

Learning Support Assistant (Individual Pupil Support)

Candidate Information

Location: Harpenden, Hertfordshire

Fixed-Term, Term-Time Only | Key Stage 1 | 16 Hours per Week



Welcome to Aldwickbury

Thank you for your interest in joining Aldwickbury School. I hope this candidate information pack gives you a sense of what it is like to work at Aldwickbury School and the warm and positive environment you'll become a part of if you are successful in your application.

We are seeking to appoint an enthusiastic, supportive, and dedicated Learning Support Assistant to join our thriving School.

This is an exciting time to join Aldwickbury. Following the successful introduction of co-education, girls are now firmly established within our school community up to Year 3 and will continue to progress through the year groups in the years ahead. We have also recently expanded our provision with the opening of our Nursery in September, marking another important milestone in the school's development.

As Aldwickbury continues to grow and evolve, we remain committed to providing an outstanding education that combines academic excellence with exceptional pastoral care and a broad range of opportunities for every child. Our dedicated and talented staff are at the heart of this success, creating a supportive environment in which both pupils and colleagues can flourish.

We hope you will consider joining our wonderful school and becoming part of our warm, ambitious, and committed team.

Applications will be reviewed as they are received, and we reserve the right to close the recruitment process early should a suitable candidate be appointed.

Paul Symes
Headmaster



Introduction to Aldwickbury School

Aldwickbury is an independent day and flexi boarding Pre-Prep and Prep School for boys, and girls up to Year 3, located in 20 acres of grounds in Harpenden, Hertfordshire. Operated as an Educational Trust, the School is administered by a Board of Governors, and is a member of the Independent Association of Prep Schools (IAPS).

At Aldwickbury, we inspire pupils to develop a love for learning, empowering them to try their best, embrace challenges, be themselves, and seize opportunities that come their way. Our approach focuses on nurturing the individual potential of each child, ensuring they feel supported in a safe and stimulating environment. We are a non-selective school with an emphasis on personal and academic growth. We are incredibly proud of the value we add to their education.

Aldwickbury is committed to offering a holistic education that enables pupils to achieve academic success, where creativity, collaboration, critical thinking, and communication are at the heart of the curriculum.

As a forward-thinking school, our leadership team and staff continuously strive to enhance our educational offer. The Future Thinking initiative, introduced three years ago, has been instrumental in helping children prepare for an ever-changing world.

We foster a strong sense of community, encouraging pupils to grow as confident, independent learners who are excited to contribute to the world around them. Through our dedicated staff, we aim to provide an outstanding experience that prepares pupils for the next stage of their education at a wide range of excellent senior schools.

Our Ethos

Our community is one where all staff should feel supported, where kindness connects us as 'one team'. We work with passion to deliver an outstanding education for the pupils.

Our culture is one of integrity, respect and high ambition, underpinned by a growth mindset. We are encouraged through endeavour and self-reflection to develop, grow and support each other's wellbeing and happiness.

Independent Boys' School of the Year 2024

We are immensely proud that Aldwickbury was awarded the prestigious title of Independent Boys' School of the Year at the highly regarded Independent School of the Year Awards. Even more significantly, we are the first-ever Prep School to win this category.

This incredible achievement is a testament to the unwavering dedication and hard work of our entire team, the pupils' willingness to embrace challenges and seize opportunities, and the invaluable support of our parents, governors, and wider school community. Together, we have built an inspirational environment where our pupils are not only happy, but also challenged, kind, and able to flourish as their authentic selves.



The Role

Job Title:	Learning Support Assistant (Individual Pupil Support)
Reporting To:	Assistant Head (Individual Development), in liaison with relevant Heads of Department
Current Placement:	Key Stage 1
Job Purpose:	To provide dedicated 1:1 support to a pupil with additional needs, enabling them to access learning, develop independence, support their wellbeing, and participate fully in all aspects of school life

Main Duties and Responsibilities

Key responsibilities:

- Provide dedicated learning, emotional and, where appropriate, physical support to a pupil with identified additional needs and/or a disability.
- Support the pupil in accessing the curriculum and participating fully in school life.
- Implement strategies, interventions and programmes recommended by external professionals, including Educational Psychologists, Speech and Language Therapists, Occupational Therapists or medical practitioners.
- Support the pupil's communication, social development, independence and self-regulation skills.
- Monitor, record and report on the pupil's progress, wellbeing and engagement.
- Support the pupil and class teachers in the effective use of assistive technology within the classroom.
- Support the implementation of strategies, targets and provision detailed within the pupil's Learning Support Plan, EHCP or other support plans.
- Provide appropriate supervision and support during changing routines where required, ensuring the pupil's dignity, safety, comfort and independence at all times.
- Promote the pupil's independence and avoid over-reliance on adult support wherever possible.
- Support the pupil during lessons, breaktimes, educational visits and other school activities, as directed.
- Support teachers and Heads of Department in planning and implementing effective support strategies, including reasonable adjustments, risk assessments and arrangements for educational visits.
- Work collaboratively with teachers, the Assistant Head (Individual Development), external specialists and parents to ensure consistent support strategies.

Key accountabilities:

- Ensure the safety and wellbeing of the pupil at all times.
- Support teachers to maintain accurate records relating to the pupil's support, academic progress and wellbeing.
- Contribute to review meetings and discussions regarding the pupil's educational and support needs.
- Maintain strict confidentiality regarding the pupil's disability, educational needs and family circumstances.
- Actively promote inclusion, ensuring the pupil is able to participate as fully as possible in all aspects of school life.
- Attend training relevant to the pupil's needs, including, but not limited to, safeguarding, medical, behavioural, and therapeutic training, as required.
- Supervise and support the pupil during lunch times, promoting positive social interaction and independence.
- Adapt support strategies and approaches in response to the pupil's changing needs, progress and increasing independence throughout their time at the school.
- Participate in the school's appraisal process and relevant professional development activities.

The responsibilities outlined are not exhaustive, and the Learning Support Assistant may be required to undertake such other duties as may reasonably be requested by the Assistant Head (Individual Development), Heads of Department or Form Teacher.

Person Specification

Essential

Education, Qualifications and Knowledge

- Educated to at least GCSE level (or equivalent), including English and Mathematics.
- Experience of working with children of the relevant age range, whether in a paid, voluntary, educational, childcare or coaching capacity.
- Experience of supporting children with additional needs and/or disabilities, including communication, learning, physical, sensory, or social and emotional needs.
- Understanding of safeguarding and child protection responsibilities within a school environment.
- Knowledge of, or willingness to develop knowledge of, supporting children with additional needs and disabilities.
- Understanding of the importance of inclusion and promoting independence for pupils with additional needs.
- Ability to follow individual support plans and implement guidance provided by teaching staff and external professionals.
- Commitment to continuous professional development and training.

Desirable

- Relevant Teaching Assistant qualification (e.g. Level 2 or Level 3 Teaching Assistant).
- SEND-related qualifications or training, including supporting pupils with communication, learning, sensory, medical or physical disabilities.
- Paediatric or Emergency First Aid qualification.
- Experience of working on a 1:1 basis with children who have additional needs and/or disabilities.
- Experience of working within an educational setting, preferably an independent school.

Personal Qualities

- Kind, patient and compassionate approach to supporting children.
- Ability to build positive and professional relationships with pupils, colleagues and parents.
- Calm, resilient and adaptable, with the ability to respond effectively to changing needs and situations.
- Organised, reliable and flexible approach to work.
- Commitment to promoting inclusion, independence and wellbeing for all pupils.
- Professional integrity, discretion and commitment to the values and ethos of the School.

Skills & Abilities

- Strong communication and interpersonal skills, both written and verbal.
- Ability to work effectively with pupils, colleagues, parents and external professionals.
- Ability to work collaboratively as part of a team and independently when required.
- Ability to follow support plans and guidance provided by teaching staff and specialist professionals.
- Ability to observe, record and report information accurately.
- Good organisational and IT skills, including the use of Microsoft Office and school-based systems.



Terms of Appointment

Hours of work: 16 hours per week, Monday to Friday.

Predominantly morning hours, with specific working times to be agreed at interview.

Contract: Term-Time Only | Fixed-Term until 9 July 2027

Required From: As soon as possible

Salary: Competitive hourly rate

Benefits:

- Contributory pension scheme
- Free on-site parking
- Complimentary school lunches during term time
- Access to the School's facilities at designated staff times, including the swimming pool and sports hall
- Employee Assistance Programme
- Cycle to Work scheme

Interview and Application Process

The closing date for applications is 7th October 2026.

Early application is advised, as applications will be considered as they are received and we reserve the right to appoint at any time in the process.

Shortlisted candidates will be invited to attend interviews during the week commencing 12th October 2026.

Thank you for your interest in joining Aldwickbury School. The information in this document is non-contractual but is designed to give you an overview of the post.

All posts are subject to enhanced statutory checks.

Aldwickbury is committed to safeguarding and promoting the welfare of children.

The school aims to provide a safe and nurturing environment where all pupils are happy and can be themselves.

Aldwickbury expects all staff and volunteers to share this commitment.

