



Working at Knole Academy

JOIN OUR TEAM



For Appointment of:

Learning Support Assistant



PROUD TO BE
Aletheia
Academies Trust



HEADTEACHER WELCOME

Mr David Collins

Thank you for your interest in the role at Knole Academy. I hope that what you read will encourage you to apply to be part of our team.

I believe that Knole Academy is a tremendous school and a rewarding environment to be a part of. The Knole community is a vibrant friendly environment underpinned by supportive colleagues and fantastic resourcing.

We are aspirational and have high expectations for every child, regardless of background or ability. The interests of our students are always our priority in all decision making and, as a result, we are proud to deliver a curriculum that engages and enthuses our learners. At the heart of our ethos is our determination that all students receive high quality teaching, which is equally as aspirational for our Grammar stream students as it is for the wider student body. For every student to achieve their potential, we believe in generating a learning environment that is calm, safe and inclusive, in which our students enjoy their education.

Knole students benefit from state of the art facilities that offer a vast range of opportunities. We encourage all staff to play an active role in these endeavours as it offers great reward for all individuals and improves teaching relationships.

Knole Academy is an International Baccalaureate candidate school. Staff and students have benefitted significantly from the close collegiate relationship between schools. This ensures that no barriers are placed in the way of student achievement.

I look forward to receiving your application.

ABOUT KNOLE ACADEMY



Knole Academy has a capacity for 1550 students aged 11-19. All year groups are streamed and set with co-educational teaching. There are 240 places designated in each year group. Knole Academy is heavily oversubscribed, organised as 8 forms of admission with up to 350 post-16 places. There are grammar streams in KS3 but we also cater for the least able and all abilities in between.

The Vision for Knole Academy

The Academy is committed to providing an extensive range of experiences to meet the learning and development needs of every individual student. Students are helped and inspired to reach their full potential, no matter what their aptitude, ability or background. They are provided with the highest quality of academic, personal and vocational teaching, mentoring and support, as a means of constantly raising aspiration and improving achievement.

They will become creative thinkers and confident individuals, fully equipped for the opportunities, challenges and responsibilities of adult life and well prepared to take their place within a global society.

Knole Academy, Sevenoaks is:

- Providing an inspirational and technologically advanced learning environment for students, staff and the Sevenoaks community
- Offering a broad, balanced and rich curriculum, underpinned by a strong emphasis on literacy and communication skills
- Ensuring first-class teaching and inspirational leadership
- Offers a strong tutorial system to support, guide and encourage each individual student
- Establishing a network of links with countries and schools all around the world, providing students with opportunities for exchanges, study tours and work on community projects
- Has a wide variety of co-curricular activities, including sport, music, dance, art and outdoor activities
- Providing exciting professional development opportunities for staff.



Staff know the pupils well. Relationships are strong between staff and pupils. Pupils feel safe and feel that staff care about their welfare - Ofsted, 2022

JOB DESCRIPTION

Job Title	Learning Support Assistant
Location	Sevenoaks, Kent
Duration	Permanent
Work Hours	35 hours per week; 39 weeks per year
Reporting to	SENCo Assistant /SENCo
Salary	Grade C £20,728 - £21,557
Pension	Local Government Pension Scheme



About the Role

We are looking to appoint an enthusiastic and energetic full time Learning Support Assistant to support our students.

We are looking for a passionate individual who is ready for their next challenge. We need someone who will be able to support students both within class promoting independent learning and in small groups delivering interventions outside the classroom.

This role would be an ideal opportunity for a graduate wishing to gain relevant experience or for those who are considering a career in teaching and wish to gain educational experience although anyone wishing to support our students is welcome to apply.

We can offer you a well maintained and resourced environment, consideration of maintaining an effective work life balance, free gym membership (on site), cycle to work scheme, and Local Government Pension Scheme.

Our staff are friendly, hardworking and take pride in their work.

KEY RESPONSIBILITIES



Under the supervision of the Assistant to the SENCo:

- To work collaboratively with teachers and other staff to support the student's emerging needs
- To implement and embed the specific strategies/interventions as recommended by the educational and health professionals
- To assist the student to access the curriculum through differentiation at the required level using a variety of resources which may include support with reading, writing or spelling; computer-based learning, 1 to 1 withdrawal
- To promote greater independence in all areas
- To monitor and record progress towards individual student targets
- To become familiar with the different learning needs and teaching strategies for students with specific learning difficulties
- To submit reports for Annual Reviews and Transition Reviews
- To assist in the delivery of needs appropriate PSHCE and SMSC programmes in collaboration with the form tutor and year leader
- To act as a facilitator for all assessments both formal and summative
- To undertake appropriate training to enhance skills or knowledge
- To contribute to the development of differentiated materials for the student
- To be aware of the student's needs and the appropriate strategies for meeting and managing these
- To attend AEN Department meetings
- To be aware of and follow academy procedures, Academy Improvement Plan and AEN departmental improvement plan
- To participate in training and other learning activities
- To carry out other duties as may be deemed reasonable by the line manager





General Duties:

- To be responsible for personal continued professional development
- To adhere to Health and Safety Regulations
- To ensure the safeguarding of students is a primary concern
- To be a First Aider (training will be given)
- To keep confidential any issues related to Knole Academy
- To participate in appropriate meetings
- To read, understand and adhere to all academy policies

About you

To be successful in this post, you will need:

- A personal high standard of maths and literacy skills with a secure understanding of English grammar
- An understanding of using assessment for learning to enable pupils to make progress
- To be enthusiastic and highly organised about all aspects of classroom operation
- Have high expectations of both pupils and yourself
- To be self-motivated and show creativity when adapting learning to meet the needs of individuals or small groups of children
- A belief in inclusion, diversity and the right of each child to be successful whatever their needs, abilities and background
- To be able to inspire, motivate and foster excellent relationships, working in partnership with staff, parents, governors and our wider community
- Good interpersonal skills, a sense of humour and the ability to work as part of a hard-working, enthusiastic, supportive and committed team
- To be committed to your own professional development and keen to make a significant contribution to the life of our school.

Safeguarding Children and Safer Recruitment

It is essential to have due regard for safeguarding and promoting the welfare of children and young people and follow all associated child protection and safeguarding policies as adopted by the Trust.

This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the Executive Head.





E D

Qualifications and Experience

A minimum of **Level 2/GCSE C/5 or equivalent** standard of education: Maths and English (*original certificates will need to be verified*)

Proficient grasp of written and verbal English language

A First Aid qualification (training will be given if necessary)

Experience of working in an educational environment and working with young people

E

E

D

E

Skills and Knowledge

Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment

Excellent communication skills, both verbal and written

Good ICT skills

An organised and methodical approach to administrative procedures

An understanding of relevant policies, codes of practice and legislation

E

E

E

E

E

Personal Qualities

Able to use own initiative, work independently, motivate and inspire with a creative approach to problem solving

Have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances and situations

A flexible working attitude

Ability to work within a team with excellent interpersonal skills

Wear appropriate attire for this position

ALL ESSENTIAL CRITERIA

E = Essential

D = Desirable

HOW TO APPLY



If you are interested in this position and would like to have a more detailed conversation before making the decision to apply for the post, please contact:

Rose Marsaud HR Manager
HR@knoleacademy.org
01732 749774

To apply for this role, please visit MyNewTerm:
[Apply Now](#)

Closing Date:

Monday 1 September 9:00 am

Interview Date(s):

Wednesday 10 September 2025



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



CONTACT US

Knole Academy

Bradbourne Vale Road,
Sevenoaks, Kent,
TN13 3LE

Unique Reference Number:

136128

Telephone:

01732 454 608

Website:

knoleacademy.org

Email:

HR@aletheiaacademy.org