



KING EDWARD'S SCHOOL  
BIRMINGHAM

## Learning Support Assistant

**King Edward's School in Birmingham, one of the best independent day schools in the country, seeks a Learning Support Assistant from 1<sup>st</sup> September 2026.**

**Job title:** Learning Support Assistant

**Hours:** Full-time (37 hours per week), term-time only

**Salary:** Grade 6 SCP15 £24,485 per annum based on hours shown above (FTE £31,186)

**Benefits:** Enrolment into a generous Defined Contribution pension scheme  
60% off school fees at King Edward's School and King Edward VI High School for Girls (subject to admissions criteria)  
Free on-site parking  
Free lunches in term-time  
Use of the onsite gym and swimming pool

**Start date:** 1<sup>st</sup> September 2026

### Key Responsibilities

In relation to individual pupils:

- Develop an in depth understanding of the special educational needs of the pupils concerned
- Take into account the pupils' needs and ensure their access to the curriculum through appropriate clarification, explanations, equipment and materials
- Build and maintain successful relationships with pupils, treat them consistently, with respect and consideration
- Be an advocate for pupils with special educational needs
- Deliver small group interventions to pupils
- Effectively manage the school's dedicated SEND Space
- Help promote independent learning, and build pupils' confidence and enhance self esteem
- Liaise with departments on behalf of the pupil
- Remove barriers to learning
- Assist pupils with physical needs as appropriate
- Help pupils record homework in an appropriate way
- Help keep the pupils on track and build motivation in order drive progress and complete assignments such as coursework
- Help to provide access arrangements for examinations



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- Communicate with parents in collaboration with the SENDCo and pastoral team
- Support pupils with pastoral issues
- Support whole school events e.g. Neurodiversity Week

To support the teaching team, if required, to:

- Promote an understanding of the pupils' needs
- Have formal and informal meetings with teachers to contribute to planning lessons/activities
- Prepare appropriately differentiated materials and resources
- Prepare pupils prior to tasks in a lessons
- Help to prepare pupils for tests and exams
- Be involved in keeping records and evaluating identified pupil's progress

Support the school by:

- Working as part of the team in relation to individual pupils, liaising, advising and consulting where appropriate
- Identifying personal training needs and attending appropriate internal and external in-service training
- Be aware of the school's policies and procedures
- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and students on visits, trips and out of school activities as required
- Safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures
- Undertake any other relevant duties commensurate with the grading of the post which from time to time may be required by the Chief Master/Assistant Head Inclusion/SENDCo



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**Person Specification**

<b>Criterion</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
GCSEs (or equivalent) in English and Maths	✓	
Willingness to undertake relevant training (e.g. safeguarding, SEND support)	✓	
Degree or relevant qualification (e.g. Education, Psychology, SEN, Childhood Studies)		✓
Teaching Assistant / Learning Support qualification		✓
<b>Experience</b>		
Experience of working with children or young people (paid or voluntary)	✓	
Experience supporting pupils in a school or educational setting	✓	
Experience working with pupils with SEND (e.g. ASD, ADHD, dyslexia, SEMH)	✓	
Experience supporting learning in a secondary school environment		✓
Experience of working one-to-one and in small groups		✓
<b>Knowledge and Skills</b>		
Understanding of the role of a Learning Support Assistant within a classroom	✓	
Ability to support pupils' learning, engagement and inclusion	✓	
Good communication skills with pupils, staff and parents	✓	
Ability to follow guidance from teachers and the SEND team	✓	
Good organisational skills and attention to detail	✓	
Ability to maintain confidentiality and professional boundaries	✓	
Knowledge of SEND support strategies and reasonable adjustments		✓



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## How to apply

To apply for this role, please forward a completed application form and equal opportunities form (both available for download [here](#)) and a covering letter addressed to the Deputy Head (Pastoral) by email to: [recruitment@keschools.org.uk](mailto:recruitment@keschools.org.uk)

If you have any queries about the role or would like to discuss it in more detail, please contact Kate Wright (Assistant Head- Inclusion, KES & KEHS): [k.wright@keschools.org.uk](mailto:k.wright@keschools.org.uk)

The deadline for applications is 8 am on Friday 8<sup>th</sup> May 2026, however, applications will be reviewed on receipt and so early applications are encouraged. We reserve the right to bring forward the closing date and interview date if sufficient applications have been received.

Interviews will provisionally take place on Thursday 14<sup>th</sup> May 2026.

*King Edward's School and King Edward VI High School for Girls are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants invited to interview will be required to provide proof of identity, preferably a birth certificate, although where this is not available, we will accept other forms of ID. Online searches will also be carried out for all shortlisted candidates, as required by Keeping Children Safe in Education. Successful candidates will be required to undergo an enhanced DBS check and other pre-employment checks. A copy of the School's Recruitment, Selection and Disclosure Policy is available on the websites [www.kes.org.uk](http://www.kes.org.uk) or [www.kehs.org.uk](http://www.kehs.org.uk)*