



LEARNING SUPPORT ASSISTANT



St Christophers Academy
Application Pack

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Welcome to BEST and thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our Academy, please contact:

Rebecca Tootell
School Business Manager

rtootell@bestacademies.org.uk

Telephone 01582 500960

St Christophers Academy
Gorham Way
Dunstable
Bedfordshire
LU5 4NJ

BEST VISION, VALUES & BELIEFS

BEST Vision Statement

To grow the BEST in everyone

We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be'.

BEST Values

We will:

Always put Children first

Our reference point question is 'how will this improve outcomes for children and enable them to go on and succeed in life?'

Collaborate to support and compete to challenge

Our schools work together to add value and compete to continually improve

Provide community based provision

Our schools form a coherent learning community at the heart of the Bedfordshire community

BEST Beliefs

We will:

Deliver BEST outcomes

Outcomes will be in the top 20% nationally

Provide BEST opportunities

An extensive range of opportunities beyond the classroom will be provided to develop the whole person

Nurture talent

Our responsibility is to invest in our people and bring out the BEST in everyone

Operate a high autonomy, high accountability culture

Professionals will lead our system and take responsibility to continually raise standards

Lead through service

Leaders and followers will work together with mutual respect and shared responsibility

Staff at St Christophers Academy



St Christophers Academy is a thriving Primary School with approximately 395 students including a Nursery approaching 60 children. The school is situated on the Luton and Dunstable borders, in Bedfordshire, and has all the variety and energy of a fully multi-cultural Primary school. In February 2025 the Academy was inspected and judged as Good in all areas. Since then, we have continued to improve and are constantly striving to develop our practice and raise levels of achievement.

The size of the Academy and membership of the Trust mean that opportunities available to staff are incredibly varied and wide-ranging. We have a growing reputation for developing an exciting and innovative culture of research within the Academy.

The Staff teams across the academy are very friendly and welcoming. We are always available to help with any matters and work together to help make the background running of the Academy run as smoothly as possible.

If you would like to visit St Christophers Academy during a normal teaching day, please do not hesitate to contact us through the details provided above on page 3 of this application pack.

JOB DESCRIPTION

Learning Support Assistant

JOB TITLE:	Learning Support Assistant
BASED AT:	St Christophers Academy
SALARY/GRADE RANGE:	NJC Scale level 2
RESPONSIBLE TO:	Class Teacher and Senior Leadership
HOURS:	32.5 hours per week, term time including staff training days Monday to Friday 8:30-3:30

ABOUT BEST:

Bedfordshire Schools Trust (BEST) comprises nine flourishing academies and two nurseries delivering first choice education, from Early Years to Advanced Level study. Our vision is 'to grow the BEST in everyone.' We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be.' Our schools work together to add value and compete to continually improve.

PURPOSE OF ROLE:

Under the instruction and guidance of teaching staff/managers, to support student learning and attend to the personal, social and physical needs of pupils in order to support their learning and development and to ensure their safety.

DUTIES AND RESPONSIBILITIES:

Support for Pupils

- To attend to the educational, personal, social and physical needs of pupils and any other requirements depending on the pupil's special needs and, wherever possible, make these a part of the learning experience.
- Under agreed school procedures, for qualified first aiders, to give first aid/medicine where necessary; assist with programmes of special care under the direction and guidance of the appropriate specialist.
- To promote and support the inclusion of all pupils in the learning activities in which they are involved.
- Whilst there may be a specific requirement to support a named pupil or pupils with a Statement of Special Educational Needs, support to other pupils may also be required, at the direction of the Special Educational Needs Coordinator, (SENCo) and the classroom teacher.
- To provide support on school visits and the supervision of pupils on such visits, at the direction of the SENCO, trip leader and the classroom teacher.

Support for Teachers

- Within the overall plan set by the class teacher to support the differentiation of educational activities. This may include contributing to the development and implementation of the provision identified by the SEND statement objectives of students and the needs of other students identified on the Learning Support Register.
- To assist the classroom teacher in maintaining classroom discipline by working with individual and groups of pupils in developing expectations of acceptable personal and social behaviour.

Support for the Curriculum

- To support the teaching of literacy, numeracy or other specific curriculum areas/specialisms as required and agreed with the SENCo.

Support for the School

- To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the SENCO and other learning support assistants; working at all times within the school's policies and procedures
- To assist in the general efficient operation of the school, including providing cover for other learning support staff where necessary as directed by the SENCo.
- To attend staff meetings, participate in performance management reviews and undertake training and development activities.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- To undertake tasks of a similar nature and level, as directed by the Headteacher/ SENCo.

Note:

- Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from the BEST Principals to undertake work of a similar level that is not specified in this jobdescription.



BEST
BEDFORDSHIRE
SCHOOLS TRUST

PERSON SPECIFICATION

LEARNING SUPPORT ASSISTANT

Attributes	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none">• GCSE grade C Maths and English or equivalent• Level 3 Childcare qualification / Learning Support	<ul style="list-style-type: none">• Qualification in childcare or specialist area of learning• First aid qualification
Relevant Experience	<ul style="list-style-type: none">• Past experience of working with young children within the last 5 years.	<ul style="list-style-type: none">• Previous experience of working with young children with SEN
Relevant Skills & Knowledge	<ul style="list-style-type: none">• Understanding educational needs of young people.• Ability to contribute to the development of educational activities. Ability to work collaboratively with others.• Ability to work on own initiative.• Ability to use IT.	
Personal Qualities	<ul style="list-style-type: none">• Willingness to be flexible.• Willingness to undertake appropriate further training.• Commitment to equality principles	
Other	<ul style="list-style-type: none">• Enhanced DBS clearance (before post is taken up)• Knowledge of relevant safeguarding/child protection legislation and best practice• Values and respects the views and needs of children and young people	

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance.

HOW TO APPLY

We actively encourage all applicants to apply online, please visit the Trust website www.bestacademies.org.uk/join-us and follow the online instructions.

If you prefer to complete a hard copy of the application form please contact HR@bestacademies.org.uk, sca-admin@bestacademies.org.uk or 01582 500960 and submit your application by email or post. All applications must be received by the published closing date.

Closing date: 31st March 2026

Interview date: W/C 13th April 2026

Start date: 1st September 2026

(New academic year)

Please remember to include contact details for three referees and complete the equal opportunities monitoring form.

Note that this appointment is subject to DBS clearance.

We look forward to receiving your application.

HR Team
Bedfordshire Schools Trust
BEST House
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Clifton
SG17 5QS