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# INFORMATION FOR APPLICANTS: LEARNING SUPPORT ASSISTANT

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# MESSAGE FROM THE EXECUTIVE PRINCIPAL

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Sandy Secondary School continues to go from strength to strength; It is a place all staff and students are pleased to attend and proud to be a member of the school community. The school continues to achieve some of the best GCSE and A 'level results for its students and offers a very extensive support programme both pastorally and academically for all students regardless of ability. We are an inclusive community and with high expectations of both students and staff.



Our transformational journey continues this year, with even higher expectations, refinement of our systems and an even greater focus on achievement and success. It is a very exciting time for our school community as our new teaching block opened in September 2024, alongside significant internal refurbishment, and modernisation to the existing school.

I look forward to receiving your application and welcoming you to our school in person should you be shortlisted for interview.

May I take this opportunity to thank all applicants for their interest in this post and in Sandy Secondary School.

With best wishes

A handwritten signature in black ink that reads "Karen Hayward".

**Miss Karen Hayward**  
**Executive Principal**

# OUR VALUES & ETHOS

*"Empowering Our Students To Shine"*

At Sandy Secondary School, nestled at the heart of its community, we cultivate an atmosphere of empowerment, ensuring each student confidently embraces their unique potential. Our ethos champions students who are aspirational, self-motivated, and compassionate, fostering not only academic prowess but also moral, cultural, and societal awareness. Our dedicated staff, with a tailor-made curriculum, recognise each student's individuality, providing ample avenues for them to shine, both within and beyond the classroom setting. Complementing our academic commitment is our steadfast pastoral support, ensuring student well-being, resilience, and the ability to make positive choices.

Emphasising the vital role of parents and guardians, we cherish and nurture the enduring partnerships between the school, students, and their families. This bond is pivotal in shaping a student's educational journey, allowing guardians an integral part in this crucial phase of their child's life. Our approach to teaching and learning is both innovative and rooted in student needs. We are adamant that no barriers, be they disability or societal, impede our students' success. With top-tier teaching, we not only impart knowledge but inspire passion, leveraging technology and in-depth data to enhance learning experiences.

Our students, the pride of Sandy Secondary, are enthusiastic and engaged learners. They not only achieve academically but also cultivate skills such as adaptability, resilience, and leadership. Their interactions with peers and staff echo respect and the expectation of positive behaviour. Our leadership stands as a beacon of integrity, approachability, and vision, ensuring decisions prioritise achievement, teaching, and learning. Every staff member's input is valued, fostering a collaborative environment that enriches the school's journey. Lastly, our relationship with parents and guardians is rooted in trust and open communication, leveraging technology to keep them in the loop, ensuring a harmonised educational experience for every student.



# LEARNING SUPPORT ASSISTANT

**Required from September 2026**

**26 hours per week term time only plus 5 INSET training days**

**NJC Level 2a points 3 – 4**

**£15,249– £15,488 per annum, actual salary**

**(£24,796 – £25,185 pro rata) NJC Pay award pending**

Are you passionate about making a difference in the lives of young people with special educational needs? We are looking for an enthusiastic, committed, and confident individual to join our welcoming and inclusive school community as a Learning Support Assistant in our SEND department.

No previous experience is necessary, as full training will be provided. You will work across Key Stages 3 and 4, supporting students in the classroom alongside teachers across a variety of subjects. Your role will involve helping students with their learning, ensuring they feel valued and supported as they strive to make outstanding progress.

Our school prides itself on being a warm, friendly, and inclusive environment where every student is encouraged to achieve their full potential. The ideal candidate will be passionate about working with children with special educational needs, committed to helping them overcome challenges, and motivated to inspire confidence and growth.

If you're ready to make a meaningful impact and contribute to the next phase of development at our school, we'd love to hear from you.

Join us and help shape a brighter future for our students! Apply now.

## **How to apply for the role:**

Application is by completed application form via my new term, just click on the link on our website or click on the QR code above.

**Closing Date – Tuesday 16<sup>th</sup> June 2026 at 9.00am**



# SAFEGUARDING POLICY

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Posts working with either children and/or vulnerable adults will be subject to the disclosure of criminal records, the successful applicant will be required to undertake an enhanced DBS check.

Sandy Secondary School have decided to carry out online searches for shortlisted candidates as part of due diligence in our recruitment process, (as per KCSIE, paragraph 220).

The searches are conducted by a member of our staff and recorded in line with our recruitment and appointment protocols and procedures.

The process will be consistent, transparent, and fair and reflected within the Safer recruitment policy.

At Sandy Secondary School, safeguarding is our top priority. We encourage all applicants to review our Safeguarding and Child Protection Policy, which outlines our commitment to the safety and wellbeing of students. You can find the policy [here](#).



# PERSON SPECIFICATION

Essential	Desirable
<b>Education - Qualifications</b>	
Educated to GCSE level with English and Maths at A*-C	NVQ level 2 in relevant subject
<b>Experience and background</b>	
Experience of working with young people	Experience of supporting students in a classroom
<b>Skills/Knowledge/Aptitude</b>	
<ul style="list-style-type: none"> <li>Well organised</li> <li>Ability to work under pressure</li> <li>Ability to prioritise</li> <li>Patience</li> <li>Sense of humour</li> <li>Endless capacity for hard work</li> <li>Good relationships with students</li> </ul>	
<b>Professional Attributes</b>	
<ul style="list-style-type: none"> <li>Communication skills</li> <li>Empathy with young people</li> <li>Flexibility</li> <li>Commitment</li> <li>Discretion and integrity</li> <li>Commitment to school shared values</li> </ul>	ICT skills
<b>Other</b>	
Must be fluent in the English language in accordance with the Immigration Act 2016	Willing to undertake intimate care duties/willing to take intimate care training

# JOB DESCRIPTION

**Responsible to:** Learning Support Manager & SENCO

**Responsible for:** Supporting students with Special Educational Needs

**Salary:** NJC Grade 2a points 3 – 4

**Hours of work:**

*26 hours per week, term time only:*

*Thursday 5 x 1 hour lessons plus afterschool meeting between 9.10am and 4.00pm*

*Monday, Tuesday, Wednesday and Friday 5 x 1 hour lessons between 9.10am and 3.00pm*

## **MAIN DUTIES AND RESPONSIBILITIES**

1. To work under the direction of the SENCO
2. To promote and support the inclusion of all students in the learning activities in which they are involved.
3. To assist with the implementation of the additional teaching requirements for those students who have an Education Health and Care Plan and for other students on the Special Educational Needs list.
4. To work within the classroom, possibly in all subject areas, assisting those students with any problems which may impede their learning.
5. To work within the Learning Support Base assisting students with their individual, specific learning programmes
6. To help maintain an up-to-date record of students' progress with Special Educational Needs, noting the provision made, recording and monitoring progress made.
7. To assist with general departmental administration and maintenance tasks.

## **Support for the school**

1. To work collaboratively with colleagues as part of a professional team, in particular the class teacher, SENCO, House Achievement Leaders and other learning support assistants; working at all times within the school's policies and procedures.
2. To assist in the general efficient operation of the school, including providing cover for other learning support assistants where necessary and as directed by the SENCO.
3. To support the school's staff development programme and to undertake appraisal interviews. To attend courses as appropriate.

# JOB DESCRIPTION

4. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
5. To undertake tasks of a similar nature and level, as directed by the SENCO.

To undertake tasks of a similar nature and level, as directed by the Executive Principal.

## **Health and Safety**

To have an up to date knowledge and demonstrate a good understanding and knowledge of equalities legislation and the Equality and Diversity policies as applicable to the role.

## **Professional Development:**

- Maintain and update your own knowledge and skills in line with legislation and the needs of the role.
- Attend CPD events as required.
- Undertake any additional training highlighted by line management feedback.
- Lead by example to maintain a high standard of professionalism at all times.

## **PERFORMANCE MANAGEMENT:**

Participate in the School's arrangements for performance management, professional development and the School's arrangements for quality assurance and internal verification.

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

The School will endeavour to make any necessary reasonable adjustments to the Job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This Job Description is current at the date shown but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the School. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

***'We believe in the welfare and safeguarding of all children and expect ALL staff to share the same view'***