



## Learning Support Assistant

Gothic Mede Academy  
Application Pack



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## Welcome from the Executive Principal – Thomas Clarke

Thank you for expressing an interest in the post of Learning Support Assistant at Gothic Mede Academy.

The leadership of the academy are looking for an enthusiastic applicant who is keen to support children in this essential role at Gothic Mede Academy. The successful applicant will bring creativity, flexibility and a desire to help children achieve their potential to a very rewarding role in an aspirational school.

We are looking for someone who:

- Is patient, caring and is ambitious for children
- Is organised and proactive
- Will buy into our trust and academy's vision, values and aims
- Will work well with our team of staff

We can offer you:

- A team of staff and governors who are passionate and committed to our school being the best it can be
- A school that has recently (June 2017) been inspected by Ofsted and is driven to improve on the Good judgements received in all areas.
- An opportunity to be a part of a forward-thinking team where all staff are highly motivated and continually looking to improve things
- A school that is part of a Trust which shares good practice and liaises with other schools
- A welcoming and purposeful setting which is frequently commented on by visitors

Successful shortlisted candidates will be invited to interview on \*\*\* \*\*\* \*\*\* \*\*\*.

If you would like to visit us, we would be delighted to show you around. Please do not hesitate to contact Diane Deacon on 01462 732002 or email her via [GMA-Office@bestacademies.org.uk](mailto:GMA-Office@bestacademies.org.uk)

On behalf of the academy I hope you find this information useful and that it encourages you to apply.

Thomas Clarke  
Executive Principal



## 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



## JOB DESCRIPTION



**TITLE:**

**Learning Support Assistant**

**BASED AT:**

Gothic Mede Academy

**SALARY/GRADE RANGE:** NJC Scale 2 Points 3-4 pro rata (actual approx. £13,129 - 13,335)

**RESPONSIBLE TO:** SENCo

**HOURS:** 22.5 hours

Monday & Friday 8.30am to 3.30pm with a 1hour unpaid lunch

Tuesday, Wednesday, Thursday 8.30am to 12.00noon

Term time plus training days

### **ABOUT BEST:**

**BEST** comprises six flourishing academies 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 a pupil with SEND in order to support their learning and development and to ensure their safety.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Support for Pupils**

1. 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 part of the learning experience.
2. 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.
3. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
4. 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 and Disability Co-ordinator, (SENDCO) and the classroom teacher.
5. To provide support on school visits and the supervision of pupils on such visits, at the direction of the SENDCO, trip leader and the classroom teacher.



### **Support for Teachers**

1. 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 Support Plan objectives of students and the needs of other students.
2. To assist the classroom teacher in maintaining classroom discipline by working with individuals and groups of pupils in developing expectations of acceptable personal and social behaviour.

### **Support for the Curriculum**

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

### **Support for the School**

1. To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the SENDCO 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 staff where necessary as directed by the SENDCO.
3. To attend staff meetings, participate in performance management reviews and undertake training and development activities.
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 Headteacher/SENDCO.

#### **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 job description.



## PERSON SPECIFICATION

### LEARNING SUPPORT ASSISTANT 1:1



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

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](http://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 Diane Deacon on 01462 732002 or [GMA-Office@bestacademies.org.uk](mailto:GMA-Office@bestacademies.org.uk) and submit your application by email or post. All applications must be received by the published closing date.

**Closing date: 16<sup>th</sup> January 2026**

**Interview date: TBC (Week commencing 19<sup>th</sup> January 2026)**

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.

Gothic Mede Academy  
High Street,  
Arlesey  
Bedfordshire  
SG15 6SL



## USEFUL LINKS



[www.bestacademies.org.uk](http://www.bestacademies.org.uk)



[www.gravenhurstlower.org.uk](http://www.gravenhurstlower.org.uk)



[www.gothicmede.org.uk](http://www.gothicmede.org.uk)



[www.etonbury.org.uk](http://www.etonbury.org.uk)



[www.langfordvillageacademy.org.uk](http://www.langfordvillageacademy.org.uk)



[www.pixbrookacademy.co.uk](http://www.pixbrookacademy.co.uk)



[www.robertbloomfield.beds.sch.uk](http://www.robertbloomfield.beds.sch.uk)



[www.samuelwhitbread.org.uk](http://www.samuelwhitbread.org.uk)



[www.stchristophersacademy.org](http://www.stchristophersacademy.org)



[www.bedsscitt.org.uk](http://www.bedsscitt.org.uk)



[www.bestnurseries.co.uk](http://www.bestnurseries.co.uk)



[www.bestteachingschool.org.uk](http://www.bestteachingschool.org.uk)