

Information pack for the role of

# Learning Support Assistant

Term-time only / one-year contract

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# Introduction

City of London School is seeking to appoint a **Learning Support Assistant**, on a one-year contract, to fulfil a range of responsibilities within the Learning Support Department. The post offers an opportunity to gain extensive and worthwhile working experience in a large independent school.

The post is suitable for experienced Learning Support Assistants and may also be attractive to a graduate thinking of a career in Special Educational Needs and Disability (SEND). The work will be varied, and to some extent be determined by the experience and skills of the individual appointed.

The Learning Support Department is a dynamic and knowledgeable team that specialises in supporting SEND pupils of all age groups (Years 6-13), as well as their parents and teachers. The post holder will be responsible for small group and one-to-one support of SEND pupils, primarily outside of the classroom, facilitating their learning skills and comprehension of lesson materials delivered in the classroom.

The post offers an opportunity to gain extensive and worthwhile working experience in a large independent school. The post will be particularly attractive to a graduate thinking of a career in education. The work will be varied, and that variety would, to some extent, be determined by the personality, enthusiasm and skills of the individual appointed.

# City of London School

We understand that for pupils to thrive they must be happy. It is why we cherish individuality, shun stereotypes, and encourage every pupil to be the very best version of themselves. With a vibrant, multicultural city on our doorstep, we draw strength from difference, recognising that diverse perspectives can help answer big questions.

As a result, every member of our community is keenly aware of their responsibility and capacity to make a difference. We ensure our pupils are ready for the rapidly changing demands of the coming decades. This shows in our commitment to academic excellence and in our restless curiosity and desire to improve in everything we do.

We aim always to provide an education in the broadest sense, combining academic excellence with exceptional pastoral care, framed by an outward-looking and forward-thinking approach. We also strive to make that education available to as many talented pupils as possible, through transformational bursaries for those who may not otherwise be able to afford the fees.

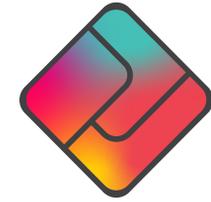
We aspire to attract a staff that matches the social and cultural diversity of the CLS community. We welcome applications from anyone with the relevant skills and abilities, and particularly from those who may not previously have thought of applying to a school such as ours.

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





# Our Strategic Vision



**Kind.  
Aware.  
Ready.**

**Kind.** We understand how excellent pastoral care underpins every achievement. We support and help to develop our pupils' health, happiness and well-being so that they can succeed at school and beyond. We nurture self-development and self-awareness so that every member of our community can become the best version of themselves. Every person has equal value, and we treat others as they would like to be treated. We have empathy for others - at school, in our community and in wider society. Our relationships are warm, honest and supportive.

**Aware.** There is strength in difference. Reflecting the multicultural city on our doorstep, our pupils and staff embrace and celebrate diverse voices, recognising that they improve their understanding of the world. We nurture a deep-seated sense of social responsibility. Our pupils know that there are others less fortunate than they are and strive to make a positive difference at school and beyond. We are active partners. We have a strong relationship with the City of London Corporation and the other City Schools, including the City of London School for Girls. Our wider community makes us powerful. We are enriched both by an extensive programme of transformative bursaries and by our collaborations with schools, businesses, arts organisations, and many other partners across London.

**Ready.** We are unashamedly academic. Our teaching is rigorous and exceptional, and our teachers challenge pupils appropriately and sensitively, so that they can thrive in university, work and life. We stimulate curious minds. Our boys have a restless inquisitiveness and lifelong joy of learning which equips them for a fast-changing world. Our staff strive constantly to adapt and develop their practice. We explore our passions and encourage our pupils to discover what excites and inspires them. It helps them become rounded people, well placed to forge their own path through life. We shape the future. Our boys combine kindness, respect and curiosity to become the leaders of tomorrow, creating positive change in our society.

Our **Strategic Vision 2024-2029** is available to read in full on the CLS website.

# Job Summary

City of London School is seeking to appoint a **Learning Support Assistant**, on a one-year contract, to fulfil a range of responsibilities within the Learning Support Department.

The post offers an opportunity to gain extensive and worthwhile working experience in a large independent school.

The post is suitable for experienced Learning Support Assistants and may also be attractive to a graduate thinking of a career in Special Educational Needs and Disability (SEND). The work will be varied, and to some extent be determined by the experience and skills of the individual appointed.

**Job title:** **Learning Support Assistant**

**Department:** City of London School

**Grade/Salary:** **B**  
£24,667 - £27,103  
pro-rated for term time only

**Hours of work:** Full time (term time only)  
One year fixed contract

**Location:** City of London School,  
London EC4V 3AL

**Responsible to:** Head of Learning Support

# Main Responsibilities

- 1 To support pupils, developing their learning skills and comprehension of lesson materials delivered in the classroom
- 2 To build a rapport with students and develop supportive relationships whilst encouraging increased independence
- 3 To use technology in the support environment in line with new developments in the SEND field (eg AI, aids for hearing impairment)
- 4 To teach 1:1 learning support and occasional small group lessons
- 5 To develop/source appropriate resources that can aid pupil development
- 6 To liaise with colleagues, including Heads of Section, Heads of Year, Form Tutors and subject teachers to ensure up-to-date pupil information is shared appropriately
- 7 To advise teachers on how to support SEND pupils they teach, through updating reasonable adjustments on the school database and direct communications
- 8 To work with students, parents, staff and support staff as a part of the whole school community
- 9 To assist with devising/updating pupil profiles and putting them onto the school system with accompanying teaching strategies
- 10 To assist in reviewing pupil progress
- 11 To help administer screening assessments that identify if pupils require additional support or assessment
- 12 To help administer handwriting and typing assessments that identify if pupils need to type as regular way of working in the centre
- 13 To support SEND pupils during the admissions process
- 14 To support SEND pupils and the exams teams for internal and public exams
- 15 To help organise and attend parent and staff workshops and inset as needed
- 16 To attend Annual Reviews, INSET days and staff and department meetings as required

- 17 To carry out any other reasonable requests in line with responsibilities associated with the role.

## General Responsibilities

All School staff are expected to:

- 1 Work towards and support the School's vision and objectives as outlined in the School's Strategic Plan
- 2 Support and contribute to the School's responsibility for safeguarding pupils
- 3 Work within the School's Health and Safety policy to ensure a safe working environment for staff, pupils, and visitors
- 4 Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with staff, pupils, and parents
- 5 Engage actively in the performance review process
- 6 Any other duties as required by the line manager, Head or Senior Management Team from time to time.

## Background, Experience and Expertise

- › Educated to at least Level 6 at GCSE in Mathematics, or equivalent experience in supporting students
- › Educated to at least Level 6 at GCSE in English Language, or equivalent experience in supporting students
- › Educated to degree level (desirable)
- › Understanding of the examinations structure in UK secondary schools
- › Understanding of access arrangements available to pupils with a SEND profile (desirable)
- › Experience of supporting students with SEND requirements (desirable)
- › Experience of working with secondary school age students (desirable)
- › Articulate in all forms of communication, fluent and accurate written and spoken English
- › Excellent digital literacy

## Personal Attributes

The successful candidate is likely to:

- › Have high personal standards and exhibit total professionalism
- › Enjoy working with young people and be able to develop respectful and trusting relationships, whilst maintaining a firm and fair approach.
- › Be hard working, possess good organisational skills, demonstrate the ability to build and maintain purposeful and successful relationships
- › Be flexible and patient alongside developing new skills on the job
- › Have a robust sense of humour
- › Be able to work in a team environment and collaborate with the department to support critical decisions around policy and pupils

# Person Specification

Each criterion will be assessed at **[A] Application**, **[I] Interview** or **[T] Test** as indicated below. It is essential that you address the criterion marked as [A] in the supporting information section of your application form by giving examples of how you have exhibited these in your previous roles.

Be as specific as possible as we cannot guess or make assumptions and will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

## Knowledge and Skills

- › Degree level qualification (ideally in core curriculum subject, but not essential)
- › Active interest in pursuing a teaching career and passion for educating young people.
- › A thorough understanding (which can be supported by training) of the statutory framework regarding safeguarding, and its implementation at City of London School. **[A]**
- › Confident and competent in the use of ICT. **[T]**
- › Qualification, experience and/or interest in coaching a range of sports, specialist coaching qualifications desirable but passion and interest equally valuable.

## Personal Attributes

- › Ability to establish rapport and respectful and trusting relationships with children, their parents / carers / families, and other adults. **[A] [I]**
- › Collegiality in working with staff, including SMT, with the ability to work effectively and supportively with all staff. **[A] [I]**
- › Ability to build and maintain purposeful and successful relationships. **[A] [I]**
- › Self-reflection and an openness to constructive criticism. **[A] [I]**
- › The ability to work towards an agreed outcome, particularly when it is not the approach that you might not have chosen. **[A] [I]**
- › Discretion. **[A] [I]**
- › Resilience, the ability to work under pressure and be able to meet deadlines. **[A] [I]**
- › Proven ability to prioritise workloads with an understanding of the need to balance competing pressures. **[A] [I]**
- › Demonstrates enthusiasm. **[I]**
- › A good sense of humor. **[I]**
- › High personal standards. **[I]**
- › A clear commitment to the School's Strategic Vision. **[A] [I]**
- › A clear commitment to our pupils and their learning, wellbeing, and safety. **[A] [I]**
- › Able to apply school policies and practices professionally. **[A] [I]**
- › A commitment to equality. **[A] [I]**

# Other reasons to work with us

## Health and Wellbeing

- › In-house counselling services
- › Employee Assistance Programme
- › Enhanced paid time off policies (sickness, maternity, paternity, adoption, and shared parental leave)
- › Access to Occupational Health Services
- › Access to School gym (set hours)
- › Staff Activities and Clubs (Running, Yoga, Pilates, Netball, Football and more!)
- › Corporate Gym Discount with Anytime Fitness
- › Hybrid / Flexible Working (role-dependent)

## Financial benefits

- › Annual Season Ticket Loans via Abellio
- › Interest free Bicycle Loan (up to £1,000)
- › Cycle 2 Work Scheme via Halfords
- › Childcare Affordability Scheme
- › Up to 40% discount with Hatching Dragons Nursery
- › Cheapside Privilege Card (local offers and discounts)
- › Up to 25% discount off an O2 Refresh Airtime Plan.
- › 21% LGPS Employer Contribution

## Training and development

We are committed to supporting staff development. There are three staff training days throughout the year plus our appraisal scheme helps support staff in developing their ideal role through training programmes and courses.

Staff also gain access to the City Learning online training and development system, which can be accessed from any mobile device.

## Recognised employer - Continuous service

City of London Corporation is a recognised employer as part of the Local Government Modification Order - we acknowledge continuous service to those working within Local Government. Your entitlement to certain contractual benefits with the City Corporation (e.g sick leave, maternity leave) is related to the length of time you have been employed by the City of London Corporation and/or other public bodies covered by the Redundancy Payments (Local Government) (Modification) Order 1999.

## Disability Confident Employer

The City of London Corporation is committed to creating a culture where everyone's opinion and views are heard. Where employees can bring their unique self to work and excel in an environment that encourages different perspectives and experiences to be shared.

We are Disability Confident Employers and members of Stonewall's Diversity Champions programme and have recently completed an equality and diversity self-assessment process to assess compliance with the Public Sector Equality Duty. In 2019-20 we also undertook a public consultation on gender identity and, as a result, put in place a new Gender Identity Policy. We also actively host events like our Eid Dinner, Black History Month and Pride Month, which are vital in promoting the values we all share.

## London Living Wage Employer

The City of London Corporation is an accredited Living Wage employer, which ensures all employees are paid (as a minimum) the annually calculated London Living Wage hourly rate.

# How to Apply

All applications must be completed by following the instructions on the City of London School website vacancies page:

[www.cityoflondonschool.org.uk/vacancies](http://www.cityoflondonschool.org.uk/vacancies)

We reserve the right to appoint before this deadline and encourage early submissions.

Closing Date: **Wednesday 11 June 2025**

Interviews will be held in person, **dates TBC**

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City of London School 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..

Appointments are subject to satisfactory references, the receipt of an enhanced Disclosure and Barring Service certificate, medical clearance, confirmation of the right to work in the UK and overseas police checks where necessary. The schools undertake further checks as necessary including prohibition from teaching and management checks. This post is exempt from the Rehabilitation of Offenders Act 1974.

We welcome applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake.

Our [Recruitment Policy](#) and [Safeguarding Policy](#) are available on the CLS website.

Further information about the School and a copy of the 2024 ISI Inspection report is available on the website: [www.cityoflondonschool.org.uk](http://www.cityoflondonschool.org.uk)



City of  
London  
School



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**City of London School**

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London EC4V 3AL

[cityoflondonschool.org.uk](http://cityoflondonschool.org.uk)  
020 3680 6300



Proud to be part of the  
**City of London Corporation**