



Learning Support Assistant Candidate information brief

Dear candidate,

Thank you for taking the time to find out more about King Solomon Academy and the possibility of joining us. Included in this information pack is information about the academy and the role of Learning Support Assistant.

KSA is a pioneering school looking to hire exceptional people. This is a unique opportunity for an ambitious and high-performing Learning Support Assistant who is committed to pushing themselves further and achieving amazing things with and for their pupils.

We believe in aiming high, working together, being kind and leading the way. Through weekly individual coaching and whole school training, we invest in your growth and development as an education professional to ensure you can excel in creating the best possible climate for learning for our pupils to thrive in.

King Solomon Academy is a genuine all-through school, with our pupils staying with us from nursery to sixth form across two sites, ten minutes-walk apart. Because of this, we have a unique opportunity to have a long term and dramatic impact on our pupils' lives. This all starts in our primary school, where our pupils develop, and grow a love of learning.

We have a strong track-record as a school in making a significant impact on our pupils' lives. We adopt a mastery approach, meaning that our pupils have more time and explicit teaching of the skills and concepts that underpin long term success in academics, enriched by a varied and cultural capital enhancing curriculum which inspires and engages our pupils. Our specialist teaching model allows pupils to benefit from expert teaching in PE, music, art, humanities and science and means all staff have time to plan each subject properly.

Through our approach to training, we can promise a successful candidate a positive and rewarding journey of growth. Through shared weekly and long-term planning, a large number of training days and access to the resources and opportunities in the Ark network, we are able to support all our people to thrive.

To apply, and to see more information about the school and this role please visit <https://kingsolomonacademy.org/jobs/vacancies>. We will be interviewing on a rolling basis as we receive applications. The deadline is **Tuesday 26th August 2025**. To discuss the role, please feel free to email the Principal's PA, Abi Saleh (a.saleh@kingsolomonacademy.org) or phone on 020 8161 6634.

Yours sincerely,

Beth Humphreys
Principal

Job Description: Learning Support Assistant

Start date: September 2025

Contract: Fixed term until July 2026

Salary: Band 4 Points 3-7, Actual Salary £24,375.81 - £25,848.25 (86.61% of Full Time Equivalent: £28,143- £29,843)

Hours: 8.00am to 4.00pm 39 weeks a year (with 45 minutes break), term time only

The role

To assist in the support and inclusion of young people with Special Educational Needs and Disabilities (SEND) in the Secondary Phase of the Academy.

To support pupils' academic and social communication needs and to support positive social and emotional wellbeing, enabling them to engage in learning in and out of the school environment.

This role will include assisting a pupil with their intimate care needs, in line with the Academy's Safeguarding and Child Protection Policy and Intimate Care Guidelines.

Key responsibilities

- To support pupils with Special Educational Needs and Disabilities (SEND) in and out of classes and address their specific needs
- To mentor and coach pupils in the development of their self-confidence and aspirations for their future
- To liaise with parents of pupils
- Provide structured support in accordance with specific programmes designed by the SENDCO and external agencies
- To contribute to the development, preparation and dissemination of appropriate materials.
- To work in collaboration with teachers, the pastoral team, the SENDCO and external agencies to set, meet and review personalised outcomes
- To prepare for and attend meetings of pupils with SEND
- To maintain and actively promote high academic and behavioural expectations across the academy
- Assist pupils with SEND in matters of personal needs, intimate care, and their general health, including first aid and welfare matters.
- Accompany teaching staff, pupils and colleagues on educational visits, trips and out of school activities as required.
- To be a team player, working with class teachers, Heads of Year and the rest of the KSA School Community to do whatever it takes to best support and nourish our pupils

Outcome and activities

Learning Support

- Promote inclusion and acceptance of all pupils in the school, including pupils with SEND
- Work with teachers, the SENDCO and external agencies to assess the needs of pupils with SEND

- Collaborate with staff to implement EHCP outcomes, Individual Learning Plans and develop resources for pupils
- In Collaboration with the SENDCO, liaise with external agencies such as speech and language therapy, occupational therapy and physical therapy to plan and deliver small groups and one-to-one interventions for pupils with SEND
- Observe, record and feedback information on pupil progress
- Prepare for and attend TAF, Annual Review and Parent meetings for pupils with SEND
- To attend to pupils' personal needs including help with social, welfare, care and health matters, including intimate care, toileting, dressing, mobility etc.
- To operate, and as appropriate maintain specialist equipment
- Maintain positive, professional and sensitive relationships with parents/carers and external agencies.
- Maintain pupil and family confidentiality
- Assist with behaviour management within and outside the classroom

Other Support

- Provide supervision for break and lunchtime duties.
- Provide administrative support by ensuring resources and other administrative tasks are prepared to an excellent standard on time as directed by the SENDCO and other Senior Leaders.
- To be first aid trained and administer first aid
- Attend regular meetings and training as required
- Run extra-curricular activities and participate in trips (including residential trips).

Other

- Undertake other various responsibilities as directed by the Principal.



Person Specification: Learning Support Assistant

Qualification criteria

- Right to work in UK
- Maths and English GCSE
- Relevant SEN qualifications or courses (desirable)
- First Aid trained (desirable)

Experience

- Experience of raising progress and attainment when teaching secondary aged children
- Experience of raising progress and attainment when teaching children with SEN

Skills and attributes

We are looking for these skills and attributes or at the very least, a clear, demonstrable capacity to develop them organised around our four school values:

“Aiming high”

- Prepares for success with excellent organisational skills
- Works hard to achieve goals
- Never gives up on ourselves, our teammates or our mission
- Willingness to play a full part in school life and go above and beyond to ensure success
- High energy and driven by a ‘whatever it takes’ attitude.

“Working together”

- Works effectively as part of a team
- Seeks out opportunities to build on own and others’ strengths and helps others to be better through a culture of clear, kind feedback
- Makes a strong contribution to assessments and child-led planning

“Being kind”

- Able to create a safe, happy and successful environment for everyone in our community
- Shows gratitude
- Takes care of others
- Exhibits pride in achievements of self and others
-

“Leading the way”

- Has a passion for working with children
- Is a positive role model to others
- Is brave
- Shows initiative
- Feels passionate about creating a better future.

Other

- This post is subject to an enhanced Disclosure and Barring Service check.



Principal: Beth Humphreys

Beth Humphreys graduated from the University of Edinburgh with an MA in English Literature and French and then completed a second Masters' degree in Educational Leadership at The Institute of Education. She joined KSA secondary in 2012 as an Assistant Head and then Deputy Head, leading on curriculum and professional development before she became Head of Primary in January 2017 and Associate Principal. Beth was appointed to lead King Solomon Academy as Principal in October 2023. She is proud to serve our all-through community and is passionate about ensuring our children get the very best start in life anyone could give them.



“We are dedicated to doing whatever it takes to ensure each of our pupils has the chance to attend an academically rigorous university.”

Positive Action and inclusive recruitment at KSA

We are keen to bring new perspectives and backgrounds into our school to build a diversity of thinking so that we can build the best school possible. Following an analysis of our teaching body, we are actively welcoming qualified candidates from Black and Ethnic Minorities, as they are currently under-represented amongst our teachers. This is particularly important given the diverse community we serve.

We want to make applying to and working at King Solomon Academy as inclusive as possible, and have a variety of systems in place to ensure that our approach is as fair and open as possible:

- Transparent application procedure, including a well signposted interview day, which tells candidates how they will be assessed and how they can prepare
- 'Blind' screening of applications, discounting identifying characteristics when shortlisting, in pairs
- Diversity and Inclusion training for senior leaders involved in recruitment
- Interview processes which include a range of leaders to avoid any individual bias
- Discussion with the Staff Working Group (staff consultative body) to ensure the recruitment process is inclusive.

Being part of the Ark network

Ark is an international charity, transforming lives through education. We exist to make sure that every child, regardless of background, has access to a great education and real choices in life.

We know that great schools need great teachers, which is why we offer you the very best training and support at every stage of your career - from starting out as a trainee to running your own school.

Our highly-successful network of 36 schools educates over 20,000 students across Birmingham, Hastings, London and Portsmouth. They are achieving some of the best results in the country despite being largely in areas of historic academic underachievement.

Ark schools prioritise six key principles: high expectations; excellent teaching; exemplary behaviour; depth before breadth; more time for learning; knowing every child.

Ark invests significantly in a number of professional development programmes which complement academy level training:

- The Ark training menu: we have developed a bespoke training menu, which is accessible by all staff in the network offering a wide range of training modules to staff in all roles
- Network support: schools share CPD, allowing us to share best practice and role specific training across the network, facilitated by in-school and central staff
- Ark staff receive 10 training days each year rather than five.

Ark runs a number of additional programmes, including:

- Leading Impact for senior leadership development
- Lead Teachers, aimed at developing the skills of outstanding teachers to improve performance of other teachers
- Outstanding Teachers, aimed at good teachers aiming to improve and embed outstanding practice
- SEN training for new to role and established SENCOs
- SEN training for support staff
- New Teacher induction

Ark is at the forefront of changing education society through education. We run Initial Teacher Training through School Direct and we co-founded the Future Leaders and Teaching Leaders development programmes and offers teachers and support staff a comprehensive range of school-based first class professional development opportunities.

Ark Safe Recruitment Procedure

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Reference checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with pupils.