

# Toynbee School

Bodycoats Road  
Chandlers Ford  
Eastleigh  
Hampshire  
SO53 2PL

Appointment  
of  
Learning Support Assistant - Hub

**Contact Details:**

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## **Application Details**

I have enclosed with this pack the following details:

- The Pastoral Team
- A job description/role profile
- Letter from the Headteacher

## **Employment Checks**

Employment checks will be undertaken to establish positive outcomes in the following areas dependent upon role:

1. Personal Identity
2. Right to Work in the UK
3. Police check/Enhanced Level Disclosure and Barring Service Check  
(previously CRB disclosure)
4. Employment History
5. Qualifications
6. Health
7. References

## **Equal Opportunities Statement**

In our school we are committed to securing genuine equality of opportunity, whether required by law or not, in all aspects of our activities as an employer and service provider.

This commitment is based on our belief in the broad principles of social justice and our aim is to provide services and employment on a fair and equitable basis.

Our staff are encouraged to demonstrate their commitment to equality by taking active steps to: eliminate discrimination, promote equality of opportunity and promote good race relations.

## Pastoral Team – September 2025

### The Pastoral Team

Core purpose of the Pastoral Team is to ensure that pupils are safe, happy and supported to achieve their potential.

**Deputy Headteacher** - Responsible for the leadership and oversight of all Pastoral, Safeguarding and Inclusion functions within the school.

**Assistant Headteachers** - Each responsible for the strategic leadership of pupil behaviour, attendance, standards and expectations in Key Stage 3 and Key Stage 4.

**Hub Leader** - Responsible for the leadership of the on-site Lodge supporting pupils at risk of suspension, disengaged from their education or struggling to build positive relationships with their peers and adults

**Vulnerable Pupil Coordinator** - Responsible for Looked After, Post Looked After and Dual Registered Pupils. In addition, responsible for safeguarding, external agency liaison and Alternative Provision.

**Guidance Managers (Year Leaders)** - The Guidance Managers are each responsible for the leadership of their own Year Group. They are based in their own office in different parts of the school.

**Guidance Manager (Hub)** – The Lodge Guidance Manager is responsible for leading the day to day provision for a designated group of students that are either at risk of suspension or not engaging in their education.

**Guidance Manager (Lodge)** – The Lodge Guidance Manager is responsible for managing the 'Lodge' pupil support unit, focused on improving attendance for Emotional Based School Avoidance (EBSA) pupils, those pupils that are persistently absent pupils, re-integrating pupils to school and enacting safeguarding procedures as appropriate.

**Attendance Officer** – Responsible for maintaining the pupil attendance systems, including first day absence contact, implementing the attendance processes and working alongside the Pastoral Team in all matters relating to attendance.

**Pastoral Assistant** – Responsible for providing support for the Pastoral team. This includes oversight of the daily Pupil Response system and supporting the Teachers, Guidance Managers and SLT with pupil and parental communication, helping to ensure the smooth functioning of the Pastoral team.

**Pastoral Administrator** - Responsible for providing administrative support to the Pastoral team. This includes maintaining all pupil records, processes and systems, preparing letters and undertaking communications with staff, parents and other agencies and helping to ensure the smooth functioning of the Pastoral team.

## Toynbee School Job Description

<b>Post</b>	Learning Support Assistant – Hub	<b>Current Post Holder</b>	
<b>Allowance/ Scale</b>	EHCC Grade C	<b>Date Reviewed</b>	
		<b>Signed</b>	

### Accountability:

Responsible to the Headteacher, Deputy Headteacher, Behaviour Hub Leader, Guidance Manager - Hub

### Job Purpose:

The Learning Support Assistant - Hub will be responsible for supporting teachers, staff and pupils and ensuring the smooth running of the Hub and the Lodge.

### Duties and responsibilities:

1. To support with the day to day running of the Hub and the Lodge, working alongside teachers and the Pastoral team to ensure pupils engage in their learning and are safeguarded.
2. To support with establishing the appropriate culture and ethos within the Hub and the Lodge, focusing on excellent pupil behaviour for learning and wellbeing, in line with the Toynbee Behaviour Policy
3. To uphold expectations for pupils in the Hub and the Lodge, focused on excellent pupil learning and behaviour, with an ultimate aim of enabling pupils to re-integrate back into the main curriculum.
4. As appropriate, support pupils with their learning, including supervising learning tasks and supporting pupils being taught by teachers.
5. Be committed to undertaking additional research and CPD into best practice to support pupils at risk of permanent exclusion.
6. To supervise pupils in the Hub and the Lodge, including at Breaks, Lunch and other appropriate times.
7. Provide effective communication to staff, pupils and parents.

8. In conjunction with Teachers, SENCO, Guidance Managers and the Vulnerable Pupil Coordinator support Pupil Induction and Pupil Reintegration programmes into and out of the Behaviour Hub.
9. To maintain appropriate records on CPOMS, Arbor and other recording systems as appropriate.
10. To build and maintain positive relationships with pupil and the parents of pupils accessing the Hub and the Lodge.
11. Other duties deemed suitable by the Headteacher

## Letter from the Headteacher

Dear Candidate,

I am delighted that you are considering applying to be the Behaviour Hub Learning Support Assistant at Toynbee School. We are proud to be a holistic and inclusive school that promotes the highest expectations of our pupils. It is an exciting time in our development as a school and we are determined to further improve on our journey to become "outstanding". We are proud of our successful OFSTED inspections in 2015, 2019 and 2024, however, we are never complacent and know that there is always more we can do to improve Toynbee for pupils, staff and the wider community. Our pupils know that they are at the centre of all we do and as a result they play a significant role in shaping the school's improvement.

Toynbee is a friendly school with a strong reputation in the local neighbourhood for excellent results and delivering on its 'Personal Best ethos'. Our parents have described the school as "a gem in Chandler's Ford", and our pupils' aspirations and dreams for their future are the central focus of our work here. We believe that only through full participation in school life can our pupils become the most incredible person they can be. We want them to thrive and develop their potential through every opportunity offered to them, both within and beyond the classroom. Our pupils can enjoy exceptional teaching, with friendly and respectful support alongside some of the best extra-curricular provision the County has to offer.

Our academic curriculum is traditional and there is plenty of choice for all pupils' talents to be recognised. We pride ourselves on finding flexibility for individuals' needs and whilst this is provided for across the schools' academic and extra-curricular activities, it is especially evident in our Visually Impaired Resource Centre that supports VI pupils across Hampshire and beyond.

When pupils join Toynbee they are put into one of four houses and it is through our House System that pupils are given the chance to earn rewards, achievement points and enter inter-house competitions, which both reinforce and celebrate the gifts and talents of our pupils.

Alongside the impressive exam results our pupils achieve; we want them to grasp every opportunity to learn a new skill or participate in an event which stretches and enriches them. We believe that opportunities taken open doors and develop the whole person. None of this could be achieved without our excellent Guidance Support Team who enable our pupils to flourish and grow in confidence and ability during their time with us.

If you are ready for the next challenge in your career, and would like to be part of this dynamic, exciting journey, we look forward to receiving your application.

Yours sincerely,

Matthew Longden  
Headteacher