



*Where young
people are*
**known,
valued &
treasured**



Graduate Learning Support Assistant Application Pack

Co-educational Independent Catholic Day School for ages 4-18 in St Albans



Welcome to St Columba's College

St Columba's College is located 25 miles from Central London in the cathedral city of St Albans in Hertfordshire. The College is a thriving 4-18 independent co-educational day school, comprising a Prep School of approximately 200 pupils and a Senior School of 600 students, of whom 160 are in the Sixth Form.

St Columba's is an academic and aspirational school devoted to academic excellence and the holistic development of each individual child. It was established in 1955 by the Brothers of the Sacred Heart and is a Roman Catholic foundation based on the educational philosophy developed by its founder, Father André Coindre: to ensure a provision of education rooted in religious values, structured through friendly discipline, nurtured by personal attention, and committed to academic excellence. We are an integral part of a dynamic group of 12 schools located primarily across the United States.

Academic Support Department

Personalised learning at St Columba's College

At St Columba's College, we nurture the whole person and are not bound by traditional measures of success. Our pupils are known, valued and treasured, and have a deep understanding and appreciation for the fact that they are so much more than the grades they achieve. We are proud of our dedicated and highly qualified Department and, as a school, passionately committed to meeting the needs of each individual. We aim to ensure that all our young people, regardless of their learning needs, are supported to achieve their full potential throughout their time at the College. This means that, when the time comes for them to leave us, they depart as successful, confident and lifelong learners.

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Exemplary pastoral care + great teaching +
emphasis on extracurricular = happy children
reaching their potential.

The Good Schools Guide



Job Title: Graduate Learning Support Assistant (Senior School)

Reports To: SENDCo - Head of Academic Support

Key Contacts:

Headmaster through Line Manager, Assistant Head - Teaching & Learning, Assistant Head - Director of Studies, Heads of Departments, Heads of Houses and classroom teachers

Overall Purpose

The learning support assistant will be directed by the Head of Academic Support and be supported by other members of the team in taking an active role alongside our teachers in shaping the learning opportunities of our students. The successful candidate must have excellent communication skills, a willingness to learn and the desire to be part of the development of a high performing team. Any subject specialism at university level will be acceptable although Maths or Science would be highly desirable.

Essential will be to support and assist the teaching staff, the ability to work collaboratively and to use initiative to adapt to circumstances, You will be required to bring motivation, energy and patience to the role, supporting our students with their educational, physical, emotional and social development. A commitment to establishing and maintaining high levels of confidentiality at all times are a prerequisite.

Main duties and responsibilities

Professional Duties:

- To have adequate knowledge to support the KS3 & KS4 curriculum.
- To be committed to raising academic standards and to insist on high standards of learning and achievement.
- To be prepared to work with a range of classes and age groups as required by the needs of the school.
- Attend to pupils' personal needs, including social, emotional, health, and welfare matters.
- Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.
- To work closely with teachers to challenge and overcome individual barriers to learning.
- Assist with the development and implementation of Individual Provision Plans



Support for Teachers

- The learning assistant and classroom teachers work collaboratively to ensure that their time and energy is best spent in a way that optimises learning for the class.
- This can be through:
 - Being assigned to providing support to individual pupils who have been diagnosed with learning difficulties, for either all or part of the time to support their learning.
 - Being assigned to providing support to individual pupils within a class who need additional help.
 - Often being asked to provide support to learning more generally, either by ‘floating’ and acting as additional support during class activities or by working with specific groups of pupils
 - To assist in supervising the activities of groups of children in a range of years or individual children, in order to ensure their safety, facilitate their educational development and develop a supportive and caring relationship.
- To undertake other relevant duties allocated at the discretion of the individual classroom teachers, Headmaster or Line Manager
- To maintain records of children’s progress as instructed.
- Create and submit IEPs and other strategies as appropriate and report to parents as requested.
- Assist the classroom teacher in ways in which the learning activities and classroom environment are enhanced.
- To observe children as individuals and in groups and report problems and progress to the classroom teacher, SENDCo or member of SLT.
- To assist in the delivery of the schemes of work and specifications in order for pupils to be able to access the content and skills necessary to achieve in the variety of subjects.

Generic Responsibilities

- Play a full part in the life of the College community to support its distinctive charism, mission, ethos and charism and to encourage colleagues and students to follow this example
- Attend training and staff INSET sessions organised by the College.
- Adhere at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of self, colleagues, pupils, staff and visitors.
- Follow College Safeguarding and Child Protection policies.
- Any other work as reasonably requested by the Headmaster and/or Line Manager

Safeguarding Children

The appointee's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the College's Child Protection Policy at all times and to engage with relevant safeguarding training and updates as requested, including in-person training and online courses, which may be beyond the usual working hours. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the Designated Safeguarding Lead and record on CPOMS.

The Role

- Fixed term contract for the 2026/27 academic year.
- Term-time only plus 5 Inset days and Open Morning. Attendance is also required at the annual Columban Fayre.
- Full-time, 35 hours per week, Monday to Friday, 8 am to 4 pm inclusive of a daily one-hour unpaid lunch break. Flexibility will be required to ensure that the needs of students' and the department are met.
- Salary inclusive of holiday pay will be dependent upon qualifications and experience.
- Free lunch, tea/coffee/biscuits/fruit.
- Eye Care Vouchers.
- Free annual flu vaccination.
- Access to a benefits hub including discounted gift cards, Cycle to Work and Tech Schemes.
- Confidential counselling help-line.
- Support with continuing professional development.
- Contributory pension scheme (6% employer contribution).
- Use of the College Fitness Suite outside of school hours.
- Free on-site parking.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with the level of responsibility may be either permanently or temporarily assigned as part of the job.

Work with us

St Columba's is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including reference checks with past employers and the Disclosure and Barring Service.

If you wish to discuss this vacancy further, please contact Jackie Metcalfe, Head of HR, at metcalfe.j@stcolumbascollege.org or on 01727 892095. To apply for this position, visit our website stcolumbascollege.org

Application Process

Closing date: 10 am on Thursday, 14th May 2026.

Interviews will be held shortly afterwards. Early applications are encouraged as we reserve the right to call suitable candidates to interview and to appoint prior to the closing date.



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St Columba's College is a Catholic Foundation of the Brothers of the Sacred Heart (US Province)