



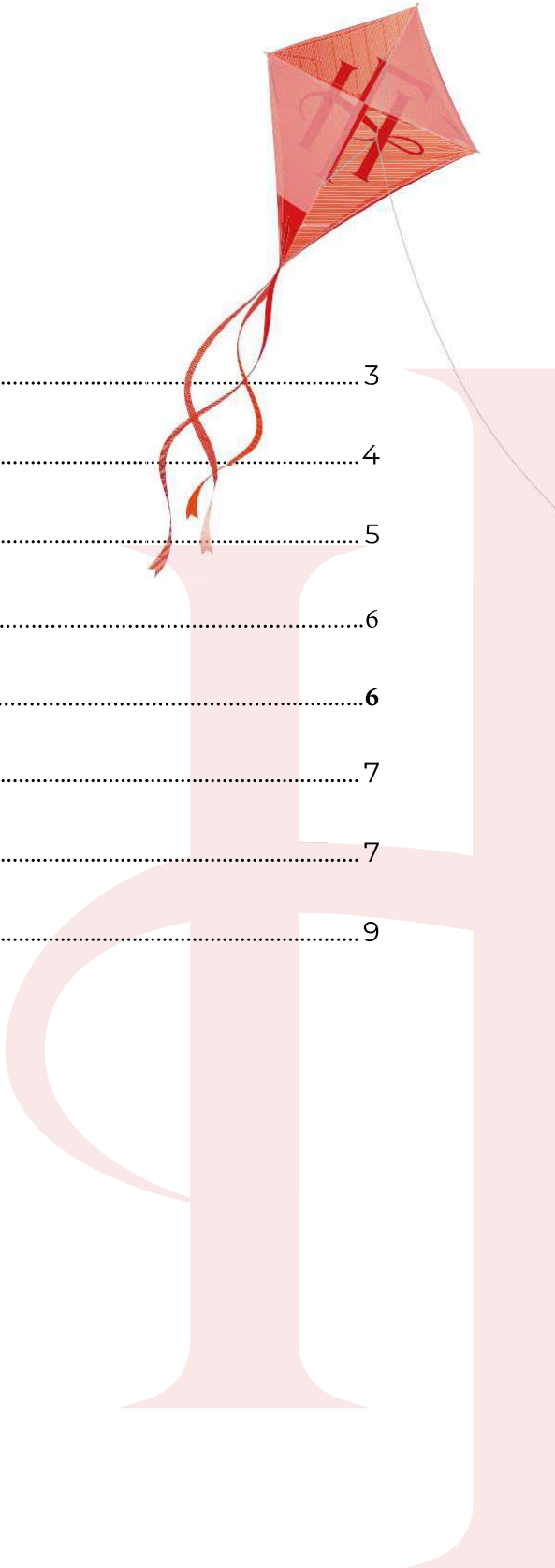
FAIRSTEAD HOUSE

# Learning Support Assistant

MAY 2026

# CONTENTS

A message from the Principal of King's Ely .....	3
About the Schools.....	4
The Nursery .....	5
About the Department.....	6
Main Duties and Responsibilities .....	6
Person Specification.....	7
Working at Fairstead House.....	7
Information for Candidates.....	9





### A message from the Principal of King's Ely

Welcome, and thank you for your interest in coming to work at King's. I hope that what you read here will excite you and chime well with your ambitions so that you will want to apply for this position.

King's Ely is an extraordinary place to work: a family of schools educating around 1350 boys and girls aged 2-18 in our Nursery and Pre-Preparatory, Prep and Senior Schools in Ely in Cambridgeshire, and up to age 11 at Fairstead House School in Newmarket. Most of our pupils come from Ely, Cambridge and surrounding areas, while about 200 pupils are boarders from all over the world. King's employs about 540 people in diverse roles from teaching and pastoral care to administration, finance, IT, site services and maintenance and catering.

We often talk about 4 'P's which make King's special: our fundamental **purpose**, unchanged in over 1000 years, in providing the best education and foundation for life we can for the children in our care; our **practice**, ensuring the very highest standards of professionalism and excellence in every area of school life and our commitment to everyone's wellbeing, development and training to achieve this; as an exceptional **place** to grow up and work in with our beautiful 75-acre campus adjacent to Ely Cathedral and the wonderful historical, environmental, spiritual and technological resources available to us; and most of all our **people**, the outstanding and diverse community of pupils, staff and supporters whose commitment, experience and skills are the root of our success.

We welcome all types to join this wonderful mix, and I thank you in advance for the time and thought which I know goes into preparing each application; we really appreciate it and give every application the careful consideration it deserves. I look forward to hearing from you and, I hope, meeting you in due course.

With best wishes,  
John Attwater

## About the Schools

### King's Ely Family of Schools

In recent years King's has expanded rapidly, becoming co-educational in 1970, and today educating around 1150 children aged 2-18 at Ely, including 200 boarders.

The school is divided into three sections: King's Ely Senior (age 13-18) and King's Ely Prep (age 7-13), which occupy adjacent campuses and benefit from shared facilities, and King's Ely Acremont and Nursery (ages 2-6) which have their own self-contained campus about 400m from the main site. Additionally, Fairstead House School in Newmarket (for pupils aged 1-11) joined the King's Ely family of schools in 2022.

King's Ely is affiliated with the HMC, Society of Heads, IAPS, the Boarding Schools' Association and the Choir Schools' Association, and has been awarded 'excellent' in all categories by the Independent Schools Inspectorate (ISI) in 2021.

### Purpose, Ethos and Values

King's Ely Family of Schools exists to make the most and best of childhood, and in particular to give the very best education, opportunities and pastoral care to as diverse a community of children as we can. In doing so we aim to prepare each one to live positive, productive, successful and fulfilled lives, for the betterment of themselves and the world around them. We achieve this through the operation of a family of schools centred around a 2-18 co-educational day school in Newmarket, aiming to draw fully on our exceptional environment, history, physical, cultural, spiritual and human resources in doing so.

### Fairstead House School

Fairstead is a unique independent day school for girls and boys aged 1 to 11 years in the heart of Newmarket, on the Suffolk/Cambridgeshire border.

Fairstead House really is a school with heart! All pupils are encouraged to relish life and to find wonder in the world around them. We offer an excellent education, providing a wealth of opportunities taught by passionate staff.

At Fairstead House, learning is memorable and fun, with each child being nurtured to develop their individual talents and encouraged to be confident in their learning. They are purposeful and passionate, energized and empathetic. Our curriculum is inventive and stimulating, with specialist teaching across a range of subjects including music, drama, languages, and sport.

*"Fairstead House is a magical school with confident children who always want to do their best. Together, with our staff and the wider school community, they create a sense of family in which everyone feels safe and secure and an environment in which everyone can be true to themselves."*

Michael Radford, Head of Fairstead House



## The Nursery

"In January 2017, we were delighted to open Fairstead House Nursery, allowing us to welcome little ones aged from 12 months old into the Fairstead family.

In 2024 we are proud to be expanding with a new pre-school room, the Shetlands room.

Nestled in the centre of the School grounds, our purpose built Nursery provides bespoke care and nurture all year round in a 'home from home', cosy but stimulating environment. The Nursery is open from 7.30am to 6.00pm, Mondays to Fridays, all year round (excluding Christmas week and Bank Holidays). Places are available on a term time only basis as well as all year round.

The five Nursery rooms (Foals, Yearlings, Shetlands, Ponies 1 and Ponies 2) are each designed and tailored specifically to the developmental requirements of the children. The children in the Yearlings, Shetlands and Ponies Rooms benefit from specialist tuition, including in Music, PE, Mandarin and Spanish.

Our experienced staff are passionate about providing your child with the highest standard of care and ensuring that Fairstead House Nursery is an exciting, fun and secure place for your child to be.

When they are ready to leave the Nursery to transition to Reception, the children are confident, independent and superbly equipped to start their school adventures.

I look forward to welcoming you and your family to Fairstead House and introducing you to the staff with a personal tour of our Nursery."

Lucie Melen  
Nursery Manager



## About the Role

Fairstead House is a thriving and nurturing independent preparatory school for children aged 12 months to 11 years old.

We are seeking a hardworking, honest, dependable and self-motivated individual to join our team as a Learning Support Assistant. The successful candidate will demonstrate a flexible approach to their work and be willing to undertake a variety of responsibilities in support of pupils and staff across the school.

## Key Responsibilities

### Pupil Support

- Work during term time to support pupils from Reception to Year 6, both during lessons and at other times throughout the school day.
- Provide 1:1 and small group support to pupils with a range of needs, helping them stay motivated, engaged, and able to access their learning.
- Assist pupils in producing their work, including on electronic devices where appropriate.
- Help to calm situations when needed and offer a patient, sympathetic ear to pupils, ensuring any concerns are passed on through the school's established pastoral and academic support systems.
- Meet regularly with identified pupils to help them understand and meet the expectations of the school's routines.
- Support any pupil in lessons where the Learning Support Coordinator identifies a need for Learning Support Assistant involvement.

### Communication and Liaison

- Work under the day-to-day direction of the Class Teacher, Learning Support Coordinator and Deputy Head.
- Liaise with parents as agreed with the Learning Support Coordinator and maintain accurate, relevant notes of meetings or discussions.
- Collaborate effectively with class teachers and other colleagues to ensure consistent, high-quality support for pupils.

### General Support for Teaching and Learning

- Undertake a range of general classroom support tasks as required, including assisting teachers outside the Learning Support Department when agreed with the Learning Support Coordinator or Deputy Head.
- Carry out administrative tasks such as filing, photocopying, preparing displays, and supporting teachers across the school where needed.
- Contribute to the smooth running of the school by being adaptable, proactive, and willing to take on additional duties as assigned by the Learning Support Coordinator.

This description is not exhaustive but summarises the general role of the Learning Support Assistant and may well be subject to change over time. The intention is to offer candidates an accurate impression of the expectations commensurate with the post and an outline of the role as it is envisaged at this time.

## Person Specification

The successful candidate will be:

- Reliable, trustworthy, and committed to the wellbeing and progress of pupils.
- Calm, patient, and able to build positive relationships with children.
- Flexible and willing to adapt to the changing needs of the school day.
- A strong communicator who works well as part of a team.
- Self-motivated, organised, and able to manage a varied workload.

## Working at Fairstead House

The King's Family of Schools is committed to rewarding our employees who share our passion, vision, and values. The School is committed to investing in our employees with CPD opportunities amongst other things.

The School has its own, generous salary scale. The salary for the role will be commensurate with experience and will recognise the responsibility this post entails.

In addition to the above, staff at Fairstead benefit from:

- Generous fee-remission, subject to availability of places and successful admissions procedures. Staff currently enjoy a discretionary discount on fees for children in Reception year onwards, details of which will be provided upon request.
- Enrolment in the statutory auto-enrolment contributory pension scheme.
- Access to Salary Sacrifice Schemes such as: Cycle2Work, Home and Tech Scheme, and Local Gym Membership.
- Limited free on-site car parking.
- School lunch provided when at work over lunch time and tea and coffee the day.
- Access to an Employee Assistance Programme, available to the employee and their dependents.
- Discounts at local businesses such as Sushi and Salad (Ely), Griddle Bar and Meathouse, and The Pantry (Newmarket).

## Information for Candidates

Applications should be made via My New Term, you can do this by clicking the 'Apply Now' button at the top of the advert. The final closing date for applications will be 9am on Friday 15th May 2026.

Where Applicants have been successful in the shortlisting process they will be contacted for interview. Interviews will take place in the week commencing 18th May 2026.

We reserve the right to invite candidates for interview prior to the closing date and to close vacancies early if we have sufficient suitable applications. Therefore, we encourage interested applicants to submit an application as soon as possible.

If you are selected for interview, you will need to provide proof of identity, birth certificate, documentation confirming your NI number or your right to work in the UK and certification of qualifications.

Shortlisted Applicants should be aware that references will be requested as part of the interview process.

Fairstead House is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.

We appreciate your effort in completing the application and for your interest in working at Fairstead House.





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