



THE
KINGSLEY
SCHOOL

Information for Applicants

Job Title : Learning Support Assistant

To start *As soon as possible*



The School

A leading independent day school in Leamington Spa, the Kingsley School educates girls and boys aged 3 to 18. Founded by the determination of Rose Kingsley, daughter of Victorian author Charles Kingsley, the School began life in 1884 as Leamington High School before becoming The Kingsley School to celebrate Rose Kingsley's contribution to Leamington in 1949.

The Kingsley Way

The Kingsley Way is what makes us distinctive and special. It includes our four core values and our holistic approach to education consisting of four strategic educational pillars.

Our values

- We act with **kindness**
- We aim for **excellence**
- We create **opportunities**
- We build **community**

Our educational pillars

Academic Education

Inspiring excellence in all areas of learning, teaching, and student achievement

Academic Education offers exceptional learning opportunities with our 40 Curriculum in the Prep School and over 30 exciting subjects in the Senior School, personalised pathways, and research-based teaching and learning. This all leads to excellent academic outcomes, ensuring our students are well-qualified and well-equipped for the future.

Positive Education

Locating wellbeing at the heart of our school

Positive Education brings the science of positive psychology to our Kingsley community. It focuses on specific skills that support girls and boys to build positive emotions, grow resilience, strengthen relationships, optimise strengths, promote mindfulness, and encourage a healthy lifestyle - underpinned by world-class pastoral care.



Discovery Education

Facilitating experiential learning beyond the classroom

Discovery Education helps our boys and girls develop confidence in practical ways, promoting independence, compassion, leadership, and resilience. Our education extends far beyond the classroom door and our students are constantly exposed to new ideas, activities, and opportunities. As the only Round Square school in the region and as part of Warwick Schools Foundation, Kingsley girls and boys benefit from extensive opportunities for collaboration, creativity, and growth. Whether it's through our world-class music programme, Duke of Edinburgh, or Friday afternoon activities, students are constantly given the chance to discover new things to complement their classroom learning.

Future-focused Education

Cultivating the skills, knowledge, and confidence to create the future

Future-focused Education teaches the knowledge, skills and attitudes needed to thrive and make an impact on the world now and in the future. It moves away from the silos of knowledge and exam-based, standardised learning to an education that ensures our students are equipped with the skills and belief to change the world. Our exciting partnership with 8BillionIdeas alongside our own bespoke curriculum, together with the many opportunities we have being part of Warwick Schools Foundation, ensures our students have the skills and confidence to create their future and be a force for good in the world.

Underpinning our four strategic educational pillars is our commitment to coaching with empowering conversations that foster wellbeing, growth, and performance.

www.thekingsleyschool.co.uk

**Warwick
Schools
Foundation**



Warwick Schools Foundation comprises: King's High with Warwick Preparatory School, Warwick School with Warwick Junior School, and The Kingsley School. The Foundation is unique in the Midlands, offering co-education for our pupils aged 3 to 7, and then either single-sex education from age 7 onwards at our Warwick campus or co-education at the Kingsley School. This offers the best of both worlds for our pupils: teaching specifically tailored to their needs with extensive opportunities to collaborate outside the classroom.



The Role

At the Kingsley School, everyone contributes to our positive and vibrant community – and we understand exactly how much every single member of staff brings to this. That's why, if you have the skills and experience to support our preparatory and/or secondary school to support pupils' learning, wellbeing and emotional development and you want to work in an environment where everything you do helps to build the confidence and skills of our young people, we want to hear from you.

Hours of Work

37 hours per week

Pay Banding

£22,621 – £24,865 per annum pro-rata (FTE : £28,372 – £31,187 per annum)

Location

The Kingsley Preparatory School, Leamington Campus

Start Date

As soon as possible

Reporting Lines

The post holder will report to the Assistant Head of Support and Safeguarding.



Job Description

The Foundation considers this document a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

Support for the Pupil (Pastoral/Learning)

- Demonstrating a patient, positive and encouraging approach.
- Provide targeted, high-quality and adaptive support for pupils with SEND, including those with Autism and social, emotional and mental health needs
- Using strategies such as modelling / scaffolding key language to support non-verbal/verbal communication.
- Developing a communication friendly environment. Using structures such as visual timetables, now/next boards and choice boards to support understanding of routines and decision-making.
- Supporting the pupil's social interactions with peers and adults in school – initiating and responding to others.
- Assist in the preparation and planning of tailored learning activities, resources and interventions to meet pupils' individual needs
- Using specialist resources as recommended.
- Use high-quality adaptive teaching approaches to help pupils access learning, build independence and make progress from their individual starting points
- Support pupils' emotional regulation and wellbeing, including the use of approaches such as Zones of Regulation
- Deliver small group and 1:1 interventions where needed, monitoring impact and adapting provision in response to pupil progress
- Respond flexibly to emerging needs, supporting pupils in class, at transitions and during less structured times
- Support positive behaviour management across the school, using consistent, relational and restorative approaches in line with school policy
- Act as a calm, consistent and supportive presence for pupils throughout the school day
- Developing small steps in independence in relation to everyday tasks and curriculum-based activities.
- Providing pastoral support to the pupil within the school environment.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required
- Being involved in the development and implementation of Individual Education / Behaviour Plans / EHC plans as required

Support for the Teacher

- Jointly establishing a clear, daily routine of support.
- Working together to plan a personalised learning programme to include external professional advice (e.g., EHCP / Speech and Language Therapy programme) and targets set via an IEP. Regularly reviewing / evaluating the programme and its implementation.
- Keeping detailed observations to chart the pupil's progress and plan next steps.
- Show a flexible approach considering the child's needs, adapting support as needed.
- Supporting the partnership with parents to share learning aims, resources, offer guidance and support.
- Attending regular assess-plan-do-review meetings to provide information on the pupil's progress and plan next steps with professionals and parents.



Job Description

Additional duties

- The post holder must comply with the Data Protection Act 1988, the Computer Misuse Act 1990 and all other policies operating at the school.
- To report any Health & Safety problems to the Health & Safety Manager.

Health and Safety

As an employee you are expected:

1. To take reasonable care of your own health and safety.
2. To take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do during your work.
3. To co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies.
4. Not to interfere with or misuse anything that's been provided for your health, safety, or welfare.
5. To report any injuries, strains, or illnesses you suffer as a result of doing your job.
6. To tell your employer if something happens that might affect your ability to work (e.g., becoming pregnant or suffering an injury).
7. If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy.



Further Details

The Employer is Warwick Schools Foundation.

Salary

The salary scale for this role is £22,621 to £24,865 per annum of actual salary (FTE : £28,372 - £31,187 per annum).

Pension

Applicants will be automatically enrolled into a competitive contributory pension scheme (employer contributions up to 14%).

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS). These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Equality, Diversity, and Inclusion

Warwick Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position, you will actively support an environment and culture that values diversity and inclusion.

Appointment Method

Interview.

The Application Form

Candidates should complete online Application form addressing the competencies outlined in the job description and person specification.

Completed applications should be submitted to hr@warwickschools.co.uk

If you would like to have an initial discussion about the post, please contact Gina McIlwraith – Executive Assistant and Operations Manager, on 01926 425127 or on g.mcllwraith@kingsleyschool.co.uk



Appointment Timetable

Deadline for submissions

Closing date: **12 noon on Thursday 1st October 2026**

Interview date: **Week commencing Monday 5th October 2026**



Benefits for Staff



THE
KINGSLEY
SCHOOL



Staff Fee
remission at
The Kingsley
School



Lunch and
refreshments
provided during
the working
day



A virtual
GP and Physio
service



Access to a
wide range of
retail discounts



Salary sacrifice
schemes



A strong,
supportive staff
community



Employee
Assistance
Programme



Person Specification

	Essential	Desirable	Method of assessment
Qualifications	• Educated to a high level with good Maths and English, and evidence of continued professional development in a relevant field. • HLTA status or has equivalent experience	• Degree level or equivalent experience. • ELSA Trained	• Contents of the Application Form • Copies of qualifications
Experience	• Detailed knowledge of ICT applications including advanced expertise in Microsoft Excel. • Recent experience working as a Teaching Assistant and/or HLTA • Experience of working with young people with SEND needs within Primary education. • Experience of working with young people with a diagnosis of Autism and ADHD and using approaches such as Zones of Regulation or similar. • An excellent understanding of effective ways to support students with SEND. • Knowledge and understanding of how to support students with SEMH needs and experience in providing interventions that support progress.	• Experience of event management • Experience working with ICT database systems	• Contents of the Application Form • Interview • Professional references



	Essential	Desirable	Method of assessment
Skills	• Ability to work independently, using own initiative. • Ability to produce detailed reports and present complex information in an accessible way for stakeholders. • Ability to work under pressure using time management and organizational skills to ensure adherence to tight deadlines. • Ability to interpret varying situations and solve problems on a day-to-day basis. • Ability to work collaboratively and lead on training as required. • Ability to adapt to new systems and deliver training. • Excellent communication skills and interpersonal skills. • Ability to make professional recommendations.		• Contents of the Application Form • Interview • Professional references
Personal competencies and qualities	A wholly professional attitude to include: • Commitment to high standards. • Commitment to own professional development. • Commitment to collaboration, where appropriate, with other schools in the Foundation. • Support for school aims and policies. • Ability to be positive and enthusiastic. • Tact and discretion and understanding the importance of confidentiality and discretion. • Loyalty and dependability. • Soundness of judgement. • Ability to prioritise and organise self. • Ability to listen and work in a team. • Strong customer service focus.	• Demonstrate being articulate, presentable, co-operative, reliable, customer responsive with a “can do” attitude with good communication skills both on the phone and in person that allows effective communication at all levels. • Ability to prioritise. • Creates a good rapport with staff, parents, and pupils. • Ability to organise self and work independently. • Ability to listen. • Ability to work in a team.	• Interview • Professional references
Safeguarding Children, Young People and Vulnerable Adults	• A commitment to the safeguarding and well-being of children and young people at the school, in accordance with school’s policies • A willingness to adhere to the school’s policy on safeguarding and to undertake training as required		• Contents of the Application Form • Interview • Professional references • Successful DBS Clearance
Equal Opportunities	• Understanding of the requirements of Equality and Diversity		



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