



**Mayfield Grammar School
Gravesend**

**Appointment of
Learning Support Assistant (Fulltime)**

Required from 1st September 2026

Closing date: 9 a.m. – Friday 10th July 2026



Mayfield Grammar School Gravesend

Pelham Road, Gravesend, Kent DA11 0JE
Telephone: 01474 352896 Fax: 01474 331195
Website: www.mgsg.kent.sch.uk Email: enquiries@mgsg.kent.sch.uk

Are you passionate about supporting young people to achieve their full potential? Do you believe in inclusive education and want to make a real difference to the lives of students with additional needs?

We are seeking a dedicated and enthusiastic **Learning Support Assistant (LSA) / Inclusion Champion** to join our team. This is a rewarding opportunity to support students with Special Educational Needs and Disabilities (SEND), working closely with the SENCO and teaching staff to deliver high-quality provision across the school.

Further details and an application form are available from the Staff Vacancies section of the school website www.mgsg.kent.sch.uk

Applications made via Kent Teach will be accepted.
CVs will not be considered and should not be submitted.

All applications with a covering letter addressed to Mrs E Wilson, Headteacher must be received by **9 am on Friday 10th July 2026**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Mayfield Grammar School, Gravesend

Mayfield Grammar School, Gravesend is a selective girls' school with boys in the sixth form which is situated in the town of Gravesend, with easy access to the A2 and M25 and a direct rail link to Charing Cross. In February 2012 we converted to Academy Status and the school celebrated its Centenary throughout 2014/15. This academic year we will be marking our 110 year anniversary.

The school occupies two sites. One houses the original 1926 building with its distinctive quadrangle and bell tower, surrounded by its playing fields. New Science, Technology and Dining facilities opened across 2020-2021. Our second site has specially designed facilities for Technology, Sports and Drama which opened in 1995. There is IT provision on both sites and a new teaching block opened in 2021 which houses our new library, Music, multi-purpose activity studio, additional classrooms and specialist IT rooms.

The school is an 11-18 grammar school. Entry at age 11 is via the Kent 11 plus selection procedure comprising nationally standardised verbal, non-verbal and mathematics tests. The procedure allows admission of the top 25% of the ability range. An optional additional opportunity to assess eligibility for admission is available through the Mayfield testing procedure.

We are an outward looking school determined to provide the highest quality education by capitalising on opportunities available to the school. We work as a team where the contributions of all the staff are equally valued. We place major importance on providing new staff with an effective induction into the school and all staff are constantly seeking to improve their professional practice through external and internal training. Governors, parents and the community are extremely supportive of the work of the school.

The Senior Team consists of the Headteacher, a Deputy Headteacher, Senior Assistant Headteacher and five Assistant Headteachers. Curriculum Leaders lead their subject teams to ensure a high-quality teaching and learning experience for all our pupils. Pastoral care is led by an experienced team of Learning Leaders who work with Form Tutors and are supported by Pastoral Support Managers, Key Stage Co-ordinators (AHTs) and the Senior Assistant Headteacher. A House System was introduced in September 2014. Merit points are given to students during the year and the Aster Trophy is awarded to the House with the most points overall at the end of the academic year.

The curriculum follows the National Curriculum guidelines and students have the opportunity to gain ten GCSEs at the end of Year 11.

There are circa 1450 students on roll, 380 of whom are in the Sixth Form.

The school PAN is 210 for year 7 entry.

Extra-curricular activities include a full programme of sports, choirs, orchestras and other club activities. A large number of students participate in the Mayfield Challenge (Lower School) and the Duke of Edinburgh Award Scheme (Upper School and Sixth Form). There are Conferences, the Graduation Ball and many other opportunities for students to participate in events outside their classroom studies. The school enjoys strong links with the local business community and runs a full Careers (CEIAG) programme. The school runs an extensive programme of trips and visits both locally, nationally and internationally for all year groups.

Mayfield Grammar School is a happy community where we foster excellent relationships between staff and students.

This is a non-smoking school.

Anyone interested in the school is welcome to visit our website at www.mgsq.co.uk

JOB DESCRIPTION

Job Family	SENCO
Job Profile Title	LSA/inclusion champion
Salary	KSD £27,904 fte 0.828 (actual salary £23,110.83)
Hours	Term time + 1 week 35 hours per week Mon-Fri 8.15 am to 3.45pm

Outline of Main Duties:

- * To provide learning and pastoral care support for an individual pupil with SEND to help them work towards the outcomes stated on their Education and Health Care Plan (EHCP)
- To assist the SENCO and Assistant SENCO in maintaining and developing high-quality provision for SEND pupils across the school, including promoting effective teaching strategies to support students with SEND.
- To provide focussed support for individual pupils as necessary.
- To support Access Arrangements for students with additional needs, both in identifying appropriate arrangements as well as supporting during examination periods
- To support the school's inclusion agenda and SEND/PP strategy as well as other vulnerable groups identified by the school.
- To support, as required, the school's Inclusion forum and any subsequent agreed actions.

* Until June 2027

Person specification:

- Thorough knowledge of SEN Code of Practice
- Showing a willingness to learn about Access Arrangements and assessment practice in order to identify and support those who are eligible as well as be able to support students during examination periods
- Showing an understanding of a range of teaching and learning strategies to support the learning and achievement of pupils with SEND
- In possession of very good interpersonal skills
- Ability to work closely with the pastoral team and individual classroom teachers and other support staff as required
- Willing to support and contribute to the ethos of the school

Specific responsibilities:

- To provide LSA support in lessons and during lesson transitions when required, providing advice and guidance to staff where appropriate (this includes 1:1 support in line with an EHCP during 2026/2027)
- To support the SENCO in producing and delivering quality interventions to support the progress of SEND pupils.
- To support the SENCO in identifying and diagnosing SEND needs where appropriate

- Support the SENCO in developing and monitoring Individual Learning Plans, Health Care Plans and Pupil Passports.
- Supporting the Year 7 Team and the SENCO with Primary transition.
- To undertake pupil voice activities with SEND and other vulnerable pupils in order to support the school's inclusion agenda
- To support vulnerable students during registration time by running Tutor Time+
- To support staffing of the Access Arrangements room during internal examinations.
- In negotiation with Line Manager, to attend any school trips where SEND pupils may need additional support.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
 Staff are expected to undertake any other duties as may be reasonable as directed by the Headteacher and their Line Manager.
 Staff are expected to be courteous to colleagues and provide a welcoming environment.
 All staff are expected to take delegated responsibility for the implementation of the Health and Safety Act as may be agreed.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the time shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ Date: _____

Approved by: _____ Headteacher