



Richard Challoner School Manor Drive North
New Malden, Surrey KT3 5PE Tel: 020 8330 5947

Learning Support Assistant Vacancy

Start date: As soon as possible

Actual Salary: £20,500 - £23,500, based on term time only (37.6 weeks) and 36 hours per week

LGPS pension scheme, onsite nursery, onsite parking, cycle to work scheme and excellent staff wellbeing

The Governing Body at Richard Challoner School are seeking to appoint a Learning Support Assistant to join our dynamic and successful Learning Support department. We are proud to support over 70 students with Education, Health and Care Plans, one of the highest proportions of students with special needs in any mainstream school in the country.

Main Role:

To provide support to, and implement delivery of, small-group teaching/1:1 work/in-class support to students with special educational needs and disabilities across Key Stages 3, 4 and 5. Full details of the role can be found in the attached job description, but include :

- To work closely with learning support staff/teaching staff to assist in the inclusion and teaching of a single student, or small group of students, with special educational needs
- To work closely with colleagues to contribute to the planning and delivery of pupil activities.
- To develop subject specific resources to support learning both in and outside of the classroom.
- To mentor and guide students with SEND, tracking and recording their progress across the year

A sense of humour, bundles of patience and flexibility are essential along with the ability to work well within a team of LS staff.

Excellent communication skills and the ability to work with your own initiative are also essential.

Professional Development & Collaboration:

Work collaboratively with teaching staff and other LS staff within the department. Engage in continuous professional development and promote a culture of excellence and efficiency across the school.

Why Join Us?

- Be part of a dynamic, inclusive and supportive team

- Play a key role in developing pupil's educational outcomes and supporting their development for future pathways
- Have access to continued professional development
- Competitive salary and generous holiday entitlement (enjoy a 7 week summer holiday plus an extended October half term)
- A chance to work in a friendly, high-performing school committed to excellence in both education and operations

Richard Challoner is a hugely successful secondary school; students' behaviour is impeccable, they treat each other and staff with real respect, have a genuine enjoyment of school and enjoy their learning. The staff refer to themselves as the Challoner Family, and all staff are welcomed, developed and supported in whatever role they have within the school environment.

Please click this link to apply: [here](#)

Any queries can be directed to our HR office – bursar@challoner.kingston.sch.uk

Closing date for applications: 5pm, Monday 23rd March 2026

Richard Challoner School is committed to safeguarding and promoting the welfare and safety of children and to equality of opportunity. Appointment to this post will be subject to an enhanced disclosure from the Disclosure and Barring Service.



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Learning Support Assistant Job Description

Line Manager:

- Head of Learning Support & SEND Inclusion
- Deputy Head of Learning Support & SEND Inclusion

Responsible to:

- Age Phase Co-ordinator
- Classroom Teacher (during in-class support)

Links:

- Year Leaders
- Subject Leaders
- Other members of the teaching and non-teaching staff
- Students and Parents
- The Governing Body

MAIN PURPOSE OF JOB

To provide targeted support to and implement delivery of 1:1 work/in-class support to students with special educational needs/disabilities. This is an opportunity to specialise in designated age-groups and/or support of an individual, through:

- Clarifying and explaining instructions
- Ensuring students are able to use equipment and materials provided
- Motivating and encouraging a pupil or a group of pupils
- Assisting with areas of difficulties -
 - behaviour
 - language
 - reading
 - spelling
 - handwriting
 - presentation
 - social situations including starting and maintaining friendships and relationships with adults

- Helping to keep the student on task
 - Establishing a supportive but firm relationship with the student concerned
 - Providing feedback and recording progress regarding EHCP targets on Provision Map
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MAIN RESPONSIBILITIES/DUTIES OF POST:

Supporting Students

- To develop an awareness and understanding of the specific needs of the students supported
- To establish and develop a supportive relationship with the students concerned.
- To seek to maintain/develop the students self-esteem.
- To support the students to learn as effectively as possible by, for example: -
 - repeating, clarifying and breaking down instructions into small steps
 - ensuring the student can access the physical environment
 - motivating, encouraging and appropriately praising the student
 - enabling the student to remain 'on task'
 - encouraging the student to complete tasks
 - assisting with areas of difficulty - presentation, recording, language use, behaviour, etc
 - being an effective and trusted advocate for the student

Supporting the Teacher

- To assist school staff and other staff, as appropriate, in the development of a programme of support for the student. This would include the development and monitoring of students' learning plans.
- To develop, with other school staff, appropriate methods for recording support and student progress.
- To suggest suitable differentiation of materials for the students.
- To contribute to the evaluation process.
- To contribute to the student's annual and other reviews.

Supporting the School

- To be aware of school policies and procedures.
- To contribute to reviews of the students' progress.
- To liaise and consult with others supporting the students.
- To, as appropriate, foster relationships between school/home, staff and parents/carers To participate in relevant school based and other in-service training.

Child Protection

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school, which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training, which is regularly updated.

The post holder will:

- Be aware of and work in accordance with the School's Child Protection policies and procedures, raising any concerns relating to such procedures which may be noted during the course of duty
- Respect confidentiality of staff, pupils, families and visitors and not breach this trust. Any breaches of confidentiality must be reported to the Headmaster immediately.
- In accordance with Health and Safety regulations to take reasonable care for the health and safety of themselves and of the persons who may be affected by their activities.
- To comply with all other school policies including all Health and Safety matters, Data Protection, IT, Recruitment, Equal Opportunities - This list is not definitive.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

This job description may be reviewed in light of the developing needs of the school.

Signed:

Date:

Signed:

Date:

Sean Maher – Headmaster

“Doing ordinary things extraordinarily well” – The Venerable Richard Challoner

*Richard Challoner School is a charitable company limited by guarantee registered in England and Wales
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