



# The **Burgate**

School & Sixth Form

## **Recruitment Pack**

# **Learning Support Assistant**

Registered in England and Wales Register Company Number: 07596997

# Key Information

Are you a positive, enthusiastic individual who wants to help children thrive?

Do you want to join a supportive, friendly school community?

## **Role: Learning Support Assistant**

**Required for: 1 September 2026**

**Part-Time**

**School hours, Monday to Friday**

**Term Time only - contracted for 44.07 weeks per year**

We are seeking an enthusiastic and motivated individual who can play a key role in our dedicated SEN team and enhance the teaching and learning opportunities of our students, particularly those with additional learning needs.

**Salary: Scale 1, Point 2 to Scale 2, Point 3**

**(£24,413 to £24,796 FTE per annum)**

Please note the salary indicated is the full time equivalent.

Actual salary will be dependent upon the number of hours and days worked.

Holiday entitlement is built into the salary for term time workers.

Total paid weeks for this role will be 44.07 per annum.

Salary is paid all year round across 12 months in equal instalments.

**Deadline for applications: 09:00 Monday 22 June 2026**

**Interviews week beginning 29 June 2026**

You are strongly encouraged to contact us in advance to learn more about being a Learning Support Assistant at The Burgate and the specifics of this post. If you would like to have an informal chat, or a visit, please contact Heidi Shering, Deputy Headteacher.

Executive Headteacher: David Pover

Associate Headteacher: Ben Clemson

The Burgate School and Sixth Form, Salisbury Road, Fordingbridge,  
Hampshire, SP6 1EZ

Tel: 01425 652039, Email: [burgate@burgate.hants.sch.uk](mailto:burgate@burgate.hants.sch.uk)

Dear Prospective Applicant

I am delighted that you are interested in applying for the post of Learning Support Assistant at The Burgate School and Sixth Form. We believe our school is an exceptional place to work, where students and staff share collective values in a happy and inclusive environment. This is encapsulated in our school vision of *'We want every student to enjoy their learning and feel valued for who they are'*.

Each member of our staff team matters, and creativity and innovation are embraced and developed. Our students are a pleasure to work with and we encourage you to come and see this for yourself. 'Learning for Life', our school and college motto, underpins our culture and applies to every member of our school and sixth form community, whatever stage they are at.

Our desire to be one of the top comprehensive schools nationally continues with great enthusiasm and this appointment is a key factor in ensuring that we achieve that objective. Please take your time to explore our school's website, our recent Ofsted inspection and this recruitment pack, which will give you a greater understanding of what we believe is an ambitious, creative and successful school.

I very much look forward to receiving your application to work with us at The Burgate.

Yours sincerely

David Pover  
Executive Headteacher



## **The Role**

We are seeking an enthusiastic, motivated and caring individual to join our dedicated SEN team as a Learning Support Assistant. This is a wonderful opportunity to make a meaningful difference to the lives of our students and to support them in achieving their full potential.

At The Burgate School and Sixth Form, we are committed to inclusion and to ensuring that every student feels supported, valued and able to succeed. You will work alongside a highly professional and collaborative team who are passionate about improving outcomes for students with SEN.

The role involves providing support to students within the classroom, working both on a 1:1 basis and with small groups to deliver targeted interventions. You will play an important role in helping students to access learning, build confidence, develop independence and achieve success.

This is a varied and rewarding role, and we will provide you with the training and support needed to succeed.

If you are a positive team player with a flexible approach and a genuine commitment to supporting young people, we would be delighted to hear from you.

## **What we are looking for:**

We are looking for someone who is patient, caring and understanding, with the warmth and resilience needed to support young people effectively.

## **You will also:**

- Have good literacy and numeracy skills
- Be able to motivate, engage and inspire students
- Take a proactive approach to meeting individual student's needs
- Be relationship-focused, with the ability to build trust and show empathy
- Work effectively as part of a team
- Have strong communication, organisational and interpersonal skills

## **In return, we offer:**

- A supportive and welcoming school
- Friendly, enthusiastic and highly committed colleagues
- A strong commitment to professional development and career progression
- Access to the Local Government Pension Scheme
- Electric vehicle charging points
- A cycle to work scheme
- A school set within fantastic grounds on the edge of the New Forest

## **Why Work for The Burgate School?**

At The Burgate School and Sixth Form, we pride ourselves on being a caring and inclusive community where both students and staff are encouraged to thrive. We value professional development, wellbeing and collaboration, and are committed to ensuring that all colleagues feel supported and valued in their roles. With a strong sense of community, high expectations and a focus on continuous improvement, Burgate is a rewarding and inspiring place to work.

## Hours of Work and Support Staff Pay Explained

The role of Learning Support Assistant is a term time only role.

### What is Term Time Only

Term time only working means your contracted hours take place during the weeks when the school is open to students. Unlike many jobs that run all year round, some roles in schools pause during the holiday periods, so you're not required to work during the long school breaks (such as Christmas, Easter and Summer).

Your salary is spread evenly across 12 months for consistency, but it is calculated based on the number of weeks you actually work each year, plus any paid holiday entitlement included in the contract.

The school's academic year is 39 weeks (three terms of approximately 13 weeks each).

The role of Learning Support Assistant will be contracted for 44.07 weeks per year. A 'year' being 1 September to 31 August.

This can be broken down as follows:

39 weeks – term time including five INSET days.

+

5.07 week's paid holiday (including bank holiday entitlement)

= 44.07 weeks paid

Remaining weeks are unpaid

### Annual Leave

For term time only staff, annual leave is built into your pay calculation rather than taken as separate days off. This means your paid holiday entitlement is included within the school holiday periods, and leave cannot be taken during term time when students are in school.

The school's holiday year also runs between 1 September and 31 August. For the Learning Support Assistant role, you will be entitled to 5.07 weeks' paid holiday which includes bank holiday entitlement. You will be paid your normal basic remuneration during such holidays.

### If you join us part way through the leave year

If an individual starts their employment part way through the leave year, they will only be entitled to the part of their total annual leave entitlement accrued for that year.

Holiday entitlement will therefore be calculated on a pro-rata basis rounded up to the nearest whole or half day.

# How to Apply

The following guidelines are designed to help you submit an application in line with our requirements. Please ensure that you comply with the instructions below otherwise the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Sarah Hewett, HR Manager/Headteacher's PA at shewett@burgate.hants.sch.uk

## **Application Form**

Your application is an important part of the selection process so it's really important that you try to capture all of the relevant information we ask for on the form. All applications must be submitted through My New Term — the link to our careers page is here:

[The Burgate School and Sixth Form Careers Page Link.](#)

For safer recruitment reasons, only applications submitted via My New Term will be considered. CVs will not be accepted).

## **Don't wait until the deadline nears to submit your application**

You are advised to submit your applications as soon as possible as, on occasion, we reserve the right to close a vacancy earlier than the advertised date, if we have received sufficient applications that meet the criteria, or a suitable candidate is found. We advise you to submit your application as early as possible to prevent disappointment.

## **Shortlisting**

Shortlisted candidates will be contacted by telephone or email. We will endeavour to contact non-shortlisted applicants however, if you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

## **Interviews**

Interviews will be held at The Burgate School and Sixth Form. In addition to a tour of the school and informal discussions with key members of staff, you may be asked to undertake one or two tasks depending on the role you are applying for. The selection process will culminate in a formal interview. Full details of the interview process will be sent to candidates with the invitation to interview.

Candidates invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will also be required to bring photo ID with them on the interview day, for example a valid passport or driving licence to provide proof of identity and, where available, a birth certificate should also be presented.

If relevant to the role, evidence of all academic and professional qualifications disclosed on the application form should also be presented. Full details will be sent to candidates alongside their formal invite to interview.

### **References for shortlisted candidate**

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Burgate School and Sixth Form has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer) and all other necessary pre-employment vetting checks have been satisfactorily completed. This will include confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure, verification of your identity and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS) and a check will be undertaken to ensure they are not subject to a prohibition order.

### **Safeguarding and Child Protection Statement**

Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their school life. As a school and sixth form, we are committed to safeguarding and promoting the welfare of all our students. The actions that we take to prevent harm, to promote wellbeing, to create safe environments, to educate on rights, respect, and responsibilities, to respond to specific issues and vulnerabilities all form part of the safeguarding responsibilities of the school and sixth form.

A copy of our child protection policy and our policy on the employment of ex-offenders are available to view on The Burgate School and Sixth Form's website at: <https://www.theburgate.com/policies>.

### **Pre-employment Checks including an Enhanced DBS and Children's Barred List Checks**

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, all our recruitment and selection practices reflect this commitment. Should you be successful, any offer of a post will be conditional subject to an enhanced Disclosure and Barring Check as well as other relevant pre-employment checks including the receipt of two satisfactory references and medical clearance. As this is a post in regulated activity, the DBS check will include a children's barred list check. It is an offence to seek employment in regulated activity if you are on a barred list. All positions within The Burgate School and Sixth Form are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

### **Online Searches**

We will also carry out an online search on the successful candidate to help identify any past or current incidents or issues that might affect an individual's suitability to work with children and undertake the role in question. Any online search will be carried out only on publicly available information and will be limited to issues relating to an individual's suitability to work with children and/or in a school environment. Any issues that arise from a search will be followed up with the candidate where it can be discussed more fully, including background information, or mitigating circumstances.

## **Equal Opportunities Statement**

The Burgate School and Sixth Form is an equal opportunities employer and values the diversity of our workforce and welcomes applications regardless of age, gender, ethnicity, or religion.

## **General Information for Applicants**

At The Burgate, we want every student to enjoy their learning and feel valued for who they are. The school provides high quality comprehensive education for children aged between 11 and 18 and we enjoy an excellent reputation within the local community for our high standards. Consequently, many students attend the school through parental choice. We provide a broad curriculum and a creative approach to learning that inspires curiosity, builds collaboration, helps develop resilience and encourages flexibility of thought.

This could not be a better time to join The Burgate; our GCSE results in 2025 were pleasing with 71% of students achieving a pass grade in both English and Maths. This is significantly above the national average, and a real source of pride for the school. Our A Level outcomes were also outstanding this summer, with a greater proportion of students achieving top grades in line with the national picture. Overall, 76.6% of grades awarded were A\*-C, which is the highest set of results since the end of the pandemic.

We offer a wide range of subjects at GCSE and A Level, delivered by a highly qualified team of professional teachers and support staff who are committed to offering the highest quality of education to the students. All staff members participate in a well-established and bespoke performance management scheme. Induction and in-service training are provided for all teaching and support staff and there is a special programme for ECTs, as well as access to a wide range of CPD through National College and beyond. Internal promotion is a typical route for progression to higher levels of leadership for The Burgate staff.

The school has a committed and supportive board of trustees, enjoys healthy links with the local community, our cluster primary schools and partnership schools. We build and consequently benefit from excellent supportive relationships with parents, and we encourage close contact with the school whenever they have concerns regarding their child's education. The Burgate School continued to be rated 'good with outstanding features' by Ofsted in November 2024.

The Burgate School and Sixth Form is situated on the outskirts of Fordingbridge in Hampshire. Salisbury, Bournemouth, Southampton and the Channel ports of Poole and Portsmouth are all within easy driving distance, and the major cities of Bath, Bristol and London all easily accessible by road and rail. With the New Forest National Park, Isle of Purbeck, Jurassic Coast and Salisbury Plain further enriching and enhancing the natural beauty of the local environment, the successful candidate will have a chance to live and teach in one of the most highly desirable areas of England, where the standard of living is of the best available nationally.

## **Job Description**

### **Learning Support Assistant**

**Impact Statement:** to support individual and small groups of students with SEND to achieve their full potential; to promote inclusion of SEND in the classroom; to liaise with teachers to provide support for teaching and personalised learning.

#### **CORE RESPONSIBILITIES:**

- Maintain high professional standards and level of conduct
- Adhere to statutory policies and procedures and undertake training as required
- Contribute to the delivery of the school's vision
- Uphold the values of the Burgate School and Sixth Form
- Help to foster innovation and the development of new capabilities
- Engage with school improvement plans and initiatives
- Support the pastoral care and behaviour standards of students to ensure they feel safe, secure, and valued

#### **KEY RESPONSIBILITIES:**

- Support the learning and emotional wellbeing of students with SEND, tailoring support to match learners' needs, including the delivery of interventions in literacy, numeracy, emotional support and use of ICT equipment and programs as directed by the SENDCO and LSA Support Coordinator.
- Support teacher planning through regular liaison and review of student needs before and after lessons.
- Contribute to assessing students' progress, and support them in reviewing their own learning via Individual Learning Plans (ILPs), Personal Education Plans (PEPs), Education Health Care Plans (EHCP) annual reviews, and other means of monitoring.
- Liaise with students, their parents/carers and external practitioners under the direction of the SENDCO and LSA Support Coordinator
- Identify and support with removing environmental and curriculum barriers to students' learning.
- Adapt and prepare curriculum materials in line with our adaptive teaching approach.
- Provide academic mentoring support where necessary
- Champion and advocate for children with special educational needs and disabilities.
- Where qualified, provide first aid to students including administering student medicine and supporting with extra curricular opportunities.

You may also be asked to carry out any other duties reasonably requested by the Leadership Team

## Person Specification for Learning Support Assistant

<b>Safeguarding</b>	Essential	Desirable
Commitment to the safeguarding and wellbeing of all students and the ability to follow all school policy and procedures	X	
<b>Qualifications, Training &amp; Experience</b>	Essential	Desirable
Good level of education to at least GCSE standards or equivalent.	X	
A commitment to professional development	X	
Previous experience of working with children		X
<b>Skills and Attributes</b>	Essential	Desirable
Good literacy and numeracy skills	X	
Ability to relate well to children.	X	
Assist children on an individual basis, but also able to work as a member of a team.	X	
Explain tasks simply and clearly.	X	
Work with guidance but also under limited supervision.	X	
Liaise and communicate effectively with others.	X	
Good IT skills including all main Microsoft applications	X	
Demonstrate good organisational skills.	X	
Be prepared to develop and learn in the role.	X	
Willingness to undertake first aid training	X	
<b>Personal Qualities</b>	Essential	Desirable
Proactive approach	X	
Excellent interpersonal skills, a high level of emotional intelligence and emotional resilience in addition to a sense of humour.	X	
Ability to maintain calmness under pressure	X	
Have a flexible approach to work and tasks	X	
Have a good record of punctuality and attendance	X	
A positive and optimistic outlook	X	
Demonstrate a deep commitment to school's ethos and its motto 'Learning for Life.'	X	
Strong willingness to contribute to the wider life of the school	X	
Show fairness and consistency	X	
Commitment to equal opportunity	X	
<b>Essential Competences</b>	Essential	Desirable
High level of confidentiality, honesty and integrity	X	
Familiarity with SIMS		X
Smart appearance	X	