

LEARNING SUPPORT ASSISTANT

REQUIRED FOR SEPTEMBER 2026

CANDIDATE PACK


jags

James Allen's Girls' School

JAMES ALLEN'S GIRLS' SCHOOL

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School, JAGS, provides a forward-thinking and contemporary education for over 1200 girls aged 4 to 18.

Located in the London borough of Southwark, JAGS has a diverse school community and is committed to inclusive recruitment and inclusion in the workplace. The school has entered an exciting new phase in its development and this post presents the opportunity to work in a community without barriers to full participation. JAGS recognises that celebrating the full diversity of staff and students has a positive impact on all and invites applications from candidates from a broad range of backgrounds.

Awarded the title of London Independent School of the Year 2024 by the Sunday Times, the school has entered an exciting new phase in its development. Your input will help to bring a bold educational vision to life for all students and colleagues as we work together to develop this already exceptional school in its next chapter.



James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE

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MESSAGE FROM THE HEAD

I am delighted that you are interested in joining the JAGS community. As Head, it's absolutely my belief that all girls should be given the opportunity to grow and flourish in an environment where there is no limit to their ambitions.

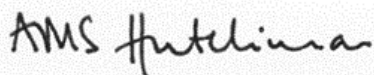
At JAGS you will find a happy, diverse and dynamic community, rooted in academic excellence and yet fully committed to the breadth of a holistic education both in and out of the classroom. Compassion and commitment are central to our ethos, in this environment that values individuality and inclusivity.

Our school aims, both in and out of the classroom, are clear:

- To celebrate our diverse and inclusive community
- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

It is an enormous privilege to lead this exceptional school, where all members of our school community share a passion for life and learning.

I hope that this matches your educational vision and look forward to welcoming you soon.



MRS ALEX HUTCHINSON, MA (OXON) PGCE



LEARNING SUPPORT ASSISTANT

WORKING AT JAGS

Working at JAGS is about more than just working. JAGS is a community and a family that nurtures a warm and supportive environment for both the students and staff who come to learn and work here. From your first day at JAGS you will have access to some of the best educational facilities in the country and will be encouraged to take part in the many shared activities here.

JAGS works hard to attract the best staff from both the independent and maintained sectors and the benefit package is both generous and competitive. Candidates are welcome to visit JAGS prior to application should they wish to gain a greater sense of the school community.



We offer:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of considerate, creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- A diverse benefits package including:
 - Competitive salary
 - Support Staff Pension scheme with 10% employer contributions
 - Enhanced sickness, maternity and paternity pay
 - Free onsite parking and bicycle storage
 - Free gym membership with discounted family rates
 - Employee Assistance Programme
 - Free lunches, teas and coffee all year round
 - Free access to the Dulwich Picture Gallery
 - School fee discount
 - Cycle to work scheme
 - Interest-free computer loans
 - Interest-free transport season ticket loans

LEARNING SUPPORT ASSISTANT

JOB DESCRIPTION

JOB TITLE

Learning Support Assistant

TERMS & CONDITIONS

Term time only, 35 hours per week
8am to 4pm (with 1-hour unpaid lunch break)

SALARY

Full Time Equivalent Salary: Up to £34,509 per annum depending on qualifications and experience

Actual Salary: £26,604 per annum for working 35 hours per week for 35 weeks per year, depending on qualifications and experience

RESPONSIBLE TO

Senior School SENDCo

Overview

The SEND team is an exciting and vibrant part of the school that specialises in supporting SEND pupils of all age groups (Years 7-13). The post holder will be responsible for the in-class support of SEND pupils, facilitating their comprehension of lesson materials delivered by the teacher, primarily in Maths and English classes.

Our learning support provision extends beyond this to ensure that every individual pupil can maximise their potential.

Main Responsibilities

- To support pupils in-class, facilitating their comprehension of lesson materials delivered by the teacher, primarily in Maths and English classes in Key Stage 3
- To work closely with the Deputy SENDCo to ensure that all SEND pupils in Key Stage 3 are supported effectively
- To build a rapport with students and develop a supportive relationship
- To teach 1:1 learning support and occasional small group lessons
- To help administer screening assessments that identify if pupils require additional support
- To liaise with colleagues, including HoDs, tutors and subject teachers so that they are up to date with the relevant pupil information
- To advise teachers on how to support SEND pupils they teach
- To work with students, parents, staff and support staff as a part of a whole school community
- To assist with devising/updating pupil profiles and putting them onto the school system with accompanying teaching strategies
- To develop/source appropriate resources that can aid pupil development
- To assist in reviewing pupil progress
- To carry out any other reasonable requests commensurate with the role
- To participate in other such duties as may be reasonably required.

LEARNING SUPPORT ASSISTANT

PERSON SPECIFICATION

Operational Excellence

- Educated to at least Level 6 at GCSE in Mathematics, or equivalent experience in supporting students
- Educated to at least Level 6 at GCSE in English Language, or equivalent experience in supporting students
- Ability to adapt language and break down complex tasks into manageable steps for suitable skill levels
- Understanding of barriers to learning/SEND that might impact students in the classroom environment
- Understanding of the examinations structure in UK (English) secondary schools
- Experience of working with children or in a similar academic environment
- Articulate in all forms of communication; fluent and accurate written and spoken English
- Excellent digital literacy
- Educated to degree level (desirable)
- Experience of supporting students with SEND requirements (desirable)
- Experience of working with secondary school age students (desirable)

Personal Behaviours

- Kindness and open-mindedness
- Intellectual curiosity, enthusiasm and a personal ethos of lifelong learning
- Resilience and optimism; someone who is willing to go the extra mile in the busy life of the school
- Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change

Ethos and Whole School Values

- The enthusiasm to assist in a strong co-curricular programme
- An individual with a genuine commitment to the wellbeing of the staff and students in their care
- Committed to operating as part of the School community
- Committed to equality, diversity, inclusion and anti-racism in the School community
- Committed to sustainability within the School community

Safeguarding and Pastoral

- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the Disclosure and Barring Service

LEARNING SUPPORT ASSISTANT

HOW TO APPLY

If you are interested in joining us, please [click the link to our website (www.jags.org.uk/day-to-day/vacancies/) and follow the instructions to] complete the online application form via MyNewTerm.

Please note that applications must be submitted via MyNewTerm. CVs and covering letters sent via email will not be accepted.

All candidates must read our [recruitment policy and safeguarding \(child protection\) policy](#) before applying for any position within the School.

For further information please contact recruitment@jags.org.uk or call the recruitment team on 020 8693 1181.

Closing Date: Midday on Monday 3 June 2026

Interview Date: Week commencing Monday 8 June 2026

We recognise that celebrating the full diversity of staff and students has a positive impact on all and invite applications from candidates from a broad range of backgrounds.

To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

If you would like to request alternative application formats, please do get in touch with Recruitment at recruitment@jags.org.uk or 020 8693 1181.

Daniel Houston; SENDCo, (daniel.houston@jags.org.uk) will be happy to answer any questions you may have regarding the role.

If you would like to visit the school prior to applying, please contact the Recruitment Team via (recruitment@jags.org.uk) who will be able to arrange this.

Interviews may be held at any stage after applications are received. Interested candidates are advised to apply as soon as possible. We reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.

JAGS is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service, and overseas police and regulatory authorities where relevant.

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Ages 4-18

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