



THE CHARLES KALMS • HENRY RONSON

**IMMANUEL
COLLEGE**



Learning Support Assistant
(Full Time and Part Time) Term Time Only +
2 weeks
Candidate Information Pack



Welcome

to Immanuel College, *the Independent Jewish school*, where academic achievement, outstanding pastoral care and inspiring Jewish life and learning sit at the heart of everything we do.

Located in Bushey, we are easily accessible from North London via our extensive bus network while also having 11 acres of Hertfordshire countryside for our students to enjoy and from which they benefit in many ways from school sport to social and recreational spaces.

As a modern Orthodox school, we are proud to nurture young people intellectually, personally, and spiritually, while celebrating individuality and strengthening Jewish identity as a natural part of everyday life here. We value warm, respectful relationships between colleagues, students, parents, alumni, and the genuine sense of community and shared purpose this creates.

Alongside remarkable academic outcomes, our students benefit from exceptional arts, music, drama, sport, and educational trips that broaden learning beyond the classroom. Guided by values of kindness, responsibility, curiosity and aspiration we prepare young people for leadership and to make a positive contribution in a diverse world. As we enter the next chapter of our 35-year journey, we remain committed to excellence, care and ambition, for our students and our staff alike.

Thank you for considering this role. Please do not hesitate to get in touch with us if you would like to know more about the role or the College. We look forward to welcoming you to Immanuel College.

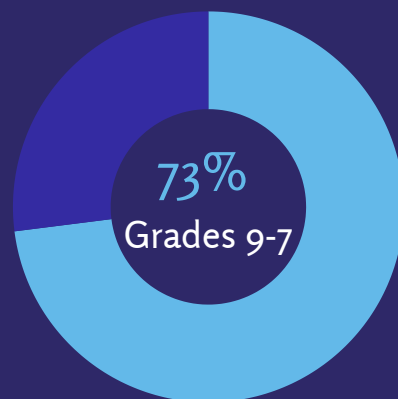




2025 GCSE Results

35%
Grades 9

56%
Grades 9-8



+ 0.84

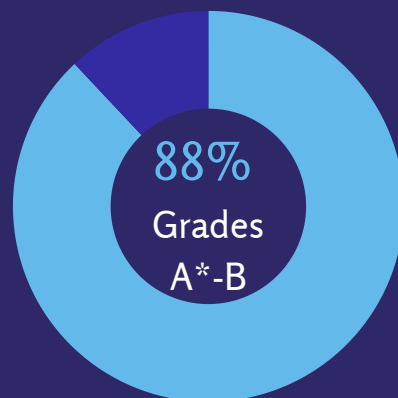
Immanuel students GCSE results outperformed their independent schools peers by an average of almost one grade per subject entry.



2025 A-Level Results

24%
Grades A*

64%
Grades A*-A



83%

of our Sixth Form leavers went to their first choice destination for onward study



Role Description

The role is working within a very friendly and supportive department assisting pupils with SEND in our Senior School.

The primary duty of a Learning Support Assistant is to make education inclusive to students with underlying specific learning needs and duties and may vary widely depending on those and departmental needs.



Key Responsibilities

Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact by:

- Establishing positive relationships with pupils who are being supported;
- Promoting positive pupil behaviour in line with school policies and helping to keep pupils on task;
- Interacting with, and supporting pupils, according to individual needs and skills;
- Promoting the inclusion and acceptance of children with special needs within the college ensuring access to lessons and their content through appropriate clarification, explanation and resources;
- Participating in planning and evaluation of learning activities with the SEND department, providing feedback on pupil progress and behaviour;
- Running school study skills sessions;
- Monitoring and recording pupil activities as appropriate and writing records and reports as required;
- Providing feedback to pupils in relation to attainment and progress;
- Supporting learning by arranging/providing resources for lessons/activities;
- Attending to pupils' personal needs including help with social, welfare and health matters;
- Assisting with the preparation, maintenance and control of stocks of materials and resources;
- Assisting with the development and implementation of EHEP's;
- Acting as a reader or a scribe for students where necessary;
- Assisting with invigilation arrangements for students with SEN; and
- Contributing to Departmental development by supporting the Director of Learning Support as required.



Person specification

Qualifications and Subject Knowledge

- A good level of education to A level;
- Educated to degree level (desirable); and,
- A high level of academic achievement in specialist support.

Experience

- Experience of working within a school or similar environment supporting students, both in a mainstream classroom and on a one-to-one basis, at KS3 and KS4;
- To be able to organise a programme of work;
- To be able to teach small group intervention programmes;
- Experience of teaching/tutoring pupils in math would be an advantage but no essential;
- Working within a Learning Support Team in an educational establishment (desirable); and,
- Experience of supporting students with a range of needs and learning differences including dyslexia, dyspraxia, ADHD, ADD, ASD and SEMH (desirable).

Knowledge and Understanding

- Knowledge and understanding of strategies to promote positive behaviour, discipline, and social inclusion;
- An understanding of children and their cognitive development;
- Excellent awareness and understanding on the full range of safeguarding matters;
- An understanding of a range of Special Educational Needs, and of the impact of those needs upon students' learning;
- Specialist SEND qualifications (desirable);
- Strong subject knowledge in your specialist subject up to and including KS4; and,
- Strong curriculum knowledge in your specialist subject up to and including KS4; understanding the assessment criterium and being able to accurately mark pupil work (desirable).

Application Process

Immanuel College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please familiarise yourself with our Child Protection & Safeguarding, Recruitment and Selection and our Equal Opportunities policies.

The deadline for applications is: 10:00am on Friday 31 July 2026

Before applying for this role please read our guidance, which can be found on the Vacancies section of our website. Please complete an application through MyNewTerm before the deadline. CVs will not be accepted.

Applications will be reviewed on receipt, and in some cases we may choose to interview and appoint a strong candidate ahead of the closing date. We therefore encourage interested candidates to apply as soon as possible. If you would like any further information, or an informal conversation to discuss the role please contact Assistant Head: Director of Learning Support/SENDSCO, Mrs Alessandra Rivalta at arivalta@immanuelcollege.co.uk

Benefits

By joining Immanuel College, you will enjoy the benefits of working in a supportive, forward-thinking educational environment which offers:

- Pension scheme;
- Membership to Simplyhealth;
- Free lunch and refreshments during term time;
- Free on-site parking; and,
- Generous discount on school fees.



"Pupils recognise that being part of a supportive community plays an important part in their academic development."



"Pupils develop their self-esteem, confidence and resilience".

"The school equips pupils with the attributes of kindness, aspiration, responsibility & curiosity".

- ISI Report 2024

