



*Learning Support Assistant*  
*Candidate Pack*



# *Welcome*

THANK YOU FOR YOUR INTEREST IN THE ROLE OF  
LEARNING SUPPORT ASSISTANT AT PENNTHORPE!

I am delighted that you are considering joining Pennthorpe and becoming a part of the team that makes our school so special.

At Pennthorpe our mission is to give children the most compelling educational experience possible; to nurture their positivity, tolerance, resilience and collaboration; to prepare them to pursue their individual aspirations and contribute to the world; and to be the most successful and respected independent Prep school in the South East.

Whether it is academic achievement, consideration and kindness towards others, or an energetic and positive attitude – excellence underpins all that we do at Pennthorpe, and all that we strive to be together. Our exceptional staff team is integral to Pennthorpe's exciting environment; the foundation upon which our children's success is built.

Becoming part of our team requires passion, humour and a willingness to be fully immersed in our busy, and exceptionally happy, school environment. We are looking for an energetic, passionate and caring person to light up our children's faces each and every day. You will require a huge smile, bags of patience, a good sense of humour and a love of education.

At Pennthorpe, everybody is somebody. Each child and staff member is uniquely valued for who they are, and for their individual contribution to our community and beyond. With a genuine team spirit, we blend tradition, informality and innovation; working hard to offer a vibrant and stimulating environment for learning. I take great pride in Pennthorpe's success and recognise that it is very much built on the charisma, commitment and skills of our staff, who are truly the champions of our children. Pennthorpe is a fantastic place to work; not only for its stunning location but primarily for all the team who work with us.

If you would like to visit Pennthorpe before committing your application or you would like to discuss the role; please do not hesitate to contact Lauren Manvell ([recruitment@pennthorpe.com](mailto:recruitment@pennthorpe.com) 01403 822391), who will make the necessary arrangements. Once you are ready to take the next step, you should apply for the post using the electronic application form on our website (<https://www.pennthorpe.com/forms/application-form/>)

I recognise that much time and thought goes into preparing an application, and therefore guarantee that we, in turn, will give your application serious consideration, offer feedback and a personal response, should you decide to apply. I look forward to hearing from you!



Mr Chris Murray BA (Hons) PGCE  
Head



## *About Pennthorpe*

Pennthorpe is a truly independent prep school located on a beautiful site of 26 acres in the heart of the Sussex countryside, close to the Surrey border.

Pennthorpe pupils are happy, confident and engage in all aspects of learning, whether that be in the classroom, on the playground, on the sports field or outside of life at Pennthorpe. We nurture a joy of learning and discovery and create an exciting environment for our children to learn and flourish.

The Pennthorpe Purpose forms the backbone of our daily life and is common vocabulary for all in our community. Our motto 'Non nobis solum nati' translates as 'Born not for ourselves alone', and together with the culture captured by the Pennthorpe Purpose, expresses that our reason for being is not selfish, but for the goodness of humanity. We do not exist just to serve our own intentions but have a duty to positively contribute to the lives, and benefit, of others. By giving the best of ourselves to the world, we make it a better place.



Pennthorpe staff must think like talent scouts, striving to get the best out of our children, and helping them to find their place in the world. We're fiercely ambitious for our children's futures, and our goal is to give voice to their magnificent character, celebrate their burgeoning talents and provide a tailored learning programme to support their emerging aspirations. Through our web of diverse and successful relationships with over 40 Senior Schools, and in strong partnership with our parents, we help our children secure places at the right Senior School for them.

The broad and skills-based curriculum requires our children to be authentic, independent learners; to trust their instincts and to be bold. We teach our children how to learn and then give them the tools and inspiration to challenge themselves. A Pennthorpe education offers our children quality time to experiment and investigate, space for our learners' own interests, learning which is focused on grappling, thinking and exploring, all delivered through collaboration and interactive teaching.

Our facilities are first rate. Within the grounds you will find our superb teaching facilities, carefully tended sports fields, numerous gardens and play areas, in addition to the fabulous woodland. We have two fully equipped wet Science labs, a full-sized sports hall, Multi Use Games Area, dedicated Music and Drama studios, a generously equipped Design & Technology centre, an Art studio complete with kiln, a Teaching Kitchen, dedicated Library and a Computing Suite. In addition, we have a published plan of future development of our facilities over the next 5 years.

## *Our Aims*

- To inspire all pupils with the ambition to discover and achieve excellence
- To stimulate and nurture all pupils on a uniquely personal journey of self-development
- To build a community and develop relationships that make a positive difference
- To invest in the future of our children.



# Why Join Us?

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I LOVE WORKING AT PENNTHORPE; IT IS SUCH A TIGHT-KNIT COMMUNITY WITH A SUPPORTIVE AND DEDICATED STAFF, WHO VALUE THE EDUCATION AND GROWTH OF EACH INDIVIDUAL CHILD, WHILST GIVING THEM INCREDIBLE OPPORTUNITIES TO THRIVE. IT REALLY IS A WONDERFUL PLACE TO WORK.

*Charlotte Gallina Breese, Year 3 Teacher*



PENNTHORPE IS MORE THAN JUST A WORKPLACE, ITS A VIBRANT, NURTURING COMMUNITY WITH AN OUTSTANDING PASSION FOR EDUCATION. WHETHER YOU ARE INSPIRING YOUNG MINDS IN THE CLASSROOM OR SUPPORTING THE SCHOOL'S WIDER MISSION, YOU WILL BE PART OF A TEAM THAT CELEBRATES CREATIVITY, COLLABORATION AND CONTINUOUS LEARNING.

*Jessica Doodles, Head of Marketing & Communications*



WORKING AT PENNTHORPE, WITH SUCH TALENTED AND PASSIONATE INDIVIDUALS, IS AN ABSOLUTE PRIVILEGE. THERE IS A GREAT SENSE OF CAMARADERIE WITHIN THE TEAM AND THE CHILDREN REALLY ARE AT THE CENTRE OF EVERYTHING WE DO. I HAVE NEVER WORKED IN AN ENVIRONMENT WHERE I HAVE FELT MORE AT HOME.

*Jou Marler,, Deputy Head Senior*





# The Benefits

There are many reasons to join Pennthorpe, including:

- An allocated mentor to help with all queries and concerns
- Friendly and supportive team and a busy staff social calendar
- Great autonomy to focus on things that make the biggest difference, and to enable all to bring their own personality and character to the workplace
- Staff wellbeing opportunities including dedicated staff wellbeing initiatives as well as an annual Whole School Wellbeing Week
- Support for working parents
- Dedicated staff work areas
- Professional development opportunities
- Numerous career progression opportunities
- Personal Accident cover, including dental
- Contributory stakeholder pension scheme
- School lunches, cooked on-site, are provided to all staff during term time
- Secure on-site parking



# Learning Support Assistant

We are looking for a patient and caring person to share their passion of teaching and kindness too. The role requires the ability to assist the child to become independent whilst building their confidence and self-esteem.

We are seeking a Learning Support Assistant to work Monday – Friday. They will be required to work one to one with a Year 5 child, to provide support. The successful applicant will work as part of a school-wide team to support the requirements of the children.

## Supporting the Pupil

- To develop knowledge of the particular needs of the child and seek advice from the Head of Learning Support, Class Teacher and outside agencies;
- To support a number of diagnoses made by medical and educational professionals, outlined within the Education and Health Care Plan (EHCP);
- To support the learning and health needs of the pupil in line with the requirements of the Education and Health Care Plan (EHCP);
- To provide support for the pupil in class or in withdrawal situations e.g. sensory breaks and individual 1:1 learning or small group learning;
- To aid access to the full range of learning experiences both inside and outside the classroom and proactively provide modified materials as required e.g. worksheets, games, visual prompt cards etc;
- To make or modify resources as suggested and advised by the Head of Learning Support, Occupational Therapist, Educational Psychologist, Speech and Language Therapist, or other outside agencies;
- To be proactively involved in the planning and preparation of the day to day activities specific to the individual child's needs and their learning style;
- To organise and maintain an inclusive learning environment both in the classroom and outside;



- To support the pupil in the playground, being mindful of health and safety in relation to the pupil's needs, and encouraging safe interactive play;
- To closely support any contact with water or liquids as part of maintaining pupil safety;
- To follow the feeding plan as part of the Education and Health Care Plan (EHCP);
- To give clear instructions of what the pupil is allowed to eat or drink, developing a full awareness of the risks of all thin fluids and the need to use a specific labelled bottle;
- To identify when the pupil is 'at risk' and maintain awareness of his respiratory status; Motivate and encourage the pupil to try activities they may be unsure of;
- Provide positive reinforcements, praise and reward, balancing Pennthorpe's rewards and sanctions systems alongside the particular needs of the pupil, in the way praise and rewards are offered;
- Facilitate inclusion in small group activities with peers and support interaction between them;
- To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs;
- To attend dysphagia training relevant to the child, from a qualified Speech and Language Therapist, who has additional Dysphagia training;
- Where required, provide support and facilitate interaction with peers in the classroom and around school;
- Act as an advocate for the child within the school environment and with outside agencies



## *Supporting the Teacher and Head of Learning Support*

- To work as part of the team to ensure that the wellbeing and personal development of the pupil(s) enhances their learning opportunities and life skills;
- To attend planning meetings with the SENCo and subject teacher to develop learning programmes and to assist in the delivery of the individual learning programmes on a daily basis to promote learning, behaviour and communication skills;
- To provide regular feedback to the relevant teachers, Head of Learning Support and relevant outside agencies about the pupil's difficulties and progress;
- To contribute to the pupil's annual review and/or Individual Education Plan (IEP) by writing a brief report and attending the required meetings.



## *Supporting the School*

- To foster links between home and school by communicating effectively and appropriately with the parents;
- To participate in relevant professional development as deemed appropriate for the needs of the child or under instruction from the school;
- To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs;
- To maintain confidentiality and sensitivity to the pupil's needs but have regard to the safeguarding procedures of the school;
- To uphold all school policies and procedures including specific attention to the Staff Code of Conduct;
- To carry out duties as directed by the Head of Learning Support or Head.

## General Duties

- To uphold and enforce school rules and to work in co-operation with colleagues to promote the high standards of behaviour and concern for others that are part of the school's tradition and mission.
- To attend departmental meetings, and other such meetings as required, including staff meetings, INSET sessions, and other such training as may be necessary.
- To act in accordance with the Staff Handbook and the Staff Code of Conduct.
- To undertake supervisory duties in accordance with the staff duty rota.
- To be fully aware of and to implement the school's policy on Health and Safety, both when pupils are in school and when they are engaged in school activities elsewhere.
- To cover for absent colleagues when necessary. Attend school functions, including after hours, as directed by the Head.
- To take part, with the Head and senior team, in an annual Professional Development Review meeting, which will include the agreement of professional development/training objectives for the coming year.
- To undertake such other duties which the Head may from time-to-time reasonably request.

*This job description is subject to review from time to time to give the post-holder and other members of staff the opportunity for personal development.*







# Person Specification

## Skills, Experience & Knowledge

- Relevant or equivalent Level 2 qualification in line with DfE recommendations (essential).
- Strong academic record, including Maths and English GCSE Grade C, or equivalent (essential).
- Training relevant to education e.g. literacy, dyslexia, ICT, Maths etc. (desirable)
- Further Education Qualification (desirable).
- First Aid qualification (desirable).
- Specialist training in working with young children or with children with learning difficulties (desirable)
- Experience of working within an educational setting with young people, whether this be a school or other institution (desirable).
- Excellent literacy and knowledge skills (essential).
- Basic understanding of child development and learning (essential).
- Experience of working with children with learning difficulties (desirable).
- Experience of working with young children (desirable).

## Personal Attributes

- Ability to deal with a child struggling to access the curriculum and who lacks confidence with a calm approach, and an empathetic nature.
- Ability to act on their own initiative, and adapt to a variety of situations.
- Ability to motivate and encourage young people.
- Ability to observe and monitor progress. Enjoy working with children (essential).
- Be enthusiastic, highly motivated and flexible (essential).
- Excellent communication skills including the ability to communicate effectively with parents and provide feedback on pupil progress and happiness (essential).
- Ability to relate well to children and adults as well as part of a team and/or under own initiative.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to safeguard and promote the welfare of children.
- Ability to provide parents with a quality client service.
- Flexible attitude

## How to Apply

If you are ready to take the next step and apply to become part of our inspirational team, please submit your application using our electronic Application Form (<https://www.pennthorpe.com/application-form/>) which includes uploading a covering letter by the application deadline.

- Contract: 32.5 hour per week, term time only plus INSET days.
- Start Date: ASAP
- Application Deadline: 5<sup>th</sup> December, 2025
- Interview Date: TBC
- Responsible to: Head of Learning Support
- Salary: £18,546 (pay scale NT21, pro-rated)





## *Equal Opportunities*

Pennthorpe is an equal opportunities employer and welcomes diversity. We would love applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age.

## *Safeguarding*

Pennthorpe is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.





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