The Latymer School

Founded 1624

CANDIDATE PACK



Vacancy Learning Support Assistant (LSA)

Deadline Wednesday 25 November 2026



Welcome

Qui Patitur Vincit

Thank you for considering applying for the role of **Learning Support Assistant** at The Latymer School, North London. We are seeking reliable, caring and attentive individuals who can play an important role in supporting students with their learning and development. Learning Support Assistants work closely with teachers to provide individual and small-group support, helping students to access the curriculum, develop their confidence and achieve their potential. The role requires patience, flexibility and a positive approach, as well as the ability to build supportive relationships with students and contribute to an inclusive learning environment.

The Latymer School offers students a stimulating learning environment, complemented by a wide range of activities that promote personal growth. We are committed to the development of every pupil and believe that our supportive and welcoming community enables this to happen. As a Learning Support Assistant, you will contribute to this environment by working alongside teachers to support students in their learning, helping them to build confidence, develop their skills and achieve their potential.

As a selective state grammar school, our students achieve impressive outcomes placing us as one of the top state schools in the country for academic achievement. Our students progress to a range of competitive destinations, including a high number of students securing places at Oxbridge or on medical related courses. However, we are not solely academic, but are also driven by a desire to ensure we offer rich opportunities for personal development, including ones focused on building confident and considerate young people. Our school motto translates as ‘Who endeavours win’ which reflects our key values of hard work, dedication and grit. The successful candidate will have a firm grasp of how an established personal development and extracurricular programme can support academic success.

The Latymer School is a high achieving selective grammar school with a great tradition of success. We aim to provide a first-class education for all students. In the academic year 2025/26 our GCSE results were outstanding, with 35.8% of students achieving a grade 9, 66.3% achieving level 9/8, and 84.8% achieving level 9/8/7. At A Level 27.9% of grades were A*, 63.6% were A*/ A, and 86.4% were A*-B. As in previous years, the majority went on to attend the country's top universities, and a large number were successful in their applications to Oxford or Cambridge.

While we are committed to developing pupils’ intellectual abilities and celebrating academic achievement, we want students to have a real thirst and love for learning so that they are well equipped for life after Latymer. However, the school prides itself on much more than its exam results. As our mission statement asserts, we aim to provide 'a first class liberal education', develop 'lively enquiring minds', and encourage students to 'achieve their full potential and show consideration for others'. Staff at Latymer foster an academic environment that takes students well beyond the classroom curriculum offerng a wide array of exciting and worthwhile extra-curricular activities in areas such as music, drama, sport, and chess.

We look forward to welcoming you to our inclusive community and receiving your application for the post.

Joseph Gilford, Headteacher.

The Role

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Role: Learning Support Assistant
Required: Monday 4 January 2027 (subject to pre-employment checks)
Salary: Scale 4, Point 7 - 11 (£24,298 - £25,726) Outer London
Days: Monday to Friday
Hours: 32.5 hours per week. 8:30 AM – 3:30 PM, with a 30-minute unpaid lunch
Contract: Term Time Only, fixed-term contract until 31 August 2028, with the possibility of an extension or permanent appointment

We are seeking to appoint a caring, reliable and enthusiastic Learning Support Assistant to join our small and supportive Learning Support Department. Working under the guidance of the SENCo and alongside the existing Learning Support Assistant and teaching staff, you will play an important role in supporting students with additional learning needs, helping them overcome barriers to learning and make the most of their education.

The Learning Support Department supports students across the whole school, taking a needs-led approach and recognising that every student is different. As a grammar school, our students are academically able but may have a range of learning, social and emotional needs. Support is tailored to the individual and may include working with students in lessons, during break and lunchtime, or as part of small intervention groups. The focus is on helping students develop their confidence, organisation and independence, supporting their wellbeing and ensuring they can access mainstream lessons.

The successful candidate will work closely with the SENCo, the other Learning Support Assistant and teaching staff. You will also act as a key worker for named students, building positive relationships and providing a consistent point of contact for the young person and their parent or carer. The department also works closely with teaching staff, providing guidance and advice to help them understand and respond to individual student needs.

We are looking for someone who is patient, approachable and understanding, with a good awareness of special educational needs and an interest in supporting young people both in the classroom and through individual or small-group work. Previous experience in a school or learning support setting would be beneficial, but a positive attitude, flexibility and a willingness to learn are equally important.

This is an excellent opportunity for someone who enjoys working with young people and wants to make a positive contribution to their learning, social and emotional development.

You will be joining The Latymer School at an exciting time as we work towards completing the build of our new, modern and impressive Library and Learning Resource Centre. Moreover, as we enter our 403rd year, we are extremely proud of our history and tradition, whilst also seeking to continue to modernise and ensure every aspect of our school prepares our young people well for life in modern Britain.

If you are interested in this role and would like to make a positive contribution to students' learning, wellbeing and development, we would welcome your application.

Job Description

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This job description outlines the main responsibilities common to the role of an **Learning Support Assistant**. However, duties may be reviewed and updated from time to time in consultation with the post holder to reflect the needs of the school.

Title of post	Learning Support Assistant
Reporting to	SENCo
Job Purpose	The core purpose of the Learning Support Assistant is to support the SENCo in providing assistance to students with special educational needs (SEN) across the school. Working as part of a small Learning Support Department, you will help students access their learning, develop confidence and independence, and support their social and emotional wellbeing through individual support, classroom assistance and small-group interventions.
Main Areas of Responsibility	**Supporting Students' Learning** • Work alongside teaching staff to support students with SEN in accessing classroom learning and activities • Provide support to individual students and small groups, both in lessons and through planned intervention sessions • Help students understand instructions, organise their work and manage tasks • Support teachers in making appropriate adjustments to learning activities and the classroom environment to meet individual student needs • Follow student profiles, EHCPs and SEN Support Plans, putting agreed strategies and targets into practice • Deliver agreed interventions and programmes to support learning, communication, social skills and emotional development • Monitor and record students' progress during interventions and provide feedback to the SENCo and relevant teaching staff **Pastoral Care and Wellbeing** • Provide support to students with social, emotional and pastoral needs, helping them to feel settled and included in school • Act as a key worker for named students, providing consistent support and acting as a point of contact for the student and, where appropriate, their parent or carer • Support students with transitions, changes to routine and situations where additional guidance or reassurance is needed • Liaise with parents and carers about individual students under the direction of the SENCo, as appropriate • Provide support and supervision during break and lunchtime, and at other times as required • Pass on any concerns about a student's welfare, learning or progress to the SENCo, relevant Head of Year or Safeguarding Team

Job Description Continued...

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Main Areas of Responsibility	**Working with Staff and the Learning Support Department** • Work closely with the SENCo, the other Learning Support Assistant and teaching staff to provide consistent support for students • Share relevant observations and information with the SENCo and teaching staff to help inform student support • Contribute to student reviews, reports and assessments by providing information about students' needs, progress and response to support • Attend annual reviews and other meetings relating to students' support arrangements, as required • Assist with the preparation, organisation and management of learning resources and intervention materials • Attend relevant meetings and training relating to the role and the needs of individual students **General Duties and Responsibilities** • Support students during educational visits, activities and wider school events, as required • Assist with the arrival and departure of students where necessary • Undertake other reasonable duties appropriate to the role, as directed by the SENCo or Headteacher • Follow school policies and procedures, particularly those relating to safeguarding, health and safety, equality, inclusion and confidentiality

Person Specification

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It is essential that your application includes evidence of your experience against the requirements of the person specification, and the interview process will be designed with a view to assessing this evidence.

Qualifications

- GCSEs (or equivalent) in English and Maths at grade 4/C or above are essential
- Relevant qualifications or training in education, childcare, special educational needs or supporting young people would be desirable
- Evidence of a commitment to ongoing learning and professional development

Special Aptitude

- An understanding of special educational needs (SEN) and how these may affect students' learning, behaviour and wellbeing
- A genuine commitment to supporting students with a range of learning, social and emotional needs
- Understanding of the importance of safeguarding and promoting the welfare of children and young people
- Ability to support students in accessing the curriculum through appropriate adjustments, strategies and interventions
- Ability to motivate, encourage and support students to develop their confidence, independence and achieve their learning and behavioural targets
- Ability to work with individual students and small groups, supporting classroom learning and delivering agreed interventions
- Ability to observe, monitor and record student progress and provide relevant feedback to the SENCo and teaching staff
- Understanding of the importance of individual student profiles, EHCPs and SEN Support Plans
- Ability to communicate effectively with students, parents/carers and teaching staff, demonstrating sensitivity and professionalism
- Understanding of equality, diversity and inclusion and a commitment to ensuring all students are treated fairly and with respect
- A willingness to undertake relevant training and follow guidance from the SENCo and other professionals

Interpersonal Skills

- Good organisational skills and the ability to use initiative
- Good verbal and written communication skills
- Good ICT skills and confidence in using technology to support students' learning
- Ability to work effectively as part of a small team, as well as independently when required
- Patience, understanding and a positive approach when working with young people
- Ability to build and maintain appropriate relationships and professional boundaries with students
- Ability to maintain confidentiality and handle sensitive information appropriately
- Emotional resilience and the ability to remain calm and supportive when dealing with challenging situations

Person Specification Continued...

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- Ability to adapt to changing circumstances and respond to the individual needs of students
- Good interpersonal skills, with the ability to develop positive working relationships with colleagues, students and parents/carers
- A willingness to reflect on practice, accept feedback and develop skills
- A commitment to the values, ethos and behaviours of The Latymer School

Conditions of Service

- The successful candidate will be required to complete an Enhanced DBS check and satisfactory pre-employment checks, including references, before commencing employment
- The post holder will be required to undertake relevant safeguarding and other training as directed by the School
- The post holder will be expected to comply with all school policies and procedures, particularly those relating to safeguarding, health and safety, equality, diversity and confidentiality

Candidate Application

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To find out more about The Latymer School, please visit our website by clicking **here.**

How to apply:
Please click on the **link** to create an account on MyNewTerm and submit your application.

Closing date: 10 AM on Wednesday 25 November 2026.

We expect **interviews** to take place during the week commencing 30 November 2026. Applications will be considered upon receipt, and the vacancy may close early if a suitable candidate is appointed before the closing date. Early applications are therefore encouraged.

The Latymer School is committed to safeguarding and promoting the welfare of young people. We expect all staff to share this commitment. Any offer of employment is subject to a satisfactory 'Enhanced with a Barred List Check' through the Disclosure and Barring Service.

As part of our selection and appointment process, and in accordance with Keeping Children Safe in Education guidance, we are required to conduct online searches on all candidates in order to identify any incidents or concerns which are publicly available online. By submitting and signing your application, you acknowledge that such searches will be conducted as part of the selection and appointment process.

The Latymer School is an equal opportunities employer.