



# Learning Support Assistant

(One Year fixed term with potential to extend)

**Starting 1 September 2026**

**Closing date: 14 June 2026**  
**Interviews: To be confirmed**



**John Hampden  
Grammar School**

# Our School

Welcome to John Hampden Grammar School – a thriving, innovative boys Grammar School where everyone can **#BeMore**. We are a friendly and caring community of over 1200 boys and 125 staff who all support each other to be the best we can be.

John Hampden really is a special place to work and this was recognised in our Outstanding Ofsted report in September 2022. The report noted that our boys are **“ambitious, confident, happy and kind”** and **“they behave exceptionally well and display exemplary character”**. In addition **“teachers challenge and nurture all pupils”** and **“Leaders have designed a rich and ambitious curriculum for all year groups and for all pupils, including for those with special educational needs and/or disabilities (SEND).”**

We are not an 'exam factory' and recognise that a student's mental wellbeing and happiness contributes to their overall success. The JHGS staff, parents/guardians and Governors are committed to ensuring that every student exceeds his potential whilst having the time of his life, making memories, and building skills to equip him to be successful through his future years.

Staff are supported in their roles through Department Heads, and SLT links, with wellbeing at the heart of staff satisfaction and the positive morale which we pride ourselves on. A comprehensive CPD programme allows for staff members to grow personally and professionally and broaden their skills in their specialist areas allowing them to #BeMore in ways individual to them and their personal and department goals.

I look forward to receiving your application to join JHGS.

**Miss Tracey Hartley,**  
Headteacher



**#BeMore**



September 2022



In partnership with  
**NATIONAL  
CHILDREN'S  
BUREAU**

Wellbeing Award  
for Schools

2023-2026

# Meet the Team

At John Hampden Grammar School, we strive for all members of our community to #BeMore and this is also the case for any student with a special educational need or disability. We actively support students with SEND in order to allow them to develop their interests, knowledge and skill both within the classroom and outside in the wider world. We utilise a range of strategies that incorporate high quality teaching and personalised approaches to allow students with SEND to access the same curriculum as students without SEND.

The LSA role provides academic support across the curriculum for students with Special Educational Needs. The successful candidate will have some knowledge of Special Educational Needs, ideally gained within a school environment. An LSA may have additional out-of-lesson responsibilities for example 1:1 mentoring, laptop support, handwriting assessments, examination administration or modifying resources.

As a member of our team at JHGS, you can expect:

- A friendly and supportive team of teachers and support staff
- Guidance and support from a network of experienced professionals
- Training and development to support you in your role
- A positive, caring and collaborative working environment
- Well-resourced facilities
- Varied opportunities to get involved with wider school life



**[Click here to view our channel where you can see our school in action!](#)**



# The Job Description

**Hours:** 32.5 hours per week (8.45am -3.45pm), Monday to Friday, 39 weeks per year (term time only plus 5 INSET days per year). Flexibility with working hours may be considered for a suitable candidate and discussed at interview.

**Contract:** One Year Fixed Term Contract (potential to extend)

**Salary:** Bucks Pay Range 2, currently £26,522 to £28,742 FTE (actual salary for 32.5 hours per week, 39 weeks p.a. is in the range £19,757 to £21,411)

**Reports to/ accountable to:** Learning Support and Interventions Manager

## Key Functions:

- To provide support across the curriculum for students with Special Education Needs within a mainstream school.

## Main responsibilities:

### Supporting the student

- To develop knowledge of a range of learning support needs and to develop an understanding of the specific needs of the student to be supported.
- To work alongside students in the classroom under the guidance of teaching staff.
- To assist the student to learn as effectively as possible both in group situations and on their own by, for example:
  - clarifying and explaining instructions where needed
  - ensuring the safe use of equipment and materials e.g. in Design Technology
  - motivating and encouraging the student as required
  - assisting the student in weaker areas, e.g. language, behaviour, spelling, handwriting/presentation
  - helping students to concentrate on work set
  - ensuring homework is being completed and written in students' diaries at the end of lessons.
  - checking students have the appropriate equipment to participate in the lesson.
- To contribute to the Reviews of students' progress by monitoring and reporting problems, progress and developmental needs suggesting appropriate action or measures.
- To support the use of equipment and resources in lessons, particularly with Information Technology.
- To develop a supportive and caring relationship with all the SEN students.
- To encourage acceptance and inclusion of the student with special needs.
- To develop methods of promoting/reinforcing the student's self-esteem.
- To assist in the supervision of SEN students on visits and activities outside the school premises when required.
- To undertake the preparation and/or modification of teaching resources for visually impaired students.
- To provide assistance for SEN students during internal and public examinations.

# The Job Description

## Supporting the Teacher

- To assist, with the class teacher, in the development of a suitable programme of support (PEPs) for students who need learning support.
- To contribute to the maintenance of students' progress records.
- To participate in the evaluation of the support programme.
- To provide regular feedback about the students to the teacher.
- To develop appropriate resources to support the students under the guidance of the teacher.

## General:

- To attend training sessions and courses, both in school and externally, linked to Team Development Plan and Appraisal.
- To be aware of all relevant school procedures and to attend department and support staff meetings.
- To work as a member of the SEN team.
- To complete First Aid training to support this provision in school.
- To liaise and consult with other members of staff supporting the same students.
- To carry out any other duties that are required and are commensurate with the grade of post.
- To be aware of and to execute effectively the postholder's responsibility for promoting and safeguarding the welfare of young people with whom he/she is likely to come into contact.
- To take responsibility for Health & Safety for your own person and others, ensuring that all accidents and near misses are reported.
- To ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues and clients.



# PERSON SPECIFICATION

## Qualifications and Experience

## Knowledge/Skills

## Personal Qualities

### Essential

- A good general education
- A minimum of English Language and Maths GCE 'O' level or GCSE (grade C/5 or above)
- Evidence of having worked with children or young people; this could be as a parent/carer
- Ability to keep students engaged, support positive behaviour and maintain a safe learning environment
- Capacity to work collaboratively under the direction of a class teacher
- Ability to communicate effectively and clearly with parents and colleagues
- Ability to remain calm and composed in difficult or challenging situations
- Attention to detail and ability to actively question and clarify information
- Approachable at all times and empathetic to the needs of others
- Ability to work flexibly as workloads require and take ownership of tasks
- Reliable team player who is willing to make a full contribution to the department
- Willingness to learn new skills and undertake training as required
- A commitment to high standards in personal work
- Understands and is willing to uphold the values of John Hampden Grammar School
- Enjoy working in a school environment
- Patient with a good sense of humour

### Desirable

- A level or equivalent in English
- Experience of working with children with SEN, preferably secondary school age
- Knowledge of child development
- First Aid
- Good level of IT skills
- Knowledge of child protection and safeguarding policies
- Knowledge of Health and Safety protocol



# #BeMore at JHGS!

When you join the JHGS team, you become part of a community with a long and proud history of educating able boys. Academic excellence pervades all that we do but JHGS offers far more: we encourage boys to enjoy as wide an experience as possible. A JHGS education is inspirational and we are proud of the young men who leave us to make their mark locally, nationally and internationally.

In addition to our hard working and rewarding students, by joining JHGS you can also look forward to:

## **Staff Development and Opportunities**

- Excellent induction including on the job support
- Excellent in-house and external CPD opportunities
- Positive Behaviour Policy and an outstanding Pastoral Team
- The opportunity to go on or lead Educational Visits in Britain and abroad. Recently staff have been to Barcelona, Valencia, Porto, Berlin and Austria.
- Many staff have gained internal and external promotions

## **Financial and Practical**

- Membership of the Local Government Pension Scheme (LGPS)
- Flexi-Day Scheme - ability to take up to 5 Flexi-Days during term time (depending on role)
- Long service awards
- Free parking on site
- Education Support staff are eligible to join various national discount schemes (e.g. Blue Light Card, Educational Support Staff Discounts etc.)
- Good local transport connections; just off Junction 4 of the M40. The train takes 30 minutes to central London and 33 minutes to Oxford Parkway
- Cycle to Work scheme

## **Wellbeing and Social**

- Wellbeing Award for Schools accredited
- Welcoming, friendly and supportive colleagues
- Supportive and appreciative parents
- School canteen open from 7.30am serving a range of hot and cold food, salads, sandwiches, cakes/ desserts
- Discount on membership to Wycombe Sports and Leisure Centre opposite the school
- Access to an Employee Assistance Programme and wellbeing app
- Access to Education Support: An Employee Assistance Programme (Health Assured) and 'Wisdom' wellbeing app
- "Celebration" moments awarded termly
- Regular Staff Social Events; book club, parties and meals, 5-a-side football, tea, coffee and cakes in the staffroom



**...and don't forget our students!  
They're the ones who will make you laugh every day and give you  
memories of JHGS that you'll treasure!**

# How to apply

## Safeguarding

JHGS is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake an enhanced criminal record check through the Disclosure and Barring Service (DBS). Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school.

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All Applicants must fully complete a JHGS Application Form to be considered for a role at our school, in line with our safeguarding protocols. CV's may be submitted in addition to the application form in order to supply any additional background information. All information within your application will be treated in confidence.

If you have any queries with regards to the role or recruitment process, please contact the HR Team on [recruitment@jhgs.bucks.sch.uk](mailto:recruitment@jhgs.bucks.sch.uk)



[Click here to apply now](#)

**Closing Date: Sunday 14 June 2026**

**Interviews: To be confirmed**

The school reserves the right to change these dates, and to close the vacancy at any time, so early application is advised.

## Equal Opportunities

JHGS is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sexual orientation, age or disability. There will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school policies on admission and recruitment and with regard to British and European legislation.

Click on the text under the image to find out more!



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[Pastoral](#)



[Extra Curricular](#)