



Simon Langton Girls' Grammar School

Learning Support Assistant

June 2025



Candidate Information Pack



Welcome

Thank you for your interest in applying for a position at our school.

We were founded in 1881, with a history that can be traced back as far as 1248, and the provision Simon Langton left for the 'perfection' of support for poor priests. Jump forwards nearly 800 years to a school that is striving to create the perfect environment for students and staff to work and learn together.

Today we are an exciting, vibrant, home to over 1300 students and staff. Set on a 14-acre site on the edge of Canterbury, and having completed a major rebuilding programme in 2021, we boast a modern campus to match our expectation and aspirations. From Years 7-11 we welcome girls, with external students competing to join our thriving mixed-sex sixth form. Together we strive for academic and pastoral excellence, supporting all students and staff to be:

- *ambitious in their dreams and thinking: driven to achieve their very best; focused on academic and personal self-improvement; achieving outstanding outcomes in any field*
- *confident in themselves and their abilities: stepping outside of their 'comfort zone'; demonstrating a willingness to show their capabilities to others; approaching difficult situations with careful planning and positivity*
- *independent in their mind and actions: original thinking; giving a voice and action to personal beliefs; making a positive difference to the lives of others*
- *creative in their problem-solving and imagination: producing work that demonstrates strong artistic accomplishment; navigating difficult problems or situations through preparation and planning; inventive and/or original in achieving outcomes*

If your drive and ambition matches ours, and you aspire to be a part of something very special, I invite you to apply to join the Langton Family.

Paul Pollard
Headteacher





Safeguarding

Simon Langton Girls' Grammar School recognises our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families, and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.

Simon Langton Girls' Grammar School believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Simon Langton Girls' Grammar School recognises the importance of providing an ethos and environment within school that will help children to be safe and to feel safe. In our school children are respected and are encouraged to talk openly. We will ensure children's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.

Please also be aware that all candidates invited for interview will be subject to online recruitment checks, in line with 'Keeping Children Safe in Education' recommendations.

Learning Support Assistant (LSA)

We are looking to appoint a Learning Support Assistant (LSA), to join our Special Educational Needs and Disabilities (SEND) department from September 2025. The post will be reliant on community funding and will be a one-year fixed term contract in the first instance.

The ideal candidate will be an innovative, confident and adaptable person who has clear enthusiasm to learn or develop their knowledge of how to support students with SEND. The successful applicant will need to be well-organised and resilient. Whilst it would be beneficial to have a proven track record of supporting children with high SEND needs within the secondary education environment, we are happy to appoint someone who is extremely keen and willing to learn.

The post is 37 hours per week and you will be required to work 39 weeks per year (currently term time plus 37 hours during the summer holidays). The post will be paid at Kent Scheme C (KSC) £21,913 - £22,789 pro rata (FTE salary £25,252 - £26,262).

NB: Applications will be considered as they are received. Suitable candidates may be interviewed before the closing date and Simon Langton Girls' Grammar School reserves the right to withdraw the position if an early appointment is made. Please do not delay in submitting your application form.

This school is committed to safeguarding and promoting the wellbeing of all children and expects our staff, peripatetic teachers and volunteers to share this commitment. An online search check will be carried out on shortlisted candidates, this is not part of the shortlisting process itself and all candidates will be provided with the opportunity to address any issues of concern that come up during the search at interview.



Job Information



Job Specification

Job Title: Learning Support Assistant – SEND Department

Job Purpose: To assist in promoting the teaching, learning and personal development of all SEND students and students assigned to the Learning Base; to enable them to make best use of the educational opportunities available.

Responsible to: Special Educational Needs and Disabilities Coordinator (SENDCO)

Salary: Kent Scheme C (KSC) £21,913 progressing to £22,789 pro rata (FTE £25,252 - £26,262)

Hours of Work: 37 hours p.w. / 39 weeks p.a. (currently term time plus 37 hours during the summer holidays)

Specific Accountabilities:

- To work under the direction and guidance of the SENDCO to assist in the educational and social development of students
- Participate in the implementation of individual education programmes for students as designed by the SENDCO, teaching staff and other professionals. Duties may include monitoring the progress educationally and /or socially
- To provide support for key students within a group or class setting to enable them to participate in class activities: to be prepared to work with small groups of students both in and out of class
- Assist teachers with observation and monitoring of the progress of the SEND students, maintaining accurate records, in order to ensure documentation of all interventions with the students
- Promote positive behaviour patterns to raise self-esteem and improve independent working, including guidance and support with personal, emotional and social development

- Participate and supervise students in off-site activities as directed by the SENDCO and teachers, e.g., educational trips, walks etc
- Maintain a safe and purposeful learning environment in Learning Base during lesson and unstructured time
- Be involved in planning, organising and implementing individual development plans for students (such as student passports), including attendance at, and contribution to, reviews
- Liaise with colleagues, parents and other professionals as required
- Assist with invigilation of SEND students

When working with an individual student:

- To develop an understanding of the special educational needs of the student/s concerned
- To take into account the student/s' special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials
- To help build the student/s' confidence and enhance self-esteem
- To help promote independent learning, including the development of study and organisational skills through modelling of good practice





General accountabilities for all support staff:

- To contribute to overall ethos, work and vision statement of the school
- Organise or support inclusion in school events, e.g. Christmas dinner, sports day
- To undertake other support duties such as may be agreed from time to time
- Reflect on and improve own practice in line with agreed personal and professional development targets, maintain and update personal IT expertise to exploit the capabilities of the administration IT network, supported by the line manager
- Be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy
- Build and maintain successful relationships with each student, treat them consistently, with respect and consideration
- To undertake first aid training and administering medicines training, if required
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To undertake broadly similar duties commensurate with the level of the post as required by the headteacher



Person Specification

Essential

- English and Mathematics equivalent to GCSE grade 4 (C) or above
- Able to communicate effectively with a range of people
- Positive, friendly and upbeat personality
- Excellent listening skills
- Calm under pressure
- Knowledge of child protection/safeguarding
- The ability to be proactive and flexible
- Professional development/interest in SEND education
- Ability to work as part of a team
- Well organised and practical
- Able to implement a range of Teaching and Learning strategies
- Able to form and maintain appropriate professional relationships and boundaries with students and parents
- Able to organise and deliver classroom activities
- Able to deal with sensitive information in a confidential manner
- Have a caring and positive nature
- Prompt and reliable
- Willingness to attend and participate in meetings to review student progress

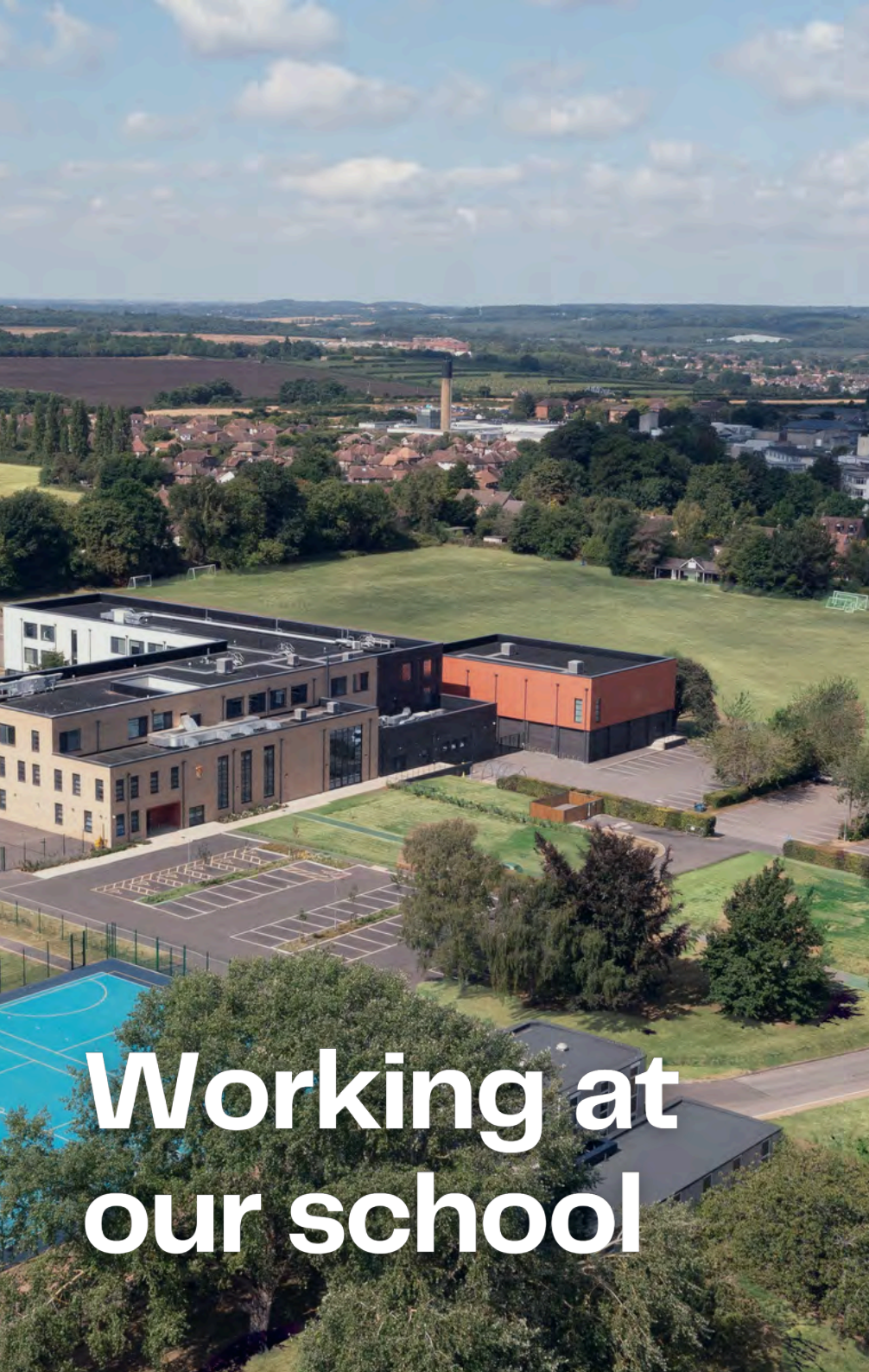
Desirable

- Experience of working in educational setting with children in KS3 and above
- Experience of working with children with autism across the spectrum
- Experience working as a learning support assistant/teaching assistant
- Have an understanding of the importance of lesson planning, IEPs and learning objectives to contribute to learning

The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or designated deputy.

- Applications for this post must be made via Kent-Teach
- Applications must be made by midday on Monday 30th June 2025
- Interviews will take place week commencing 7th July 2025
- For further details please visit the school website or e-mail Mrs Elaine Wall (H.R. Manager) ewall@langton.kent.sch.uk





Working at our school

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Simon Langton Girls' Grammar School holds a deep-seated belief in education and lifelong learning. Effective collaboration, mutual support and professional challenge will underpin our ethos, to ensure that all children and adults are given every opportunity to fulfil their potential and succeed in life.

At Simon Langton Girls' Grammar School we have pledged our commitment to the DfE Wellbeing Charter, declaring our support for and to a set of commitments, to protect, promote and enhance the wellbeing and mental health of everyone.

We can offer you:

- Local Government Pension Scheme for support staff – with a generous employer contribution
- Teachers Pension Scheme for teaching staff – with a generous employer contribution
- Commitment to the School Teachers Pay terms and conditions for teaching staff (STPCD) and the KCC Blue Book terms and conditions for support staff
- Access to the Educational Support Line – offering practical and emotional support
- Access to a Cycle to Work Scheme
- Kent Rewards Scheme – local and national retailer discounts
- Additional holiday entitlement for 5 years + service (for support staff)
- Access to annual flu vaccination programme
- Ample onsite parking
- Friendly, supportive colleagues
- A supportive induction programme
- Continuous professional development and training to support the development of your skills
- To be part of a team that is passionate about delivering expertise and best practice to empower all our students

Equal Opportunities:

We are committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work part-time positions.

Our recruitment process:

Applications will only be accepted from candidates completing the appropriate application form via Kent-Teach.com., or where used, other platforms. Please ensure you complete all sections of the form which are applicable to you as clearly and fully as possible.

Once the post has closed an interview panel will conduct the shortlisting process. Candidates are selected for interview based entirely on the contents of their application form; it is therefore important that you read all documentation provided alongside the advert prior to completing the form.

Once the shorting process has been completed, candidates who have been selected for interview will be informed. Once they have accepted the invitation to interview, they will be provided with full details of the interview programme. Candidates not selected for interview will be informed via email.

All candidates invited to interview will be required to complete a self-disclosure form and will be subject to an online search check. Please note the online search check will not form part of the shortlisting process and all candidates will be provided the opportunity to address any issues of concern that are identified when at interview.

All candidates who are invited to interview must bring the following original documents on the day of interview:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or photo driving licence
- Documentary proof of current name and address





- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Offer of post will be made to the successful candidate as soon as possible, all unsuccessful candidate will be informed by email as soon as possible. All offers of employment will be conditional upon a number of formalities, including, but not restricted to:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks
- Verification of qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment