



**ST EDMUND'S
SCHOOL**
CANTERBURY

CANDIDATE PACK

LEARNING SUPPORT
ASSISTANT
FULL-TIME / TERM-TIME
SEPTEMBER 2026



WWW.STEDMUNDS.ORG.UK

THE SCHOOL

OVERVIEW

We are a co-educational independent day and boarding school for pupils aged 2–18, offering a warm and supportive environment that values the individual and encourages pupils to explore a wide range of opportunities, whatever their interests or strengths. Located on St Thomas Hill, just five minutes from Canterbury city centre, the School enjoys an attractive setting with far-reaching views across the city. Academic ambition is balanced with a strong emphasis on co-curricular involvement, helping pupils to develop confidence, curiosity and character.

Pupils are respectful of one another and work together to create a cohesive, inclusive and happy community with a strong family atmosphere at its heart. The School is proud of its rich performing arts heritage, including an award-winning Drama Department, a thriving music programme and St Edmund's Choral Society, all of which play an important role in school life.

The Junior and Senior Schools all share the same site, creating a connected and vibrant whole-school community.



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

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

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

Every pupil here is known and understood

The school's education of children from ages 2 to 18 helps foster the strong family atmosphere and close-knit sense of community that are at the heart of school life.

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

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

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

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

TITLE	Learning Support Assistant
TYPE OF POST	Full-Time, Term Time Only, Fixed-Term
START DATE	September 2026
SALARY	£26,554 pro-rata

POST & DEPARTMENT

Introduction	<p>The Department of Learning Enhancement plays a vital role within St Edmund's School, supporting pupils across the Senior School with a wide range of additional learning, pastoral and physical needs.</p> <p>We are seeking to appoint three committed, adaptable and compassionate Learning Enhancement Support Assistants to join our team. Unlike traditional 1:1 support roles, these positions will form part of the wider Learning Enhancement department, providing flexible support across a range of pupils according to need.</p> <p>Successful candidates must understand that support may include working closely with pupils who have significant physical and personal care needs, including support with feeding, drinking, hygiene and other self-care requirements, always in accordance with appropriate training, safeguarding procedures and risk assessments.</p> <p>The role will involve working closely with the SENDCO, Learning Enhancement teachers, academic staff, pastoral colleagues, parents and external professionals to ensure pupils are supported both academically and pastorally to achieve their full potential.</p>
Hours of work	37.5 hours per week to be worked 08.30am - 4.30pm Monday to Friday. Term-Time only in accordance with the School's published calendar dates, including attending all School inset days.
Holidays	5 weeks (25 days) pro rata to be taken during school holidays.

THE ROLE

KEY RESPONSIBILITIES

Academic Support

- Provide in-class support for pupils across a range of year groups and subjects, particularly within core curriculum areas including English, Maths and Science.
- Adapt support strategies to meet individual learning needs and promote pupil progress.
- Deliver targeted 1:1 or small group interventions under the guidance of the Learning Enhancement team.
- Support pupils with organisation, executive functioning, study skills and independent learning.
- Modify explanations, resources or tasks to support understanding and engagement.
- Use assistive technology and specialist learning tools where appropriate.
- Encourage independence, resilience and confidence in learning.

SEND & Pastoral Support

- Build positive, trusting and professional relationships with pupils.
- Support pupils with emotional regulation, social interaction and confidence-building.
- Apply consistent behaviour support strategies in line with school policy.
- Demonstrate understanding of trauma-informed approaches to supporting young people.
- Support pupils experiencing anxiety, emotional dysregulation or barriers to classroom engagement.
- Contribute to the pastoral wellbeing of pupils and support inclusion across school life.

THE ROLE

KEY RESPONSIBILITIES

Physical & Personal Care Support

- Support pupils with physical disabilities and complex needs to access learning safely and with dignity.
- Assist with personal care needs where required, including toileting, hygiene, feeding and drinking.
- Support mobility and access arrangements in line with training and risk assessments.
- Work alongside healthcare professionals and external agencies where required.

Collaboration

- Liaise effectively with teachers, Learning Enhancement staff, pastoral colleagues and parents.
- Work collaboratively with external professionals including therapists and healthcare practitioners where appropriate.
- Attend review meetings, training and departmental meetings.
- Contribute to a team-based model of support, responding flexibly to changing pupil needs.

Wider Responsibilities

- Support school trips, activities and enrichment opportunities where appropriate.
- Maintain accurate records where required.
- Uphold safeguarding responsibilities at all times.
- Support the ethos, values and inclusive culture of St Edmund's School.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE in English and Maths – minimum B grade 	<ul style="list-style-type: none"> Teaching, HLTA or Teaching Assistant qualification
Skills and Experience	<ul style="list-style-type: none"> Experience of working with students KS3-5. 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 Knowledge and experience of working with students with moderate learning difficulties (Dyslexia, Dyscalculia, Dysgraphia), ADHD, SEMH and SLCN Previous teaching and/or learning support experience Accomplished organisational and administrative skills 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 Act as an ambassador for the department including during open days and other recruitment events. Communicate with parents and guardians in a professional manner Be familiar and up to date with the SEN Code of Practice 	<ul style="list-style-type: none"> Previous experience working with dyslexic students and a dyslexia qualification
Behaviours	<ul style="list-style-type: none"> Commitment to raising levels of achievement and attainment of all pupils Effective oral and written communication skills Enthusiasm for involvement with pupils, staff, governors and the community Be hardworking, flexible and able to work as a member of a small team Desire to contribute to the growth of the department Interest in contributing innovative ideas and new ways of inspiring students intellectual curiosity Experience in working independently to deliver bespoke interventions 	

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, free dining hall lunch provided during term time.

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. Retention of personal information is acted on consent, which can be withdrawn by the individual at any time.

APPLICATIONS

The deadline for receipt of application 9.00am Monday 1st June 2026. Applications should be emailed to recruitment@stedmunds.org.uk.

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 & seek to foster creative, critical & lateral learning



We Value....

SOCIAL RESPONSIBILITY

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

