



**Job Pack**  
**Learning Support Assistant**

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June 2026

Dear Candidate,

I am thrilled that you are considering joining SEARCH Education Trust! We are a dynamic family of schools committed to positively transforming the lives of our students. Our philosophy is simple yet powerful: “stronger together.” By fostering collaboration and innovation, we empower both our students and staff to achieve excellence.

The Search Education Trust is founded upon the importance of providing an excellent education for all our young people so they can live happy, successful lives making a positive difference within the community. Our vision is to grow strong, sustainable, successful school communities which:

- **Stretch** the imaginations of learners and teachers through an inspirational curriculum, and strategies for teaching and learning.
- **Empower** young people to be entrepreneurial and creative leaders of the future
- **Aspire** for young people to discover how they can be the best they can be
- **Reach** out to everyone, celebrate diversity, and leave no one behind
- **Collaborate** to develop a community of shared practice and effective partnerships for school improvement
- **Help** and support our learners, staff and families to have a voice in the community; to be actively involved, happy, safe, resilient and healthy.

These values form the foundation of our SEARCH vision. They define our community and create a space within the education system where schools can collaborate, grow, and flourish together.

Having been part of this incredible Trust for 15 years, I am deeply proud to now lead our group of ever-strengthening and expanding schools. I have seen firsthand the transformative power of our collective efforts and the boundless opportunities we provide for staff and students alike.

When you choose the SEARCH Education Trust, you are choosing to be part of an ambitious, supportive, and evolving community. Here, you will be valued, encouraged, and empowered to develop your unique talents. We are committed to supporting you every step of the way on your journey with us.

We are eager to welcome passionate, dedicated individuals who share our vision and values. Thank you for considering SEARCH Education Trust as your next career move. We look forward to receiving your application and to the possibility of working together to make a lasting impact.

Yours faithfully,

**Mrs Elen Roberts**  
**Executive Headteacher**  
**For and on behalf of SEARCH Education Trust**

### Job description

<b>Post</b>	Learning Support Assistant
<b>Grade</b>	Scale 4/5 – £30,288 to £33,987 pro rata, actual salary £22,944.13 to £25,746.24
<b>Contract</b>	Permanent
<b>Hours</b>	30 hours a week , 40 weeks per year (term time only)

### Purpose

We require dedicated, talented and energetic Learning Support Assistants to work at Heartlands High School.

At present 16% of students at Heartlands are on the SEND register and we have 60 children with Education and Health Care Plans.

Our aim is to support and nurture young people with additional needs, so they fulfil their potential and enjoy their time at Heartlands.

We welcome candidates with focused subject knowledge as well as those with knowledge of special educational needs and disabilities (SEND).

The Heartlands High School motto is SEARCH for Success, and we would welcome a candidate who is able to promote these steps to success:

School Matters  
Effort  
Achievement  
Responsibility  
Character  
High Aspirations

### Main Activities and Responsibilities

- Supporting students with special educational needs and disabilities to ensure their inclusion in the classroom and the wider school community

- Contributing to the learning and motivation of all students
- Building positive relationships with students
- Promoting inclusion in the school
- Ensuring that students are suitably challenged
- Developing and maintaining effective relationships with parents/carers
- Working to meet the learning and emotional needs of students
- Working as key worker under the direction of your line manager
- Promoting positive student behaviour, helping to resolve conflict and encourage responsibility
- Supporting and complying with school policies on safeguarding
- Providing high quality and flexible support, including on school trips.
- Updating students' success passports on a half termly basis
- Attending annual reviews in your capacity as key worker
- Participating in staff meetings/training
- Supporting students with their examination access arrangements e.g., scribing
- Supporting students with their personal care - as required

### **Key Organisational Objectives**

The postholder will contribute to the SET objectives in service delivery by:

- Acting upon the Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the Trust's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.
- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned.

### **Safeguarding Children**

SET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

### **Conditions of Service**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

### **Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate, the nature of such convictions.

This role is covered under Part Seven of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

### **Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust Equalities policies.

Date signed: .....

Signature of postholder: .....

Name of postholder: .....

### Person specification

	Essential	Desirable
<b>Qualifications</b>		
A good general education	✓	
Good literacy and numeracy skills and qualifications	✓	
<b>Experience</b>		
Evidence of having worked with children in some capacity; this could be as a parent/carer	✓	
Relevant work experience in a similar environment.		✓
Experience of working with children with SEND, preferably at secondary school age.		✓
<b>Skills</b>		
<b>Personal</b>		
Ability to assess learning and learning needs of individuals and groups of children	✓	
Ability to lead, develop and evaluate specific learning activities with individuals and groups	✓	
Ability to develop the learning environment and learning resources to enhance pupil progress	✓	
Understanding of the planning and review processes for pupils.	✓	
A positive interest in working with children (especially those with SEND)	✓	
Ability to get the best out of children.	✓	
A sense of humour.	✓	
Adaptability.	✓	
Able to work on your own and as part of a team.	✓	
A clear communicator	✓	
Ability to work calmly and with patience.	✓	
Positive attitude to personal development and training	✓	
First aid training or the willingness to undertake it	✓	
Manual handling and personal care qualifications, or the willingness to undertake training to support students with such needs	✓	
<b>Relations</b>		

Ability to build good working relationships with a range of colleagues	✓	
<b>IT Skills</b>		
Ability to use ICT and technology to support learning and administrative tasks	✓	
<b>Other</b>		
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Clear understanding and respect for confidentiality and safeguarding	✓	
Evidence of the stamina required to cope with the demands of the post.	✓	

Heartlands High School, part of the SEARCH Education Trust, is committed to safeguarding and promoting the welfare of our students and young people. The successful applicant will therefore be required to complete checks in line with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.

We encourage applications from all sectors of the community to reflect our diverse student population.

### **Learning Support Assistant**

**Closing Date: As per Advertisement**

**Interview Date: TBC**

**Salary: Scale 4/5 – £30,288 to £33,987 pro rata, actual salary £22,944.13 to £25,746.24**

**Location: Haringey**

We can offer you

- A very positive working environment
- The support of a highly committed and professional staff team
- Exceptional professional development opportunities
- Collaborative colleagues

We are driven by ambition: a clear desire to deliver results as we combine our strong ethos and culture. We're also committed to providing first-rate training and development to all our teaching staff and support staff, plus excellent career advancement opportunities within this evolving Trust. You'll find high expectations here too. We expect the kind of exemplary behaviour that allows our teachers to do their jobs as effectively as they can.

Heartlands High School is oversubscribed and a first-choice school for parents and students in the local community. Our intake is diverse and is a true reflection of the community that we serve. Our ethos is captured in the acronym SEARCH; School Matters, Effort, Achievement, Character and High Aspirations. These values drive all we do and are core to our success. Our aspirations for this community are high and we want our students to have access to the very best education.

For further information, please contact the PA to the SLT and HR Admin Bailey-Olivia Henry [bailey-olivia.henry@heartlands.haringey.sch.uk](mailto:bailey-olivia.henry@heartlands.haringey.sch.uk)

If this role is of interest to you and you can contribute to our future success, then we would like to hear from you.

**Completed application forms should be submitted online by the closing date.**

**NB: Please note that in line with the new Keeping Children Safe in Education updates, an online search will be conducted as part of our due diligence checks on all shortlisted candidates. CVs or incomplete application forms will not be considered. Only those that are shortlisted will be contacted by the school. Applications may be considered whilst the posts are being advertised. Search Education Trust reserves the right to close adverts earlier than the stated deadline. We advise early applications are submitted.**