



Orbis
Education
Trust



Southfield School



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Orbis Education Trust

SEND Learning Support Assistant (LSA)

RECRUITMENT PACK

December 2025



About Orbis Educational Trust

Orbis Education Trust was founded In September 2021 and comprises of:

- **Southfield School**, 11-18 years of age, single sex (mixed sixth form), 1,200 place secondary school (Ofsted rating – Good, with outstanding features (April 23).

- **Kingsthorpe College**, 11-18 years of age, mixed sex, 1,500 place secondary school (Ofsted rating – Good, December 2019).

A third school will soon join the Orbis family.

- **Hanwood Park School**, 900 place secondary school.

Our mission is:

'To provide world-class education and extra-curricular activities, that empower every student to achieve their full potential. Through collaboration and innovation, we strive to create a learning environment that is inclusive, supportive, and challenging, and that inspires students to pursue their interests and passions.'

We are committed to closing the 'enrichment gap' and providing all students with a wider education to develop their life skills In our schools we have Combined Cadet Force (CCF) contingents (Royal Navy and Army), and extensive Duke of Edinburgh award programmes along with a broad enrichment offer.

We understand that every child is different and, therefore, encourage a culture of collaboration that embraces the views of students, parents/carers, staff and trustees. It is important that all stakeholders feel an integral part of the Orbis family.

As a trust, we are dedicated to working together to share best practices and resources and providing our students with a diverse range of opportunities that prepare them for success in whatever path they choose to follow.

Staff Wellbeing

We truly believe that our staff are our greatest asset. We start from a position of professional trust and empower our staff to be the best they can within their roles. We know our staff want to deliver the best possible experience and outcomes for our students and we see it as our duty to make sure the training, wellbeing, and motivation we provide to our staff allows this.

We continuously review our benefits package to balance the importance of career satisfaction, development and achieving a balanced approach to work and personal time and commitments.

Professional development is at the core of any profession. We ensure that staff have every opportunity to develop their teaching throughout their career. Our schools have a professional learning afternoon each week that enables staff to focus upon up to date, research led and relevant Continuous Professional Development.

What we offer:

- A competitive salary;
- Healthcare scheme for staff members and their families.
- One early or late finish per fortnight for teaching staff.
- Automatic progression through pay points.
- Extensive Continuous Professional Development.
- An in-house Leadership Development Programme.
- Career progression opportunities, we will always recruit internally where possible.
- Competitive pension.
- Generous paid holiday entitlement (support staff)
- Opportunities for flexible working Including a nine-day fortnight.
- Free parking.
- A staff wellbeing day during term time.
- Cycle to Work Scheme.
- Discounts on holidays and retailers.
- Collection and delivery of dry cleaning.
- Long service awards and social events.



JOB DETAILS

POST OF:

SEND Learning Support Assistant (LSA)

AT:

Orbis Education Trust, Southfield School

SUMMARY OF ROLE:

To support students with SEND and/or with EHCP's through whole class support, small groups and 1:1 intervention.

COMMENCEMENT:

January 2026

CONTRACT TYPE:

Permanent, 190 days per year, 34.75 hours per week

SALARY:

Orbis Scale Points: 09-11 £25,067 - £25,824 FTE.
Actual Annual pro-rata salary: £19,914.51 - £20,515.91

Joining Southfield School

Southfield School has an enviable reputation, both locally and nationally, due to our established culture of high aspiration, high expectations and sustained academic achievement.

We are committed to providing a world class education that focuses on every student achieving their potential through a challenging and balanced curriculum, set within a calm, safe and stimulating learning environment. This is underpinned by our commitment to develop life long learning habits and personal characteristics through our shared values of optimism, resilience, balance, individuality and synergy.

We are preparing all of our students for a world of exciting possibilities. We believe that our school provides something unique and the perfect environment in which to flourish and grow.

At Southfield School, we want to instil certain habits and attitudes to enable our students to be more confident in their own learning ability. By becoming more effective learners, students will better concentrate, think harder and find learning more enjoyable.

Whilst exam results are exceptionally important we believe that it is also our duty to support our students to become lifelong learners.

From the very first day of year 7 we promote the idea that all Southfield students should aspire to be high level learners.

There is a vibrancy and an energy across our school. We firmly believe that Southfield School is successful because we work so well with each other.

Our commitment to staff development and well-being is structured so that our students receive the very best every day.

Southfield School aims to provide for the future needs of our students. Careers and types of employment opportunities are evolving continually. Some are yet to be created and so we see it as our obligation to prepare our students to be competitive in anticipation of the unknown. Therefore, our strong focus on academic attainment is equalled by our commitment to develop transferable skills and personal characteristics through the many opportunities we provide.

We provide an education that prepares our young people for a future in which they will need to be adaptable, resourceful and ethical in facing complex challenges. Being a Southfield School student will mean the chance to be successful and have a positive influence on the global community. We aim for all of our students to be able to make an impact and leave a positive imprint on the world. We nurture our students with the future in mind today.

Southfield School is justifiably proud of its well-developed enrichment programme. Every week students take part in our 'Electives' programme in which they enjoy a range of physical/adventurous, creative and cultural activities. There are a similarly wide range of clubs and fixtures and a wide range of school trips.

The Royal Navy Combined Cadet Force (CCF) Contingent is now well established and cadets enjoy a full programme of yacht and dinghy sailing, canoeing, kayaking and paddleboarding.

Finally, the Duke of Edinburgh (DofE) Award Scheme is well attended at all awards levels, bronze, silver and gold; the expeditions take place both on foot and in canoes.



SEND Learning Support Assistant (LSA)

We are a vibrant, forward-thinking school that places significant value on professional learning and career development. We are seeking a positive, proactive and confident person to join our busy Special Educational Needs and Disabilities (SEND) team.

You will provide high quality support across the school. You will develop close supportive relationships with SEND students within our SEND provision. You will also support SEND students in mainstream lessons with EHCP's and on the SEND register. This will include 1:1, small group interventions, classroom support and help students transition back into mainstream lessons.

Applicants should be organised, self-confident and possess excellent communication, interpersonal and IT skills along with the ability to multitask.

The successful candidate would ideally have experience working with children, be an excellent communicator with strong safeguarding knowledge who will maintain confidentiality at all times whilst working to achieve the best possible outcomes and wellbeing for our students.

You'll work alongside experienced professionals and external specialist agencies who share your commitment to inclusive education and making a positive difference in young lives.

The school was accredited as World Class in July 2021 and as such, we are committed to providing a world-class education for every student through a well-designed and balanced curriculum. Our established culture provides a calm, safe and stimulating learning environment.

We would like the successful applicant to start as soon as possible.

With our Trust growing, we are likely to have many more career development opportunities coming up in future.

Closing date for applications is at 9.00 am Friday 9th January 2026.

Possible days for interviewing Monday 12th January 2026 and Tuesday 13th January 2026.

We may interview suitable candidates prior to the closing date.

To apply for this role please follow: <https://mynewterm.com/jobs/136976/EDV-2025-SSG-43163>

If you have any queries, please contact the school.

t: 01536 513063

e: recruitment@orbismat.com

Southfield School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undergo enhanced DBS clearance. The school is committed to Equal Opportunities in Employment.



Job Description

POST TITLE	SEND Learning Support Assistant (LSA)
RESPONSIBLE TO	SENDCO
Contract Type:	Permanent
Working hours:	34.75 hours per week, 190 days per year 8.15am to 3.30pm (Monday, Tuesday, Thursday & Friday) 8.15am – 4.30pm (Wednesday) with 30-minute unpaid lunch break each day
Holidays:	Pro rata entitlement of 28 days plus bank holidays taken during periods of school closure

OUTLINE OF ROLE

- To develop close supportive relationships with SEND students within our SEND provision.
- To support students in mainstream lessons with EHCP's and on the SEND register through classroom support, small group intervention,
- To support students transitioning from our SEND provision to whole class teaching in the mainstream school by developing relationships, scaffolding learning and by boosting student's self-esteem and confidence.
- To support students both academically and emotionally through small group intervention to enable them to effectively regulate in the school environment and access their bespoke and tailored curriculum.
- To support students who are working below age related expectations through small group learning interventions to close gaps in learning and accelerate progress.

MAIN RESPONSIBILITIES

- Establish supportive, caring and secure relationships with students on the SEND register.
- Plan under the guidance of the SENDCo to deliver targeted interventions to support SEND students to address gaps in learning or raise wellbeing.
- Help reintegrate EBSA students, who are school refusers and have found coming to school difficult by supporting them in classes they find difficult to attend.
- To help students develop resilience and independence, in both learning in lessons and forming positive relationships with peers and staff in the unit and across the school.
- Provide regular and frequent feedback to SEND team including assessment-based information.
- Identify and plan for the individual learning needs of targeted students.
- Monitor and review the progress of students and contributing to IEPs and annual reviews of students.
- Maintain pupil records, prepare and present reports, including updating Arbor and Edukey.
- Take responsibility for tracking student progress and for the collation and monitoring of data to support SENDCo, teachers and SLT.
- Ensure all records and case notes are kept up to date, distributed and filed in accordance with the trust's procedures, and that appropriate levels of confidentiality are maintained.
- Work closely with the external professionals and action advise to ensure our students are in school, safe and learning.
- Contribute to risk assessments as identified and as required.
- Identify and manage relevant resources required to support inclusive quality first teaching in teaching and learning within the DSP Unit.
- Promote a high level of safeguarding understanding for all students.
- Take an active role in encouraging good attendance of students.
- Carry out the duties and responsibilities of the post in accordance with School policies and relevant to health and safety guidance and legislation.
- Use IT systems as required to carry out duties of the post in the most effective manner.
- Participate in performance management and undertake training and professional development as appropriate.
- Undertake other duties appropriate to the post that may reasonably be required by SENDCo.
- Ensure that all services within the areas of responsibility are provided in accordance with School commitment to high quality provision.
- At all times carry out the responsibilities of the post regarding School Equal Opportunity Policies.
- Attend school-based meetings and complete relevant administrative tasks.
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of School life.

OTHER DUTIES:

- Promote positive student behaviour in and around the school, to ensure a constructive working environment.
- Act to ensure students' health and safety.
- Follow school policies and procedures especially those relating to child protection and health and safety.
- To engage with Continual Professional Development (CPD) relevant to the role of SEND LSA.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with all school policies and procedures being particularly aware of those relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support the promotion of equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in meetings as directed.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom they come into contact with will be to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to their line manager or to the designated senior member of staff.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be specified. Employees are expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description.



Person Specification

Attributes	Essential Criteria	Desirable Criteria
Education and Qualifications		<ul style="list-style-type: none"> English GCSE grade 4/C or equivalent
Experience and Knowledge	<ul style="list-style-type: none"> Proven successful experience of working in school Experience of working with children who have specific SEN/EAL need Knowledge of Relevant policies, codes of practice and legislation including safeguarding 	<ul style="list-style-type: none"> Training or expertise in a relevant SEND area Clear understanding of the and commitment to the trust and its vision Experience in supporting students in primary school at KS1 and/or KS2 level Experience of Multi professional working
Ability and Skills	<ul style="list-style-type: none"> Be adaptable, flexible and open to change Maintain high levels pf professional practice including complying with school policies Ability to remain calm under pressure and able to adapt to change quickly 	<ul style="list-style-type: none"> Ability to use coaching and mentoring skills with adults and pupils
Personal Characteristics and Aptitude	<ul style="list-style-type: none"> Have a commitment to inclusive education providing opportunity and achievement for all Be able to work empathetically, congruently and non-judgementally Ability to be a team player and work effectively with diverse groups of people. Good interpersonal and communication skills. Act as a professional and positive ambassador Sense of humour. Willingness to carry out other such duties that support the organisation 	<ul style="list-style-type: none"> Interest in widening own professional competence. Be a reflective practitioner with a determination to improve practice over time

Suitability to Work with children	<p>Candidates must be able to undergo successful checks in line with standards for 'Safeguarding Children and Safer Recruitment in Education'.</p> <p>Appropriate and relevant references will be checked.</p> <p>Understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she has responsibility or with whom he/she has contact.</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities.</p> <p>Commitment to equal opportunities in the delivery of the curriculum.</p>	

Date: Dec 2025
Prepared by: SENDCo

