

Position of  
**LEARNING SUPPORT  
ASSISTANT**  
Yarm School, North Yorkshire



Co-educational | Day School | Ages 3-18 | HMC







## THE ROLE

We are looking to appoint a permanent part time (term time only) Learning Support Assistant, to join our growing Learning Skills Department. We seek to appoint a suitably qualified Learning Support Assistant with relevant experience working with children with SEND, ideally in Key Stages 3 and 4. Experience supporting learners with EAL would also be beneficial. The desired candidate will be committed to delivering outstanding support, both within a classroom context and when leading small group and individual interventions. This role requires excellent communication skills, commitment to teamwork and a passion for working with pupils with SEND.

The contract is for 24 hours per week, Monday - Thursday 8am - 2.30pm (including 30 minute unpaid lunch break), term time only. However the successful candidate should have some flexibility on this work pattern, as this is subject to change depending on timetables and pupil requirements. We would be interested in hearing from suitably skilled and qualified applicants who are

unable to fulfil all aspects of the specified work pattern but could provide the majority of the part time hours or similar flexibility. The salary is £13.41 - £15.45, per hour dependent on experience and qualifications. Statutory holiday pay is additional and any time off is permitted only in the school holidays. The successful applicant will need to complete regular professional development and departmental training and attend whole school INSET days. We would be looking to appoint a suitable candidate for the academic year 25/26 which commences on the 26th August 2025.

## THE SCHOOL

Yarm School was founded in 1978. Growing quickly since that time, it is now firmly established amongst the country's leading co-educational day schools, with a superb academic reputation as well as a firm commitment to extra-curricular activities and trips. In addition to the Senior School, there is a Preparatory School, and a Pre-Prep which includes a Nursery. In total, there are over 1,100 pupils between the ages of 3 and 18.





There is an impressive array of facilities and accommodation at the Senior School, including a large classroom wing on the banks of the Tees which enjoys beautiful views, a dance studio, extensive sport and drama facilities, underground changing rooms and a bar serving the award-winning Princess Alexandra Auditorium. The Pre-Prep and Preparatory Schools have their own self-contained accommodation on a safe and equally delightful site. The Pre-Prep is housed in a modern purpose-built development, whilst the Preparatory School is located on the site of the original Yarm Grammar School founded in 1590.

The School has ample outdoor space, sporting facilities, a boat house and friendly communal areas. A timber yurt provides space for the outdoor education and eco school curriculum.

## LOCATION

Yarm is a beautiful market town on the edge of the Teesside conurbation which enjoys easy access to both town and countryside, including the nearby North York Moors, Yorkshire Dales and stunning coastline. Opportunities for outdoor pursuits and exploration of all kinds are many and varied. Similarly, the cities of Newcastle, York and Leeds are within close range and provide much in the way of arts and culture. With superb rail network links in the town itself and nearby, London is also only 2.5 hours away by direct train.

The school is very much a part of the town, with pupils, staff and parents enjoying all that the buzzing High Street has to offer by means of shops and cafes.

## KEY TASKS AND RESPONSIBILITIES

As a Learning Support Assistant, your primary responsibilities will be as follows:

In relation to the individual student:

- To take initiative in the classroom to support the teacher in meeting the needs of specific pupils with SEND
- To take into account the pupil's special needs/disabilities and support their access to the lesson and its content through appropriate clarification, explanations, support, equipment and/or materials
- To build and maintain successful, positive relationships with pupils, treating them consistently with respect
- To contribute, when requested, to reports or other communication with parents, and with external agencies
- To conduct intervention and support lessons for individuals, pairs and/or groups of pupils. This will include thorough record keeping, target setting/reviews, resourcing, planning and evaluation. These lessons may take place during timetabled lesson time, during pupils' lunch/break/afternoon registration time and/or before/after school
- To regularly read the profiles of the pupils you work with, to ensure that you are aware of their specific needs and difficulties
- To work as a scribe or reader in mock, entrance and/or external examinations for pupils, if required
- To support pupils in developing study/revision skills and organisational skills, as and when appropriate
- To help supervise pupils at lunch and/or break times in the LS department, if required

In relation to the teaching staff:

- To work in class where required to support the teaching staff to deliver differentiated teaching and learning to our pupils
- To work on differentiated activities with identified groups of pupils, as guided by the teacher
- To supervise practical tasks, as and when required
- To attend formal and informal meetings, such as departmental meetings, with teachers to contribute ideas in terms of planning lessons and activities, and to provide feedback in terms of observed pupil progress
- To work positively and collaboratively with the teaching staff, developing effective working relationships
- To be proactive in developing and producing differentiated learning materials to be used in class and for independent study/homework

In relation to the Learning Skills department:

- To be based in the Learning Skills department and to communicate fully with the established team. This to include daily review of school emails (Monday-Friday, during term time) and attending the department's weekly meeting
- To work collaboratively with the other members of the Learning Skills department, being positive, proactive and supportive of the team.
- To develop links between the Learning Skills department and subject departments through positive engagement with other departments
- To take part in the departmental programme of lesson study, to develop and share your skills with the department
- To use established systems for record keeping, target setting and communication such as iSAMs and CPOMS
- To know how and where to access the Learning Support Register, pupil information, departmental policies and other Learning Skills resources
- To take part in/engage with training, CPD, Learning Enquiry and/or skills development activities as and when requested by the Director of Learning Skills
- To contribute to the planning and creation of SEND displays for the department
- To support the completion of the school's KS3 Learning for Life Skills programme, as directed by the Director of Learning Skills.

In relation to the school:

- To support the implementation of school policies and procedures, including those relating to confidentiality, uniform and behaviour
- To complete appropriate internal and external in-service training
- To attend INSET and training days
- To commit to continued professional development
- To have read and understood the school's SEND policy, as well as other linked policies
- To attend the staff briefing on a weekly basis (currently held on Monday at break time)
- To complete other reasonable tasks as directed by the Director of Learning Skills and/or the Head Teacher which fall within the purview of the post.



## THE CANDIDATE

	Essential	Desirable
Job Related Skills and Knowledge	<p>Have a passion for working with children and young people with a range of SEND.</p> <p>Have strong administrative, organisational and interpersonal skills.</p> <p>Have good communication skills with excellent spoken and written English.</p> <p>Be able to develop positive, collaborative working relationships with teachers and pupils.</p> <p>Be hardworking, proactive and positive, able to work flexibly and collaboratively.</p>	
Experience	<p>Have recent experience working in a senior/secondary school context.</p> <p>Have experience working with children with additional needs and/or disabilities.</p>	<p>Have relevant work experience in a similar environment.</p> <p>Have experience supporting pupils with English as a second or additional language.</p>
Education and Qualifications	<p>Have good GCSEs (or equivalent) in English, maths and science.</p> <p>Have at least a Level 3 qualification in SEND and/or teaching and learning.</p>	<p>Have a Level 4 HLTA qualification.</p> <p>and/or</p> <p>Have a qualification in supporting EAL pupils with English language.</p> <p>and/or</p> <p>Have qualifications/training completed in SEND.</p>



# BENEFITS OF WORKING AT YARM



## Competitive Pay Scale

Yarm has its own competitive pay scale



## Highly qualified teachers

Passionate subject specialists in all departments



## HMC and IAPS

The School is a HMC school and the Prep School is a member of IAPS



## Happy learning environment

Teaching groups are typically around 20 pupils in years 7-11 and lower at Sixth Form. Departments are well resourced



## Generous school holiday

School holidays are longer by about 3 weeks than those in the state sector



## Employee wellbeing

Yarm has an employee assistance programme with a helpline available to all staff



## Generous DC pension

A generous defined contribution scheme is provided via the Aviva Pension Trust for Independent Schools



## Discount on School Fees

Yarm offers a substantial discount on school fees for employees' children at the school



## Wrap around care

Staff receive generous discounts on before/after school and holiday care for children attending Prep



## Free school meals

Free school meals during term-time are very popular and staff rooms have complimentary coffee/tea biscuits



## Access to Gym

The school gym is available for use by staff outside core teaching times



## Car Parking

Staff at Prep and Senior School have access to free on site car parking



## Cycle to work scheme

Save on buying a new bike with the Government cycle to work scheme through Yarm



## Theatre discount

Staff receive discounts to both school and some external shows held in the auditorium



## Fantastic High Street Location

The School is located in the beautiful, prosperous and vibrant market town Yarm





## CONTRACTUAL MATTERS

- Hourly rate is £13.41 -15.45 per hour (dependent on skills and experience)
- Part time, term time only post (35 weeks per year)
- Requirement to attend whole school training days, additional training and CPD which will need to be completed throughout the year, this will be pre agreed in advance and paid as overtime at the normal rate of pay should the hours fall outside of your weekly contracted hours.
- The role is to commence 26th August 2025.
- Statutory minimum holiday entitlement is additional to the hourly rate of pay and will be included in your monthly pay. Personal leave may only be taken in the school holiday periods.
- The monthly salary will be paid in 12 equal monthly instalments over the course of the year.
- Reports directly to the Director of Learning Skills.
- Pension for eligible employees
- No Smoking Policy on site
- Free on-site parking

## CRIMINAL RECORDS CHECK

Yarm School is required to seek a Disclosure from the Disclosure and Barring Service (DBS) in respect of successful applicants for all posts at the School where staff may come into contact with children. A criminal record will not necessarily be a bar to working in the School. Applicants who are invited to interview should provide details of any criminal record under separate, confidential cover to the Headmaster before attending the interview. A copy of the School's policy on Vetting and Suitability Checks and the DBS Code of Practice may be obtained from the School Manager. Before an appointment is made routine checks will be undertaken to confirm identity and qualifications etc.

This post is not pupil-facing as such, but nevertheless involves substantial opportunity for access to children and is therefore exempt from the Rehabilitation of Offenders Act 1974. This means that you will be required to confirm that you are not on the DBS Children's Barred List or disqualified from working with children and further to declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the



Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) or other Orders of the Courts made against you, even if they would otherwise be regarded as 'spent' under this Act.

## EQUAL OPPORTUNITIES

Yarm School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of any protected characteristics as defined in law. We welcome applications from anyone who considers that they meet the requirements of the job advertised.

## APPOINTMENT PROCEDURE

Applications will only be accepted on the application form provided by the School. This should be completed electronically. All questions must be answered. The candidate may also submit a Curriculum Vitae if he / she wishes but this is not a requirement. Applications should be submitted with a covering letter (again, by e-mail) explaining why the candidate and post are mutually suited.

## APPLY

The application form is available on the [Yarm School website](https://www.yarmschool.org).

Please ensure your availability is detailed in your covering letter. Suitably qualified applicants who are shortlisted will be invited to interview. We reserve the right to interview and withdraw the job advert in line with fulfilling our requirements.

Completed application forms, with covering letter, should be emailed to the HR Department ([HR@yarmschool.org](mailto:HR@yarmschool.org)) as soon as possible and no later than the closing date, or posted in hard copy to:

The HR Department  
Yarm School  
The Friarage  
TS15 9EJ  
01642 786023