



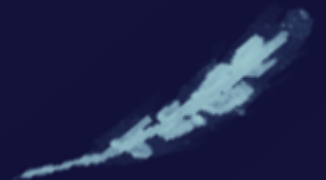
LAMBROOK

LOWER SCHOOL LEARNING SUPPORT ASSISTANT

Required for September 2026

The closing date for applications is Friday 4th September, 9.00am

Interviews will take place shortly after the closing date





CANDIDATE SEARCH

Lambrook seeks an enthusiastic and committed Learning Support Assistant to join our successful Lower School team (Years 3 and 4). We are looking for a warm, proactive individual who works well within a team, communicates effectively with pupils, colleagues and parents, and has a genuine passion for supporting children's learning. Experience in an independent school and an NVQ Level 3 qualification are desirable but not essential.

KEY RESPONSIBILITIES

- Support individual pupils and small groups in the classroom, including those with SEND or additional needs.
- Prepare pupils for learning through pre-teaching, reinforcing key concepts and implementing IEP strategies.
- Promote positive behaviour, independence and confidence through effective scaffolding and encouragement.
- Deliver and monitor targeted interventions under the guidance of the Learning Development Lead.
- Liaise closely with the Head of Lower School, class teachers, Learning Development Lead and external professionals.
- Maintain accurate records, provide feedback and contribute to pupil reviews.
- Oversee the Lower School Library to ensure it is well-presented and well stocked.
- Assist with resource preparation, displays, school events and educational visits.
- Demonstrate flexibility, professionalism and commitment to the school's values.



PERSON SPECIFICATION

Knowledge & Experience

- Strong general education, particularly in English and Mathematics.
- Understanding of the KS2 curriculum, child development and safeguarding practices.
- Experience working with children in an educational setting.
- Awareness of health, safety and wellbeing requirements in schools.
- Familiarity with expectations within a school environment.

Skills & Abilities

- Able to work collaboratively within a busy team and build positive relationships with pupils.
- Confident supporting small groups and contributing to learning activities.
- Able to follow guidance, use initiative and work within school policies.
- Skilled in communicating clearly and appropriately with young children.
- Competent in observing pupils and contributing to records of learning.

Personal Qualities

- Committed to helping pupils thrive and achieve their potential.
- Supportive of equality, inclusion and the school's values.
- Willing to engage in ongoing training and professional development.
- Reliable, flexible and enthusiastic in a changing school environment.

Desirable

- NVQ Level 3 or equivalent (not essential).
- Basic IT confidence or willingness to learn.



THE APPLICATION PROCESS

The school has its own generous salary scale and benefits including contributory Pension Scheme, free lunches (term time only), bike to work scheme, life assurance scheme. If the candidate has a child who has been accepted into the school, subject to availability of spaces, a means tested fee remission may be available.

Applicants are asked to provide the Headmaster with a letter of application (no more than two sides of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate. Letters should be sent to the Headmaster via HR@lambrookschool.co.uk.
Applications can only be accepted from candidates completing the School's Application Form in full.

Any offer to a successful candidate will be conditional upon:

Verification of identity, qualifications and confirmation of right to work in the UK.

A minimum of two references.

A new satisfactory Enhanced Disclosure clearance (DBS) including the Children's Barred List must be in place before employment can commence.

Verification of medical fitness.

Where a candidate has worked or been in residence overseas in the previous five years, such checks and/or Visa documents are required in accordance with statutory guidance.

Please be aware that online checks are carried out on all applicants before appointment.

All appointments to the School are subject to satisfactory completion of a probationary period.

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or the department for Education Children's Safeguarding Operation Unit.

