility to extend the term)

Accountable to: Higher Level Teaching Assistant/SEN Team Leader

Work in partnership with: HLTAs, LSAs, SEN Team Leader, external agencies, class teachers, Heads of Department, Form Tutors, Key Stage Leaders.

Mission

At Christ's School we combine our expectations for students' outstanding academic achievement with an emphasis on their personal growth as well-rounded individuals. Our aim is for students to become confident, successful, responsible young people, who love learning, have a desire to lead and to serve, and are ambitious for their own futures.

Our learning environment is inspirational, supportive and happy, and based on the Christian values of Love, Justice and Peace. We provide outstanding educational opportunities and experiences for each of our students, to enable all to explore intellectually, to grow emotionally and spiritually and to achieve their full potential.

Our ambition is that Christ's is a community where students:

- achieve their full academic, sporting, musical and artistic potential
- have a life-long curiosity and passion for learning
- are creative thinkers, capable of taking risks in their learning and of studying independently
- are spiritual individuals, compassionate and sensitive to the needs of others and of self
- embrace diversity and have a commitment to equality and inclusivity
- are considerate, polite and always act respectfully towards others
- develop personal qualities of leadership, courage, integrity, resilience and determination
- make a positive contribution to their community and to society as a whole
- are team players, who work collaboratively to achieve shared goals
- feel comfortable socially and express themselves confidently in a range of situations.

Job Purpose:

To work as part of the Intervention Team in supporting students with specific needs, in particular those who have EHCPs or who have been identified as 'SEN Support' in both mainstream and withdrawal classes.

Duties and responsibilities:**In relation to the individual student:**

- To develop an in depth understanding of the special educational needs of the student/s concerned
- To take into account the student/s' special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials
- To build and maintain successful relationships with student/s, treat them consistently, with respect and consideration
- To be an advocate for students with special educational needs
- To have regard for the student/s' safety and well-being at all times
- To help promote independent learning
- To help reinforce learning
- To remove barriers to learning
- To assist students with physical needs as appropriate
- To help students record work in an appropriate way
- To develop study and organisational skills
- To help keep the students on task and build motivation
- To model good practice
- To help build the student/s' confidence and enhance self-esteem
- To support student/s with pastoral issues

In relation to the teacher:

- To promote an understanding of the student/s' needs
- To have formal and informal meetings with teachers to contribute to planning lessons/ activities
- To prepare appropriately differentiated materials and resources
- To prepare students prior to a task
- To supervise practical tasks
- To be involved in keeping records and evaluating identified students' progress

In relation to the school:

- To support the Christian ethos of Christ's School
- To show absolute commitment to the protection and safeguarding of children and young people
- To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate

- To support implementation of school policies and procedures, including those relating to confidentiality and behaviour
- To identify personal training needs and to attend appropriate internal and external in-service training
- Any other tasks as directed by the SEN Team Leader/Head teacher, which fall within the purview of the post

Appraisal arrangements:

- Annual formal review of performance with HLTA line manager
- Fortnightly meeting with line manager
- Bi-annual observation of classroom support work by HLTA, SEN Team Leader or peer

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be agreed at the request of the Headteacher or the incumbent of the post.

Christ's School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers through the Disclosure and Barring Service.

Christ's School's Equality Statement

Christ's School is committed to positively tackling discrimination in all its forms and works to ensure that all sections of the community have fair and equal access to and experience within employment. We welcome applicants from all backgrounds and communities, in particular those that are currently underrepresented in our workforce: we are respectful of all individuals' race, age, religion, gender identity, sexual orientation, caring responsibilities, disabilities and cultural background.

Person Specification – Learning Support Assistant

The person appointed will be able to engage and challenge students to enable them to achieve their best.

The successful candidate should possess the following:

<u>CRITERIA</u>	Essential / Desirable		Assessed by application / interview process	
	E	D	A	I
<u>QUALIFICATIONS AND REQUIREMENTS</u>				
Good general education	√		√	
GCSE grade B or equivalent in Maths and English		√	√	
Education to A level or further education		√	√	
Evidence of qualification in SEN		√	√	
A commitment to the protection and safeguarding of children and young people	√			√
An understanding and commitment to the Christian ethos of the school	√		√	√
<u>KNOWLEDGE AND UNDERSTANDING</u>				
Understands how best to engage with young people to help them achieve their potential		√	√	√
An understanding of general SEN and how best to support these needs		√		√
A commitment to the values of comprehensive education	√		√	√
<u>SKILLS AND EXPERIENCE</u>				
Evidence of having worked with children in some capacity; this could be as a parent/carer	√		√	√
Relevant work experience in a similar environment		√	√	√
A commitment to the protection and safeguarding of children and young people	√		√	√
A positive interest in working with children, especially teenagers	√		√	√
Ability to work independently and as part of a team	√		√	
Basic IT skills		√	√	

<u>PERSONAL ATTRIBUTES</u>					
Excellent punctuality and professional conduct	√			√	√
A positive and optimistic approach	√				√
Good interpersonal skills	√			√	√
A commitment to a team ethos	√			√	√
Professional integrity and honesty	√			√	√
Ability to meet deadlines	√			√	√
Self-motivated with an ability to use own initiative	√			√	√
An ability to develop positive relationships with all of the Christ's school community	√			√	√
Ability to work calmly, with patience and perseverance	√			√	√