



**JOHN LYON SCHOOL**

# **Learning Support Assistant**

**START DATE: September 2026**

# HEAD'S WELCOME

**Thank you for your interest in joining our team here at John Lyon School.**

As a leading co-educational independent school in North West London, we are proud to offer an exceptional all-through education for pupils aged 2 to 18. Many of our pupils begin their journey in our pre-nursery or Prep school and progress confidently into the Senior School and Sixth Form, emerging as well-rounded, intellectually curious, and socially responsible young people, ready to make their mark on the world.

At the heart of John Lyon is an enduring belief in the individual potential of every pupil. We are deeply committed to academic excellence, but equally to the development of character, creativity and resilience. Our classrooms are places of challenge and encouragement, where pupils are inspired by expert teachers to inquire deeply, think independently and strive for excellence.

Our School Values: Ambition, Community, Creativity, Enquiry, Excellence, Heritage, Innovation and Resolve, shape our culture, inform our teaching, and define the experience of those who study and work here.

Our pupils flourish not only in academic disciplines but through a rich and varied co-curricular programme. Sport, STEAM, music, drama, leadership and service opportunities are integral to school life and central to the holistic education we offer. As a Microsoft Showcase School, one of just 82 in the UK, we also place a strong emphasis on digital innovation, ensuring our pupils are prepared for the evolving demands of the modern world.

John Lyon is part of a broader educational ecosystem through John Lyon's Foundation and the Harrow Family of Schools, including Harrow School and its international network. This distinctive connection offers our staff and pupils a wealth of collaborative opportunities and global perspectives, enhancing the educational experience in powerful and meaningful ways.

This is an exciting time in the School's development. We are growing, evolving, and continually raising our standards to deliver the exceptional facilities, inspiring environments and comprehensive care our parents expect and our pupils deserve. If you are inspired by our mission and would like to contribute to the next chapter of our journey, we would be delighted to receive your application.

John Lyon is a warm, ambitious and forward-looking community. Our school environment is a deeply rewarding place within which to work, and both staff and pupils are encouraged to grow, achieve and thrive. Those who join us become part of a collaborative culture grounded in shared values, where passion for hard work and a commitment to excellence is celebrated and supported.

We look forward to receiving your application.

**Rose Hardy**  
**Head**



# ABOUT JOHN LYON

Founded in 1876, John Lyon School began as a day school for local boys in Harrow and the surrounding areas. It was established following the success of Harrow School, which John Lyon founded in 1572 after receiving a Royal Charter from Elizabeth I to create a free grammar school for children and youth. Over the past 150 years, the School has become co-educational and now provides an all-through education after merging with our Prep school (formerly Quainton Hall).

## THE COMMON ROOM

John Lyon has a very friendly and diverse Common Room with a mix of colleagues living locally, in London and as far afield as Hertfordshire, Bucks, Berkshire, Essex and Surrey. Many academic staff join the School straight from university whilst more experienced staff have taught in either Independent schools, state Schools or both. The Common Room runs a termly programme of wellbeing activities which is well supported by academic and support staff.

This includes theatre trips, celebratory meals, yoga, charity quiz nights and fixtures in archery, football, cricket, hockey and golf.

## OUR ETHOS

John Lyon has a richly deserved reputation for providing an excellent all-round education that combines high academic standards with excellence in Sport and the Arts and outstanding pastoral care. The School is a friendly and purposeful place. Learning is both broad and deep, and we offer a unique education that embraces opportunity and excellence both within and beyond the classroom. At John Lyon every pupil matters.

## OUR VALUES

John Lyon has a clear set of values that are vital to our community. Our values shape who we are, what we do and how we do it. Each value is woven into School life and our admissions process. Our Values are tangible and meaningful; they enable us to promote and teach a set of principles to our pupils that will help them thrive as happy individuals.



AMBITION



EXCELLENCE



INNOVATION



RESOLVE



HERITAGE



COMMUNITY



ENQUIRY



CREATIVITY



# Learning Support Assistant (LSA)

*Reports to: Head of Learning Support*

## JOB DESCRIPTION

### THE DEPARTMENT

John Lyon is a thriving independent day school with a strong commitment to inclusive practice, personalised learning, and high-quality SEND provision. We are seeking a compassionate, organised and proactive LSA to join our Learning Support Department. The role centres on planning and delivering targeted interventions that help pupils overcome barriers and achieve their potential. You would work with a range of pupils from all year groups in our dedicated Learning Support Department classroom.

You will play a key role in communicating with teachers and parents/guardians to ensure a collaborative approach to meeting each child's needs. This role offers the opportunity to build strong, meaningful connections with pupils and make a real difference within a school community that values kindness and respect and celebrates the individuality and strengths of every child.

### MAIN RESPONSIBILITIES

- Plan and deliver a range of evidence-based academic and pastoral interventions (e.g., literacy, numeracy, study skills, emotional regulation, social communication).
- Provide 1:1 and small-group support to pupils with additional needs, ensuring interventions are engaging, well-structured and tailored to individual needs.
- Work closely with the Head of Learning Support to monitor pupil progress and adapt provision where needed.
- Support with assessing pupils' learning needs through informal observations, screening tools and progress data.
- Maintain accurate and up-to-date records of interventions, outcomes and pupil profiles.
- Assist in completing provision maps, pupil profiles and review documents.
- Support the Head of Learning Support with managing and gathering information for referrals to external agencies.
- Work collaboratively with class teachers to share strategies and ensure consistent support across the curriculum.
- Liaise with parents and guardians to provide updates on pupil progress and promote positive home-school relationships.
- Monitor the outcomes for pupils on the Learning Support/SEND register.
- Work as part of a team supporting the transition of pupils into our Senior School.

- Support the SENDCo in organising timetables, resourcing interventions and maintaining departmental systems.
- Run lunch clubs related to learning and social skills.
- Support the evidence gathering for and delivery of exam access arrangements.

## ADDITIONAL RESPONSIBILITIES

- Support our co-curricular programme and bring your interests into the school.
- Contribute to a friendly and stimulating learning environment.

## GENERAL DUTIES

- Safeguarding and Child Protection
  - Act in accordance with the School's Safeguarding and Child Protection Policy and keep up to date with statutory requirements and training.
  - Promote the welfare and safeguarding of all pupils at all times.
- Confidentiality and Data Protection
  - Handle sensitive information discreetly and in line with GDPR and School policies.
  - Maintain confidentiality regarding pupils, staff, parents, and governors at all times.
- Health, Safety and Wellbeing
  - Take reasonable care of your own health and safety and that of others.
  - Comply with School health and safety policies and report concerns appropriately.
- Professional Conduct
  - Maintain high standards of personal and professional behaviour, acting as an ambassador for the School.
  - Uphold and promote the ethos, aims and values of the School.
  - Foster positive working relationships with colleagues, parents, and external stakeholders.
- Flexibility
  - Undertake other duties that may reasonably be required by the Head or Senior Leadership Team.
  - Adapt to changing priorities and contribute to School life beyond the immediate role (e.g. assisting at School events).
- Professional Development
  - Take part in the School's performance management and appraisal processes.
  - Undertake relevant training as required to support the role and wider school needs.
- Equality, Diversity and Inclusion
  - Support the School's commitment to equal opportunities and inclusive practices.
  - Challenge inappropriate behaviour or discrimination in a professional manner.

- Team Contribution
  - Work collaboratively with colleagues across departments.
  - Contribute ideas and feedback to improve processes and support the smooth running of the School.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

# PERSON SPECIFICATION

<b>Qualifications &amp; Knowledge</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Good level of general education (GCSE English and Maths, or equivalent, is mandatory)	X	
Relevant SEN Support qualifications (Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools)		X
Work experience across Key Stages 3 and 4, supporting children with SEN both in and out of the classroom alongside teachers across a variety of subjects, ensuring their engagement and progress	X	
Strong knowledge of administrative practices and office systems	X	
Understanding of safeguarding principles and the need for confidentiality	X	
Experience in undertaking advanced responsibilities, delivering and working independently to teach whole-class lessons, and covering planned absences	X	
Familiarity with statutory requirements relating to schools		X
<b>Skills &amp; Abilities</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Excellent organisational and time-management skills, able to prioritise competing demands	X	
High level of accuracy and attention to detail	X	
Strong IT skills (Microsoft Office, especially Excel, Outlook, Word, plus Management Information Systems)	X	
Skilled in managing electronic records and producing accurate reports	X	
Ability to draft and proofread correspondence to a professional standard	X	
Effective communication skills, both written and verbal, with a professional telephone manner	X	
Ability to handle confidential information with discretion and integrity	X	
Strong interpersonal skills – able to build good relationships with staff, parents, governors, and external partners	X	
Ability to work proactively and take initiative	X	

The post holder's responsibility is to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the School, they must report any concerns to the School's Designated Safeguarding Lead.



## John Lyon School

Senior School, Middle Road, Harrow-on-the-Hill,  
London, HA2 0HN  
020 8515 9400

## John Lyon School

Nursery & Prep School, Hinds Road, Harrow,  
London, HA1 0RX  
020 8515 9500