


# Excellence FOR ALL

Applicant Information Pack:

## Learning Support Assistant
## Fixed term

**Closing date: 9am, Monday 26th January 2026**

Applications can be made via TES or by completing the **application form**

To arrange a visit or return completed forms contact Sarah Hales - haless@crispins.co.uk tel. 0118 978 1144



St. Crispin's
Excellence for all

# Contents


| | |
|---|---|
| Advert for the post of Learning Support Assistant | 3 |
| About St. Crispin's School | 4 |
| About the Trust | 6 |
| Job description | 7 |
| Person Specification | 9 |
| The Learning Support Department | 11 |
| About Wokingham | 12 |
| The process and how to apply | 13 |






St. Crispin's
Excellence for all

# Are you looking for a rewarding role in a thriving, stimulating education environment?

**Fixed Term I Immediate Start I 8.30am – 3.30pm I Term Time only**
**The Circle Trust Support Pay Scale Grade 3 point 5. Actual salary £18,643 per annum**

Temporary to August 2026, we are looking for a calm, patient and supportive individual with a passion for education and who can relate to young people.

Under the guidance of our SENCO, you will work with individuals and small groups of students who need extra support to become independent learners. The role is diverse as we run intervention programmes which cover cognitive difficulties, emotional regulation, EAL and SALT provision.

Applicants must have a passion for working with young people. An NVQ2 in teaching assistance or equivalent qualifications or experience would be great but is not a pre-requisite. Full training will be provided to the right applicant.

St. Crispin's School is a very happy and oversubscribed 11-18 mixed comprehensive school. Our school motto is "Excellence for All" and this encapsulates our commitment to do the very best for both our students and staff. Standards within the school are high and St. Crispin's is a lovely and positive place to work.

## Visits hosted by the SENCO are warmly welcomed!

### To arrange a visit or apply

Contact Sarah Hales - PA to Headteacher haless@crispins.co.uk I Tel: 0118 978 1144
Applications can be made via TES or by completing the **application form** on our school website

**Closing date:** 9am Monday 26th January 2026 **I Interview date:** TBC

***Please note, we will be reviewing applications on a daily basis and reserve the right to close the advert early, should we receive sufficient applications.***

*The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo screening appropriate to the post. This will include an enhanced DBS check.*



# Our school

St Crispin's is a mixed comprehensive secondary school. We offer students of all abilities and interests the opportunity to fulfil their potential.

We believe in promoting excellence in an atmosphere where students can learn, enjoy, grow and support each other.

We have a strong focus on the basics: excellent learning and teaching, a safe, disciplined environment and an ethos that promotes high aspirations.

Good qualifications are the key to a young person's future success and for this reason, they are our main priority. Nevertheless, developing young people to become well-rounded, articulate, confident and happy is of equal importance.

We have a wonderful team of committed staff that provide support, challenge and expertise to enable every student to achieve.

## Key Information

| | |
|---|---|
| **Type of School** | Academy |
| **Planned Admission Number (PAN) for Year 7** | 210 |
| **NoR** | 1548 |
| **Ofsted** | Good (2022) |
| **% SEND Students** | 16 |
| **% EAL Students** | 28 |
| **% Pupil Premium Students** | 12 |





# Pastoral system

Our school ethos for many years has been 'Excellence for All' and it is very much at the heart of all that we do. Indeed, we strive for excellence **from** all to ensure that there is a positive culture within our community to be the best that we can. We work to ensure that students not only leave with the best possible academic results that they can be proud of, but also key skills for the working world which are individualised to their needs and the path they wish to follow.

**We offer enrichment beyond the classroom as much as possible,** and stakeholders speak highly of the opportunities that the school offers. We tailor the curriculum termly for each year group to develop key life skills and virtues such as respect and resilience.

Our commitment to preparing young people for the wider world is reflected in not only our very low NEET figures but the increasing number of young people who choose to stay at the school for their post-16 studies and the number of external students that join us for the Sixth Form.




# Our culture

The importance we place on values and positive behaviour ensures a culture within the school where students recognise that whilst they do have rights such as 'to learn' and 'to be heard', they also have a responsibility to respect one another as well as the wider community. This underpins the behaviour procedures which staff are consistent in implementing. We continually review the effectiveness of policies and approaches, and staff are encouraged to reward students for positive behaviour and for showing respect to our community.

# About The Circle Trust

The Circle Trust, established in 2018, was created to serve Wokingham and the surrounded area. The Circle Trust was borne out of a desire that all children and young people have an excellent, well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.

An introduction to The Circle Trust

We are a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils.



## For more information

Please visit The Circle Trust website and Family Circle guide.

## Our Trust's vision is

All children and young people deserve to have an excellent well-rounded education and **to flourish** in first rate schools with the best teaching, the best facilities and the most up to date resources made available to them







St. Crispin's
Excellence for all

# Job description

| | | | |
|---|---|---|---|
| **Salary** | **The Circle Trust Support Pay Scale Grade 3 point 5. Actual salary £18,643 per annum** | | |
| **Contract** | **Fixed Term to August 2026**<br>**8.30am – 3.30pm**<br>**Monday to Friday**<br>**Term time only** | **Start Date** | **Immediate start** |

## Aim and main purpose of the job:

To support student learning.

## General Accountabilities:

Support for pupils:

- Support intervention for students who need extra support to complete tasks.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Support the welfare and inclusion of pupils in all aspects of school life, whilst recognising and responding to their individual needs.
- Encourage children to become independent learners.
- Assist in the educational and social development of pupils under the direction and guidance of the SENCO.

Support for the teacher:

- Where appropriate, to assist in the preparation of resources, helping to adapt or find differentiated materials to enable pupils to access the class curriculum in intervention sessions.
- Observe pupil performance and report on observations to SENCO or Learning support coordinator.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Administer and invigilate exams/tests as required.
- Assist with learning support administrative tasks within designated time e.g. photocopying, assist with maintaining student records.

- For the pupils in your care, maintain the SEN paperwork for recording and monitoring pupils' progress.
- Escort pupils on school trips and other events under the supervision of the staff in charge.

Support for the curriculum:

- Deliver small group or one to one intervention to pupils, within an agreed system of supervision, adjusting activities according to pupil responses/needs.
- Deliver local and national learning strategies e.g. literacy, numeracy.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.

**Other:**

- Act as a mentor for a named student, communicating with staff and parents.
- Maintain confidentiality about home - school / pupil - teacher/ school - work matters
- To follow statutory guidance and school policies including child protection and safeguarding
- Any other duties reasonably required by the Headteacher

## Specific Accountabilities:

- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of, support difference, and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos and aims of the school.
- Participate in relevant professional development.

## Details of Line Management:

This post is line managed by the SENCO

## Notes:

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, which are commensurate with the salary and job title.



St. Crispin's
Excellence for all

# Person specification

| | Criteria | Essential | Desirable |
|---|---|---|---|
| **Qualifications and training** | | | |
| 1 | Good literacy/numeracy skills | ✓ | |
| 2 | NVQ2 in teaching assistance or equivalent qualifications or experience | | ✓ |
| 3 | Have undertaken appropriate first aid training | | ✓ |
| **Competence Summary (knowledge, abilities, skills, experience)** | | | |
| 4 | Successful experience of working with or caring for children in a learning environment or a willingness to undertake training in this area | ✓ | |
| 5 | Knowledge of relevant policies and legislation | ✓ | |
| 6 | Able to work effectively as part of a team, understand classroom roles and responsibilities and follow and interpret instructions and guidance | ✓ | |
| 7 | Able to use ICT to support learning and complete school administrative tasks | ✓ | |
| 8 | Able to relate to and communicate well with children and adults, motivate pupils to learn, clarify and explain instructions to pupils and respond sensitively and flexibly to competing demands | ✓ | |
| 9 | Possess skills to undertake general clerical/ administrative tasks to support teachers | ✓ | |
| 10 | Knowledge and understanding of child development, learning, the national curriculum and other basic learning programmes | | ✓ |



St. Crispin's
Excellence for all

## Work related personal requirements

| | | | |
|---|---|---|---|
| 11 | Experience of dealing with parents and carers | ✓ | |
| 12 | Commitment to continuing professional development | ✓ | |
| 13 | Able to coach and mentor others | ✓ | |

## Other work requirements

| | | | |
|---|---|---|---|
| 14 | Suitable to work with children | ✓ | |
| 15 | Able to identify own training needs and actively seek learning opportunities, share knowledge with others, support their development and participate in training and development activities | ✓ | |



St. Crispin's
Excellence for all

# Learning Support Department

Thank you for your interest in joining the Learning Support Department at St. Crispin's.

St Crispin's School is committed to inclusion. We work closely with our primary feeder schools so that we have a clear understanding of the individual barriers to learning that the young people joining us have. This enables us to offer the best possible support for students transitioning to us. We recognise the importance of early intervention, and the Learning Support team works closely with every department to ensure the needs of all students are met. The work that we do, therefore, impacts on every department in the school and across all key stages.

The Learning Support Department is an enthusiastic, forward-thinking and flexible team who are committed to raising standards and supporting a wide range of pupil needs. I encourage my staff to develop their skills in areas of particular interest and allow them to grow in their roles. LSAs work across the whole school and we like to play to people's strengths, skills and experience.

We have a vast range of special educational needs and disabilities (SEND) at St. Crispin's, coming from all four areas of need outlined in the Code of Practice for SEND. There are currently over 50 pupils with a diagnosis of ASD, our largest area of SEND within the school. Sixty students have an Education, Health and Care Plan and a further 250 are on our SEN register.

Primarily, we aim to support students through small intervention groups. The groups range from literacy, numeracy, social skills and nurture groups.

You are very welcome to visit the school should you like to see the department first hand before you make an application, which I hope that you will go on to do.

Charlotte Massey

**SENCO & Head of Department**



Photo taken by Stewart Turkington Photography

# About Wokingham

Wokingham has plenty to offer and our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration programme and the population continues to grow.

We are often found at or near the top of surveys for the best place to live and to raise a family. We are surrounded by spacious woodland and lush green fields. There are plenty of options for being active in the great outdoors – we are near excellent mountain bike trails, water sport centres, play areas, skateboard parks, golf courses and bridle paths. There are also many other ways to keep busy with nearby cinemas, ten pin bowling and theatres.

We enjoy good transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford, in addition to being just 40 miles from central London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and Windsor is of course world-renowned for its Royal residence, Windsor Castle.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival, to name a few! The town truly comes alive during these events.

## We love our town, and we look forward to welcoming you.



# The process and how to apply

The Circle Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS, checks on references and an online search.

| | |
|---|---|
| Visits to the School | Visits to St. Crispin's are warmly welcomed.<br>To arrange a visit, please contact Sarah Hales - PA to Headteacher haless@crispins.co.uk or on: 0118 978 1144 |
| Application form | Please complete the **application form** or, the TES form if applying via TES. These are the only forms that will be accepted. You should ensure that your personal statement is no more than two pages of A4. |
| References | We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal. If you are short-listed, the school will contact your referees without further reference to you. |
| Equal opportunities monitoring form | We are committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent.<br><br>Any information provided on this form will be treated as strictly confidential, will not be seen by staff directly involved in the appointment and no information will be published or used in any way which allows any individual to be identified.<br><br>The completion of this equal opportunity monitoring form is entirely voluntary. However, it will assist us in carrying out this monitoring. We would therefore be grateful if you would complete the questions on this form.<br><br>Prior to shortlisting this information will be removed from your application form and used only to provide data for statistical purposes. |
| Application closing date | The closing date for applications is **9.00am, Monday 26th January.** Applications can be made via **TES** or directly using the **application form** on our school website.<br><br>Please send your application to Sarah Hales - PA to Headteacher haless@crispins.co.uk or on: 0118 978 1144<br>Applications will be acknowledged by email on the next school day.<br><br>Please note, we will be reviewing applications on a daily basis and reserve the right to close the advert early. |
| Shortlisting | Shortlisting will be against the criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the criteria will be invited to interview. |

| | |
|---|---|
| Interview date | TBC. |
| Checks | If you attend the interview, you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications. |
| Offer of employment | We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required. |

All unsuccessful candidates will be notified by email

# How we use your data

In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice.

If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so.

In accordance with our statutory obligations under Keeping Children Safe in Education, The Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened and are publicly available online. If there are any, we may wish to explore them with you prior to confirming your appointment.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice

Thank you for your interest. If you have any questions or wish to arrange a visit, please contact Sarah Hales either. Via email haless@crispins.co.uk or call on 0118 978 1144.



St. Crispin's
Excellence for all



St. Crispin's School
London Road
Wokingham
Berkshire
RG40 1SS

t: 0118 978 1144

**www.crispins.co.uk**

The Circle Trust

The Circle Trust is a charitable company registered in England and Wales (number 11031096) whose registered office is The Oval Offices C/O St Crispin's School, London Road, Wokingham RG40 1SS. Further information about The Circle Trust is available at www.thecircletrust.co.uk