



# Learning Support Co-Ordinator – The Bridge

## Required asap

37 hours a week (Monday – Thursday 8.00am - 4.00pm Friday 08:00 – 3:30) term time plus 5 inset days plus 5 days\* (\*disaggregated to cover additional hours worked during term time)

**Salary: H5 (£27,254) Pro rata – actual salary per annum £23,942, approx.**

The Nobel School is a very exciting and vibrant school with 1490 students on roll, covering the full age and ability range, the majority of whom continue their education into our flourishing sixth form.

We are committed to delivering an education that provides students with the relevant skills and experiences to prepare them for further education and the world of work, but also to develop their character to become fully fledged members of society.

To work with SENDCo as part of a professional team to organise and support teaching and learning activities for SEND students. The Learning Support Co-ordinator provides specialist learning support for students identified as having learning difficulties, including complex and multiple special education needs, in a broad range of different learning situations and settings. The post holder also plans, organises and undertakes other related duties to fully support and underpin the learning, personal and social development of identified students.

This role is a SEND officer with additional responsibility to manage the SEND learning support area, currently known as The Bridge.

We are looking for someone who will embrace the ethos of the school and the successful candidate will demonstrate a commitment to driving up behaviour standards and inspiring the same in others. They will have an unshakable belief in every student's entitlement to the highest-quality education and their ability to achieve and learn, whatever their personal circumstances.

The Nobel School prides itself on its excellent working relationships and caring environment. You will need to be friendly, approachable, flexible, a good team player and hardworking, with a good sense of humour.

Nobel School is committed to safeguarding the welfare of all of its students and staff. The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to satisfactory recruitment checks, including an enhanced DBS check and satisfactory references. We welcome applications from all suitably qualified individuals regardless of age, gender, ethnicity or religion.

To apply, please contact Suzanne Crow, Head's PA ([HR@nobel.herts.sch.uk](mailto:HR@nobel.herts.sch.uk)).

Please complete our application form together with a letter of application that should be no longer than two sides of A4 (Arial, font 11). In your letter you should address your vision and values relating to the post and why you want to join the Nobel community. To arrange an informal visit please contact Suzanne Crow at the email below. All applications should be made through the relevant recruitment website or may be sent electronically to [HR@nobel.herts.sch.uk](mailto:HR@nobel.herts.sch.uk). The closing date for applications is 11.59pm Friday 27 February 2026. **Prospective candidates are encouraged to submit their applications as soon as possible as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate.**

Yours sincerely



**Rav Phagura**  
**Headteacher**



Hertfordshire County Council

Job Application Form  
(Support Staff in Schools)

Post Applied for: at:  
School

**PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING**

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry). **All sections must be completed.**

**For guidance on completing this form, please look at the Guidance Notes – Support Staff document**

**PERSONAL DETAILS (block capitals please)**

<b>Surname/Family Name:</b>	<b>Preferred Title:</b>
<b>First Name(s):</b>	<b>Previous Surname:</b>
<b>Home Address:</b>	<b>Email:</b>
	<b>Telephone (Home)</b>
	<b>Telephone (Work)</b>
<b>Post Code:</b>	<b>Telephone (Mobile)</b>

**CURRENT OR MOST RECENT EMPLOYMENT**

**Employer's Name:**

**Department/Section:**

**Address:**

<b>Job Held:</b>	<b>Grade:</b>	<b>Salary:</b>
<b>Date Started:</b>	<b>Are you still employed?</b> Yes/No.	
If YES, amount of notice required	or, if NO, the date employment ended:	

**Brief description of the main duties of your job:**

(Large empty box for writing)

**PREVIOUS EMPLOYMENT DETAILS**

Please list all your previous jobs with dates to the nearest month starting with the most recent. (You should include all periods of work experience, work placements or voluntary work and periods when you were not in employment)

From	To	Name and Address of Employer	Job Title	Reason for Leaving

**EDUCATION/QUALIFICATIONS**

Please give details of your education including any professional qualifications, starting with the most recent attained

Dates Attended From / To	Name(s) and Address(es) of Secondary School/College/ University or other	Qualifications gained (State:level/grade/date achieved)

**LEISURE INTERESTS**

Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying.

**MEMBERSHIP OF PROFESSIONAL BODIES**

Name of Institute/Professional Body	Current Level of Membership (e.g. corporate)	Membership Number
Please give details of your involvement with these bodies (e.g. attendance at meetings)		

#### TRAINING AND DEVELOPMENT

Please include details of any training (e.g. courses, seminars) and development (special projects, personal development courses) relevant to your application. Also include how you keep your job skills up to date.

#### REFERENCES

Please give the names, addresses and status of two referees who may be approached now, **one of whom must be your present or most recent employer. References from friends or relatives are not acceptable.**

<b>1) Name:</b>	<b>Status:</b>
<b>Address:</b>	
:	
<b>Telephone:</b>	
<b>Email address:</b>	
<b>2) Name:</b>	<b>Status:</b>
<b>Address:</b>	
:	
<b>Telephone:</b>	
<b>Email address:</b>	

If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.

<b>From what source did you learn of this vacancy?</b>	
<b>Are you a relative or partner of any employee or governor of the School?</b>	
<b>If yes</b> , please give details: .....	
<b>Has someone else completed this form on your behalf?</b>	
<b>If yes</b> , please provide the person's name and an explanation:	

#### CRIMINAL RECORDS CHECK - DISCLOSURE & BARRING SERVICE (DBS)

From 1<sup>st</sup> December 2012, the Criminal Records Bureau (CRB) will merge with the Independent Safeguarding

**DECLARATION**

I certify that the information given above and overleaf is correct to the best of my knowledge.  
I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications.  
I give consent for personal information provided as part of this application to be held in accordance with the Data Protection Act 1988.  
I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.

**Signature:****Date:**

In the interests of economy, receipt of this application may not be acknowledged unless specifically requested (in which case please enclose S.A.E)

**YOU NOW NEED TO COMPLETE THE  
PERSON SPECIFICATION FORM**

**Hertfordshire County Council  
Person Specification Form**

<b>Name:</b>	
<b>Job Title:</b>	
<b>School:</b>	

**PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING**

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It is essential that you complete and return this form

This form is your chance to show us how well you can do this job

Remember just saying you can do it is not enough; we need an example.

You can use examples from work, school, college, hobbies, voluntary work or daily life.

**Example: Ability to prioritise workload**

In my current job I plan my work on a daily basis but adjust it when an urgent query or problem arises, e.g. when another team member unexpectedly calls in sick. I always raise any urgent issues with my manager.

**SKILLS AND ABILITIES**

**EXPERIENCE**

**KNOWLEDGE**

**Please note that if you are invited to interview, you will be asked about the boundaries between adults and children in a school.**

**Signed :**

**Date:**