Learning Support Assistant

Salary: EHCC Scale B £25,615 - £25,958

Contract: Permanent

Hours: Term Time only - Full time (Hours to be agreed at interview, 39 weeks per annum)

We are seeking to appoint a dedicated Learning Support Assistant to play a key role in supporting our pupils learning and development.

- Please return completed application forms to recruitment@toynbee.hants.sch.uk
- No CVs will be accepted.
- Deadline for application is: 2nd November 2026
- Please note that we encourage early application, and we may interview and appoint ahead of the deadline

Toynbee School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Bodycoats Road, Chandlers Ford, Hampshire, SO53 2PL
www.toynbee.hants.sch.uk

Welcome from the Headteacher, Matthew Longden

I am delighted that you are considering applying to be the Learning Support Assistant 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.

Job Description

Accountability:
The Learning Support Assistant will be responsible to
1. Headteacher
2. Senior Leadership Team
3. SENCO

Job Purpose:
To act as support for named pupils in all areas of the curriculum, under the direction of the SENCO and class teachers. In addition, to support the SENCO with administrative tasks which are fundamental to successful organisation of provision under the SEN Policy.

Profile and Responsibilities:

- To be aware of named pupil's SEN, strategies for meeting the needs and specific targets.
- Providing support, according to the Support Agreement, negotiated with each class teacher, and Learning Support Department Support Policy.
- Advise SENCO and class teacher of progress and any difficulties that may arise.
- Contribute to reviews, planning and records on specific pupils.
- To keep contracts and records up-to-date.
- Keep Continued Professional Development (CPD) up-to-date.
- Act as a back-up and support in the classroom for targeted pupils in all areas across the curriculum, under the direction of the class teacher and through on going dialogue.
- Explain, advise and clarify class work. Ensure that the teacher's instructions are being followed and carried out.

- Make sure the pupil(s) understands the task and encourage them to complete the set tasks set to the best of their ability.
- Encourage pupils to become independent learners through using varied pedagogical methods.
- Encourage pupils to come properly equipped to the lessons.
- Ensure the safety of the pupils and their peers.
- Recognise areas of difficulties and report back to the subject teacher and the SENCO
- Produce differentiated work for named pupils where necessary, for class work and Learning Support work.
- Liaise between Learning Support teachers, subject teachers, SENCO at all times, encouraging teamwork and effective planning.
- Advise subject teacher, SENCO of any difficulties and problems that arise.
- .Maintain discipline in the class, under the direction of the class teacher and provisions agreed on the Support Agreement at the beginning of support.
- Complete Support Reports weekly.
- Attend a weekly Learning Support meeting.

Learning Support Assistant – Personal Competencies:

- Ability to motivate pupils.
- Sensitivity to individual pupil's difficulties.
- Consistency and fairness of approach.
- Organised, but flexible in approach.
- Integrity and ability to maintain confidentiality.
- Appropriate use of humour.
- Good attendance and timekeeping.
- Ability to work as part of a team and show own initiative.
- ·Ability to work with class teachers of differing styles.
- ·Diplomacy.
- Ability to write concise, objective reports.
- Good command of English and Maths.

How to Apply

Applicants should complete an support application form in full before your application can be considered. It is available to download from our website www.toynbee.hants.sch.uk/vacancies. Please submit your application so that it is received no later than the closing date and time to:

Toynbee School

Bodycoats Road, Chandlers Ford, Hampshire, SO53 2PL

FAO: HR Manager

Email: recruitment@toynbee.hants.sch.uk
Please ensure that the application form is fully completed including the Equality Monitoring Form. Two referees must be supplied, where appropriate one person should be your current or most recent employer, as indicated on the application form

Shortlisting Process

Shortlisted candidates will be invited to interview. Interview days usually involve time for applicants to get to see the school and staff they will be working with, as well as a number of assessment activities, depending on the post. Interviews are normally arranged within three weeks of the closing date. We will not always be able to reply personally to all unsuccessful applicants, but please be assured that we will take the time and trouble to read each application carefully.

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.

Toynbee School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

"Toynbee School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks."

TOYNBEE
SCHOOL

SITE MAP

1. Reception
2. Site & Community Reception
3. Toilets & Changing Rooms
4. Bike Store
5. Community Café
6. Sports Hall
7. Synthetic Turf Pitch
8. 9x9 Football Pitch
9. 7x7 Football Pitch
10. Theatre / Drama
11. Fitness Studio
12. Dance Studio
13. Multi Use Games Area
14. Rugby Pitch
15. Cricket Strip
16. Athletics
17. The Pavilion
18. The Lodge
19. The Hub and Personal Development
20. Guidance and Wellbeing
21. Learning Support
22. Visual Impairment Resource
23. Library
24. MFL / Geography / History
25. Maths
26. English
27. Science
28. Technology / Art / RS
29. Food & Media
30. Music
31. Canteen
32. IT Support

TOYNBEE SCHOOL

Toynbee School, Bodycoats Road, Chandlers Ford, Eastleigh, Hampshire, SO53 2PL

T: 02380269026 E: admin@toynbee.hants.sch.uk

www.toynbee.hants.sch.uk