



Have faith...believe you can!



Learning Support Assistant

Application Pack

June 2025

Dear Applicant,



RE: Learning Support Assistants

We are seeking to appoint enthusiastic and conscientious Learning Support Assistants to join our growing Learning Support Department. The successful applicants will be required to work across all subjects, supporting students within the classroom and taking responsibility for small group interventions. You will work closely with the Age Phase Coordinators and the SENCO.

The post is available on a permanent basis for 31.75 hours per week, for 39 weeks term-time. The core hours of work are Monday 8.15am to 3.45pm; Tuesday to Friday 8.45am to 3.45pm.

The successful candidate will spend the majority of the working day in lessons supporting students, so the ability to feel confident in the presence of and communicating with young people is essential. You will work closely with teachers to help modify work, feed back on progress and ensure the learning environment allows for excellent progress and learning for all. Excellent verbal and written communication skills, along with the ability to stay positive are essential.

St John the Baptist is a highly successful school where you can flourish and develop your career. It is a school where teachers can teach effectively in classrooms with students that have a real thirst to learn. Furthermore, it is a place where you will be valued, and your wellbeing is considered as being of great importance. We believe the most effective learning takes place when staff feel happy, supported and appreciated, and we understand the vital role that support staff play in ensuring this. If you would like to know more about the role, please contact Lisa Kenny, the SENCO (l.kenny@sjb.surrey.sch.uk).

SJB is a highly successful, over-subscribed, mixed Catholic comprehensive school of approximately 1500 students. We are part of the Xavier Catholic Education Trust; a group of sixteen schools in the Diocese of Arundel and Brighton who have come together to work collaboratively for the benefit of all the children they serve. The Trust's aim is to provide a caring and supportive environment within which all children receive the best possible education.

We are located just outside Woking town centre, and a 15-minute walk from the train station (22 minutes from London Waterloo on the train). We have 240 students in each of Years 7 to 11 and over 300 in the Sixth Form; although we expect that to grow over the next five years to around 400 as demand for post 16 provision in the local area is increasing.

Our staff are vibrant, enthusiastic and passionate about ensuring our students get the very best deal, and we work hard to ensure they are supported and cared for. The School Leadership Team see it as their role to serve the staff, and ensuring an effective work-life balance for all is key in that. Our staff enjoy working here because our standards, facilities and staff wellbeing are excellent; and because we like to have fun!

We are also exceptionally fortunate to work with such brilliant students; they are a pleasure to teach and make excellent progress. If you come to visit us, you will see that they are happy, hard-working and very positive about the school and learning. We want all our children to grow into happy, confident, resilient and articulate young people who leave SJB equipped to lead fulfilling lives and make a positive contribution to society. Everything we do is with that aim in mind, and we always seek to 'do what is best for the children' and as a result they thrive and achieve their potential. During the 2023-24 public exams our Year 11 students achieved a Progress 8 score of +0.73; with 90% of all grades 4+; 43% of all grades 7+; 78% achieving 5+ grades in English and Maths. Post-16 results were also very strong with 42% A*-A grades and 89% gaining A*-C grades at A Level.

Technology at St John the Baptist School is a major part of teaching, learning and school/teacher administration. We have developed a strong 'can do' approach to supporting staff which encourages everyone to embrace the possibilities that technology has to offer within the school for teaching, learning or administration. Every child has their own iPad which they use to support their learning (as do teachers). We have developed several 'in-house' apps for both staff and students and are always seeking new opportunities to improve our use of technology. We are a designated Apple Distinguished School. The ideal candidate will have a good grasp of technology and be keen to develop this within their teaching. However, full training will be provided for all new staff.

We are very committed to improving the whole school system and have a long-standing history supporting other schools and the development of teachers for many years as Teaching School and now as a lead school in the Xavier Teaching School Hub. We also lead the NEHS Maths Hub and have strong links with Teach SouthEast SCITT. This means we are able to offer our staff new opportunities in: training future teachers; developing Maths teaching across all phases; and supporting local primary and secondary schools. We currently have a number of staff that work in a variety of capacities in other schools. We work hard to offer development to all stages of a teacher's career; from initial teacher training to NPQH for prospective Headteachers.

We are very proud to have been recognised as "transforming" under the SSATs Framework for Exceptional Education in all twelve aspects of our practice including: climate for learning; culture of reflection; professional learning; variety of teaching; wellbeing and leadership through moral purpose. The first school in the country to do so!

Support for staff is exceptional and there are significant opportunities for professional development at all levels. The school is fully staffed, partly because staff know that they can concentrate on teaching and are very well supported. We have a well-established programme of support for newly appointed staff, which enables them to settle into the school routine quickly and effectively.

As an employee at SJB, we offer an excellent benefits package including:

- Corporate discount package provided by Edenred (including pre-tax car scheme, cycle-to-work scheme, dental insurance and many other retailer discounts)
- Flexible opportunities for part-time staff
- New staff induction
- Mentor/Coach
- Excellent training and professional development opportunities both within the school and across the Trust
- Generous Pension Scheme (LGPS)
- Ability to book MOT through the school with onsite pick-up/drop-off
- Free annual flu vaccination
- Excellent onsite catering facility
- Free use of the onsite gym (6-8am and 5-8pm weekdays)
- Weekly dry-cleaning pick-up/drop-off service
- Tax free Apple laptop/desktop purchasing scheme with optional payment plan
- Regular staff social events
- Discretionary time off for one-off, special events
- Opportunities to shape the future of our school – staff voice/feedback is incredibly important to us.

Working in a Catholic school is unique. The Christian ethos is at the core of everyday life at SJB and is one of our greatest strengths. Visitors frequently comment on the care, compassion and real sense of community that permeates everything that we do. We appoint members of staff, who, whatever their beliefs, support the ethos of our school and will always put our children first.

Expectations are incredibly high here at SJB. We expect the very best from and for our students and we expect the same of ourselves as staff. All the staff at SJB are highly valued and contribute in various ways to the overall success of our students. If you feel you would like to know more about this opportunity to join the SJB community, you are welcome to visit and look round the school at any time.

Below you will find the full person specification and brief overview of the role. To apply, please complete the online application form on TES. Alternatively, an application form is available on the school website under the vacancies section. (CVs are not required) and return it to jobs@sjb.surrey.sch.uk. We welcome all applications, including those from people of different religious or ethnic backgrounds.

In conclusion, we believe this a truly fantastic place to work and we are confident that you will too if you take the time to come and meet us! Thank you for your interest in this post and the school. I look forward to reading your application.

Yours sincerely,

James Granville Hamshar
Headteacher

Application & Selection:

We reserve the right to interview and appoint this position ahead of any advertised application closing date should appropriate candidates be found. Therefore, it is advisable to submit an application as early as possible.

Please complete the online application form on TES. Alternatively, application forms are available to download from our website: www.sjb.surrey.sch.uk. Completed applications, or any queries regarding the role or your application, should be sent via email to jobs@sjb.surrey.sch.uk or via the School Office on 01483 729343. Please note that CVs will not be accepted on their own. Shortlisted candidates will be notified, invited for interview and references will be taken up immediately unless otherwise requested.

St John The Baptist School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The School encourages all candidates to be familiar with the following documents: Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2023; and Safeguarding and Child Protection Policy.

In line with the General Data Protection Regulation (GDPR), the School asks candidates to consider the Privacy Notice for Job Applicants. The documents listed above are available on the School's Policies page. Any future offer of employment remains subject to satisfactory pre-employment checks, including enhanced DBS clearance, a health check and references.

Job Description

Purpose: To support students in accessing the learning, and help teachers create an environment where students with additional learning needs can thrive and achieve their potential.

Role: Learning Support Assistant

Responsible to: Relevant Age Phase Coordinator and SENCO

Salary: SP4 (£24,275 to £25,993 FTE – this is an actual salary of £18,418 to £19,722 based on 31.75 hours p.w. for 39 weeks p.a.)

Contract: Permanent contract. 31.75 hours per week, for 39 weeks term-time. The core hours of work are Monday 8.15am to 3.45pm; Tuesday to Friday 8.45am to 3.45pm.

Start date: 2 September 2025

Responsibilities:

1. Provide effective support to the students with special educational needs so that they can access the learning and make excellent progress. The majority of the time will be offering in-class support with direction from the teacher.
2. Promote independent learning by encouraging students to take personal responsibility for their learning.
3. Provide timely and effective feedback to the class teacher on progress made or barriers to further learning and progress.
4. Modify work to meet the needs of the young person you are working with.
5. Support the teaching team to ensure that the learning environment is appropriate, safe and engaging to allow for excellent progress in learning.
6. Collaboratively participate in planning and preparations to ensure clear knowledge of what is expected of students in relation to their learning and progress.
7. Contribute to behaviour management of students through implementing school policies, deploying appropriate de-escalation techniques and managing students through your knowledge of them.
8. Be aware of and fully implement the school's policies at all times, including safeguarding.
9. Attend and contribute to student review meetings where appropriate.
10. Participate in and engage fully with the professional development opportunities that are available including (but not limited to) appraisal, coaching, online learning, observations, INSET and after school (CPD).
11. To keep up with the developments and changes in the SEND Code of Practice.
12. To carry out any other duties as specified by the Age Phase Coordinators, SENCO or School Leadership Team.

SJB Person Specification – Learning Support Assistant

	Essential	Desirable	Evidence
Education & training			
GCSE pass in English and Maths or equivalent	○		Application form and references Certificates
Professional knowledge & skills			
An ability to manage students effectively, thereby developing positive working relationships.	○		Application form Lesson observation

Well-developed interpersonal and communication skills.	<input type="radio"/>		Interview	
Ability to communicate clearly in writing and verbally.	<input type="radio"/>			
Experience of working effectively with SEND students.		<input type="radio"/>		
Knowledge of the SEND Code of Practice		<input type="radio"/>		
Personal qualities				
Support the Catholic ethos of our school.	<input type="radio"/>		Application form	
A desire to make a difference to the lives of young people.	<input type="radio"/>		References	
Belief in the importance of high expectations.	<input type="radio"/>		Interview	
Energy, enthusiasm and passion.	<input type="radio"/>			
Able to work as part of a team.	<input type="radio"/>			
Excellent time-management and self-organisation; the ability to meet deadlines.	<input type="radio"/>			
Resilient and an ability to work calmly and effectively under pressure.	<input type="radio"/>			
Evidence of commitment to working until the job is completed to a high standard.		<input type="radio"/>		
A willingness to learn and the desire to improve own practice.	<input type="radio"/>			
A willingness to support the running of extra-curricular opportunities before, during and after the school day.		<input type="radio"/>		
High expectations of self and others.	<input type="radio"/>			
Able to follow processes and procedures carefully with precision.	<input type="radio"/>			
Good sense of humour.	<input type="radio"/>			
Safeguarding & promoting welfare of students				
Motivation to work with students and staff.	<input type="radio"/>			References
Ability to form and maintain appropriate relationships and boundaries with students.	<input type="radio"/>		Interview	
Emotional resilience in working with challenging behaviours.	<input type="radio"/>			
Attitudes to use of authority and maintaining discipline.	<input type="radio"/>			
To be aware of and comply with policies and procedures relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.	<input type="radio"/>			

St John the Baptist School – Elmbridge Lane – Woking – GU22 9AL

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