WISBECH GRAMMAR SCHOOL

Learning Support Assistant
Opportunity Overview

Welcome

I am delighted that you are considering applying for the position of Learning Support Assistant on a permanent contract commencing January 2027.

This role will predominantly be based between our Prep 5 and Second Form (Year 8) year groups. Working full time with an expectance of attending away sport fixtures in which are held out of the normal School hours.

We are a successful, forward-thinking, co- educational independent school with a long tradition of developing and promoting individual talent and encouraging high aspirations within an environment of continuous improvement.

Our history dates back to the 14th century, but we are also very much an innovative and forward-looking School that combines a strong focus on academic excellence with a rich co-curricular programme to enable our pupils to 'discover who they are' and unlock their potential in a School with a strong sense of community. The School continues to challenge itself on how it delivers its education services (recent years have seen the launch of a kindergarten, the establishment of a transport division, the opening of an international boarding house, and the deployment of iPads).

This is a fantastic opportunity for an experienced Learning Support Assistant to join our team.

If this role represents the type of opportunity and challenge which excites you, and you believe you have the necessary skills and experience to lead and work with an excellent team, then we would be pleased to receive your application and give it serious consideration.

Barnaby Rimmer
Headmaster

About the School and location

Wisbech Grammar School (WGS) is an independent, co-educational School located near the centre of the historic town of Wisbech in Cambridgeshire, on a green site of 44 acres beside the River Nene which runs through the town. The School offers a broad, high-quality education with excellent pastoral care for around 590 children aged 2-18. It is predominantly a day School but, in recent years, has started to take a limited number of boarders, mainly from the Far East.

The School is located on a single site with Wisbech Grammar Preparatory School (formerly known as Magdalene House) and the Senior School sharing the same buildings and extensive playing fields. The Kindergarten was established in 2018.

Wisbech is a historic market town with a royal charter in north Cambridgeshire and it straddles the River Nene, roughly halfway between Peterborough and King's Lynn. The town has a population of just over 30,000 and there are good road links to Cambridge, Norwich, Peterborough and the North Norfolk Coast.

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Application process

To apply please download an application and equality form from our website www.wisbechgrammar.com. Your application should include a letter stating how you meet the job description addressed to Mr Barnaby Rimmer, Headmaster.

Please send postal applications for the attention of Rebecca Forman, Human Resources, Wisbech Grammar School, Chapel Road, Wisbech, PE13 1RH or send by e-mail to HR@wisbechgrammar.com

Closing date:	Applications must be received by 9am on 2 November 2026
Short list:	Short listed applicants will be informed by 4pm on 3 November 2026 at the latest
Interviews:	Will take place 06 November 2026

If you are interested, then please submit an application as soon as possible. The School is happy to accept early applications by CV initially with an application to follow and reserves the right to close this vacancy earlier than the date above.

Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check, satisfactory references and a medical.

WISBECH GRAMMAR SCHOOL

Learning Support Assistant
Role Description

Job Title	**Learning Support Assistant**
Reports to	Head of Learning Support
Hours of Work	Full time Contracted working hours are between 37.5 and 40 hours per week 5 days a week term time plus 2 additional weeks, working between the hours of 0815 and 1630 including 40 minutes for lunch. You may be required to attend away sport fixtures in which are held out of the normal School hours as well as any meetings or events. You are expected to work the hours that are necessary to fulfil your responsibilities and meet the needs of the school and in line with the hours in your contract.
Holidays	This is a term time only role, so all holidays should be taken during School holidays.
Probation	In accordance with School policy, this appointment will be subject to the standard six month probationary period.
Medical	The offer of appointment at Wisbech Grammar School will be conditional upon the provision of a medical report, which satisfies the school. Initially this will be a self-certification, which may result in Pre-Employment screening by our Occupational Health provider.(Please note that all School buildings operate a no-smoking policy).
Benefits	Wisbech Grammar School provides • Defined Contribution Pension Scheme to which the employer provides a 5% contribution to match the 5% employee contribution • Fee discounts for dependent children • Wellbeing support
Safeguarding	Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. The post holder must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service (DBS). The postholder is responsible for ensuring that they • undertake all mandatory training on the school defined timetable (annually at time of writing this document) • read, digest and adhere to all mandatory training on the school defined timetable (annually at time of writing this document)
Data Protection	In the course of employment at Wisbech Grammar School, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must always be adhered to. Wisbech Grammar School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.

WISBECH GRAMMAR SCHOOL

Learning Support Assistant
Job Description

Principal Role

The LSA will provide support out of class ensuring that the pupils can prepare for lessons and move between lessons smoothly and efficiently. This role will predominantly be based between our Prep 5 and Second Form (Year 8) year groups.

The LSA will provide support in class ensuring that the pupils can integrate as fully as possible in the learning generally undertaken by the other children in the class and make progress.

The Learning Support Assistant will support the implementation of individual pupil support plans and Education, Health and Care Plans (EHCPs), promoting inclusion, progress, independence and access to the wider school curriculum and co-curricular opportunities.

Duties will include running specific programmes and interventions to assist the pupils' individual learning and social needs. The LSA will be responsible for implementing pupil targets in liaison with teaching staff, Key Stage Learning Support Leads and Head of Learning Support.

They will interact on a professional level with colleagues and parents (when necessary) and will seek to establish and maintain productive relationships to promote mutual understanding of the pupil's learning and developmental needs.

The role involves ensuring compliance with the Childcare Act 2006, all Health and Safety legislation, the Early Years Foundation Stage (EYFS) framework, and requirements as laid down by the Government and regulated by ISI.

Detailed role

Supporting pupils

- To provide learning support for pupils in class or in 1:1 or small group situations.
- To develop knowledge of the needs of the children and seek advice from the Key Stage Learning Support Leads, Head of Learning Support, class teacher and outside agencies as required.
- To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, visual prompts etc.
- To make or modify resources as suggested and advised by the Key Stage Learning Support Leads, Head of Learning Support, Educational Psychologist or other outside agencies.
- To organise and maintain an inclusive learning environment across the whole school environment.
- Provide positive reinforcements, praise and rewards to pupils.
- To attend training and relevant meetings relevant to the post to keep up to date with developments in working with children with special educational needs.

Supporting the Head of Learning Support

- To work as part of the team to ensure that the well-being and personal development of the pupil enhances their learning opportunities and life skills.
- To attend planning meetings with the Learning Support team to develop learning programmes and to assist in the delivery of the individual learning programmes daily to promote learning, behaviour, and communication skills.
- To provide regular feedback to the Head of Learning Support and, where necessary, relevant outside agencies about any pupil's difficulties and progress.
- To contribute to the pupils' annual review by writing a brief report and attending the meeting.

Supporting the School

- To foster links between home and school.
- To participate in relevant professional development as deemed appropriate.
- To understand and apply the school policies on learning and behaviour.
- To maintain confidentiality and sensitivity to the pupils' needs but have regard to the safeguarding procedures of the school.
- To carry out duties as directed by the Head of Learning Support or Deputy Head Academic.

No job description can fully cover all aspects of this type of appointment and consequently the ability to evolve and respond to future changes and job demands is essential in the successful applicant. The duties outlined in this job description may be modified by the Deputy Head Academic or Head of Learning Support, with the post holder's agreement, to reflect or anticipate changes in the job, commensurate with the job title.

WISBECH GRAMMAR SCHOOL

Learning Support Assistant
Person Specification

Attributes	Essential	Desirable
Qualification	• GCSE English and Maths (grade A* - C) or equivalent.	• LS Level 2 approved qualification or equivalent • LS Level 3 approved qualification or equivalent
Knowledge	• Have a secure understanding of specific learning difficulties • Understanding of Safeguarding in schools • Health and Safety Knowledge • Awareness of equal opportunities • Understanding of managing confidential issues • Knowledge of social and emotional support strategies • Knowledge of how ICT is used to support pupils' learning and ability to use ICT effectively in a classroom setting. • Understanding of strategies for teaching and learning. The role involves ensuring compliance with the Childcare Act 2006, all Health and Safety legislation and requirements as laid down by the Government and regulated by ISI.	• Have training in aspects of SEN i.e. dyslexia, autism • Knowledge and experience in supporting up to GCSE level
Skills & Abilities	• Basic First Aid • Good numeracy and literacy skills including good spoken English • Good ICT skills and knowledge of Microsoft suite • To be capable of high standards of physical, emotional, social and intellectual care for the children at all times. • Ability to work and communicate with children effectively • Ability to motivate and provide encouragement to children of all ages and all backgrounds • Assist with the organisation of the learning environment. • Maintain accurate records of the pupils. • Ability to share information about children's progress with their parents • Ability to work collaboratively with School Staff • Ability to take responsibility and work with autonomy within set boundaries. • Ability to implement appropriate behaviour strategies in line with school policies • Ability to work effectively with individual pupils, groups of pupils and whole classes.	• Paediatric First Aid Certificate • A commitment to the improvement and progress of pupils; • The ability to interface and interact with parents, teachers and other school staff and provide feedback as required
Experience	• Relevant and professional experience working with children • Provision of high quality provision ensuring all children thrive in a happy, safe and stimulating setting so they can learn and develop.	• Experience supporting in a SEND department in a Senior School setting
Personal competencies and qualities	• A warm and approachable personality • To be enthusiastic and have a passion working with all children. • Motivate pupils to learn and to be sociable.	

	• Communicate effectively and appropriately with pupils with different abilities and ethnic backgrounds • Good time management skills • Show tact and sensitivity • Patient, reliable and trustworthy • Have a high degree of emotional intelligence • Good communication and interpersonal skills. • Show keen attention to detail • Be professional and well organised, be able to be flexible and work under pressure, both independently and within a small team • Have the ability to show initiative, think creatively and understand the importance of being proactive in a busy workplace environment • Be prepared to take on responsibility and be fully accountable • Have the ability to see matters from a whole school perspective and consider issues objectively • Have an understanding and commitment to the ethos, culture and priorities of the School • Be an ambassador for the School	