



**ST EDMUND'S  
SCHOOL**  
CANTERBURY

# CANDIDATE PACK

**HIGHER LEVEL LEARNING  
SUPPORT ASSISTANT  
JANUARY 2025**



[www.stedmunds.org.uk](http://www.stedmunds.org.uk)



# THE SCHOOL

## OVERVIEW

We are a 2-18 independent co-educational day and boarding school with over 600 pupils. We foster a family atmosphere, value the individual and offer a wide range of opportunities to pupils, whatever their interests or strengths. In an historic setting overlooking the City of Canterbury, the school is proud to educate the Choristers of Canterbury Cathedral and of the diversity that day and boarding pupils bring. Both academic rigour and co-curricular involvement are encouraged. Pupils are respectful of each other and work together to create a cohesive, inclusive and happy community. The School is located on the top of St Thomas Hill, commanding impressive views over the City of Canterbury. The Pre-Prep, Junior and Senior Schools share the same site, while the Choristers live within the Precincts of Canterbury Cathedral.



# OUR ETHOS

Our pupils benefit from a caring and supportive environment, high-calibre teaching and a holistic educational approach that seeks to develop creativity, leadership qualities and original thinking.

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A broad academic curriculum and extraordinarily diverse co-curricular programme enable pupils to find their path and grow to 'be all they can be'.

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Our small class sizes enable the personalisation of learning so that pupils receive the attention and academic challenge they need to excel.

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Every pupil here is known and understood.

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The fact that we educate children from the age of 2 to 18 underpins the strong family atmosphere and sense of community that pervade the school.

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St Edmund's is proud of its pupil-centred and ambitious academic ethos. We seek to foster original thinkers with the intellectual and personal skills to be leaders and decision makers in the future.

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Highly-qualified teachers mean that young people receive inspirational instruction, with vibrant debate and individual attention colouring every classroom.

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Pupils develop learning skills through project work and research opportunities such as the Extended Project Qualification and the Durrell Essay. We encourage cross-curricular work to promote original ideas and multi-dimensional thinking.

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Essentially, our pupils are encouraged throughout their time at St Edmund's to aim for and achieve the very highest academic standards of which they are capable.

# DETAILS ABOUT THE POST

<b>TITLE</b>	Higher Level Learning Support Assistant
<b>TYPE OF POST</b>	Full-Time, Term Time Only, Fixed-Term
<b>GRADE</b>	£25,522.40 pro-rata
<b>START DATE</b>	January 2025 -
<b>END DATE</b>	July 2026

## POST & DEPARTMENT

<b>Department</b>	<p>The Department of Learning Enhancement plays a vital role at St Edmund's School and we pride ourselves on our inclusive school and in the knowledge that we get to know our pupils as individuals. We build strong nurturing relationships which span both the academic and pastoral. The department currently consists of Head of Learning Enhancement (SENDCO), two Learning Enhancement Teachers and four full time Learning Enhancement Support Assistants. The department assists those whose work is made more challenging by needs in the following four broad areas:</p> <ol style="list-style-type: none"><li>1. Communication and interaction</li><li>2. Cognition and learning</li><li>3. Social, emotional and mental health difficulties</li><li>4. Sensory and/or physical needs</li></ol> <p>For each pupil we teach, we work with them to boost their self-esteem and capitalise on and increase their strengths as well as remediating areas for development. We are looking for a candidate who has high expectations of themselves and others and works well within a team. The school places a high priority on professional and career development. All staff receive a full induction and support programme throughout the year to achieve their performance management targets.</p>
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# DETAILS ABOUT THE POST

## POST & DEPARTMENT

<b>Role</b>	<p>The selected applicant will work mainly on a 1:1 basis with 1 pupil in KS4 who is working below age expected levels and requires a high level of support for all learning tasks. Working closely with the Head of Learning Enhancement, Learning Enhancement Teachers, subject teachers and outside agencies you will raise attainment levels, while also working on social skills and emotional regulation. Previous experience working with secondary school age students with SEND, EAL and students with literacy and maths difficulties is essential.</p>
<b>The successful candidate must:</b>	<ul style="list-style-type: none"><li>• Be a passionate, enthusiastic and dedicated</li><li>• Be confident in planning and delivering 1:1 lessons</li><li>• Believe unequivocally in student-centred learning</li><li>• Be communicative and possess the interpersonal skills needed to work successfully with colleagues and line managers</li><li>• Support the ethos, values and policies of the school</li><li>• Be committed to forging and maintaining partnerships with parents, guardians and colleagues to support and improve students' academic achievement and personal development.</li></ul>
<b>In return, we can offer you the opportunity to:</b>	<ul style="list-style-type: none"><li>• Support highly motivated pupils who are keen to develop their own learning</li><li>• Work within a school community that celebrates its achievements and is motivated toward continual growth and development</li><li>• Be part of a dynamic and international boarding community</li><li>• Work within a supportive team</li></ul>

# KEY DUTIES

## LSA - 1:1

The successful candidate will be responsible for:

- One to one work.
- Deliver engaging, well thought out sessions that suit the specific needs of the student.
- To support an individual student with study skills and organisation.
- Provide support and encouragement to children and young people.
- Develop and use effective communication systems appropriate to audience.
- To liaise regularly with subject teachers, and Head of Learning Enhancement to ensure that targets are being met.
- To work with professionals to gain an understanding of the needs and develop student support strategies.
- Work with the school's agreed behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.

## QUALITIES

In addition, the successful candidate will need key skills and experience:

- Team Player
- Enthusiastic with a friendly approach
- Flexibility
- Dedicated
- Resourceful
- Professional
- Ability to communicate sensitively and effectively with a variety of pupils, staff and parents
- Be creative and hardworking
- Have a calm, patient and encouraging manner, with an ability to make learning fun
- Have high expectations
- Be committed to getting the best out of every pupil
- Knowledge and experience of working with students with moderate learning difficulties, ASC, SEMH and SLCN
- Previous Teaching and/or Learning Support experience
- It is essential that the applicant has good literacy/numeracy skills and preferably hold a teaching or teaching assistant qualification
- Be familiar and up to date with the SEND Code of Practice

# PERSON SPECIFICATIONS

	ESSENTIAL	DESIRABLE
<b>QUALIFICATION</b>	<ul style="list-style-type: none"> <li>GCSE in English and Maths – minimum B grade</li> </ul>	<ul style="list-style-type: none"> <li>Teaching, HLTA or Teaching Assistant qualification</li> </ul>
<b>SKILLS &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Inspire and enthuse students of all abilities to achieve their highest learning potential through planning, co-ordinating and ensuring delivery of learning activities in support of the curriculum</li> <li>Knowledge and experience of working with students with moderate learning difficulties (Dyslexia, Dyscalculia, Dysgraphia), ADHD, SEMH and SLCN</li> <li>Previous Teaching and/or Learning Support experience</li> <li>Accomplished organisational and administrative skills</li> <li>Communicate with the internal stakeholders - including Academic Staff, the Examinations Officer, SENDCO and other key staff in order to ensure best possible provision for pupils following all courses of study</li> <li>Act as an ambassador for the department including during Open Days and other recruitment events.</li> <li>Communicate with parents and guardians in a professional manner</li> <li>Be familiar and up to date with the SEN Code of Practice</li> </ul>	<ul style="list-style-type: none"> <li>It would be advantageous if the applicant has experience of working with dyslexic students and a dyslexia qualification</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>Commitment to raising levels of achievement and attainment of all pupils</li> <li>Effective oral and written communication skills</li> <li>Enthusiasm for involvement with pupils, staff, governors and the community</li> <li>Be hardworking, flexible and able to work as a member of a small team</li> <li>Desire to contribute to the growth of the department</li> <li>Interest in contributing innovative ideas and new ways of inspiring students intellectual curiosity</li> <li>Experience in working independently to deliver bespoke interventions</li> </ul>	



# CONDITIONS OF SERVICE

## **BENEFITS**

Workplace Pension Scheme, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme.

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change.

## **SAFER RECRUITMENT**

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

## **UK GDPR**

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do.

## **APPLICATIONS**

Applications should be emailed to [recruitment@stedmunds.org.uk](mailto:recruitment@stedmunds.org.uk) no later than 09.00am Monday 20th January 2025.

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

# ST EDMUND'S VALUES



We value....

## EACH OTHER

Recognise our responsibility to create a caring and supportive community

We value....

## INDIVIDUALITY

Recognise that everyone is different and has unique needs, strengths and aspirations



We value....

## EXCELLENCE

Commit to being the best we can be

We value....

## INTELLECTUAL CURIOSITY & CREATIVITY

Love learning and seek to foster creative, critical & lateral learning



We value....

## SOCIAL RESPONSIBILITY

Promote the idea that individuals must contribute to the greater good of society

