



Shoreham
College

Candidate information for

Learning Support Assistant (Part-time)

Closing Date: 7th October 2025

A message from Sarah Bakhtiari

Shoreham College: Where Community Meets Opportunity

Choosing where to work isn't just about the role, it's about where you'll belong, grow, and make a difference. At Shoreham College we offer more than a workplace. We offer a community that values every individual, celebrates every success, and works together to shape bright futures.

Here, you'll find purpose, opportunity and people who believe in you as much as you believe in the pupils you support.

The quality of pupils' academic and other achievements is
EXCELLENT

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Why Shoreham College?

- A Community That Feels Like Home: from the moment you arrive, you'll feel it. The warmth, the welcome, the sense of belonging. Our small, inclusive environment means you're never just a face in the crowd.
- Your Growth, Our Priority: we're as invested in your future as you are. Through personalised professional development and ongoing support, you'll build skills, confidence, and a career you're proud of.
- Pupils at the Heart: every decision, every action, every moment is about helping our pupils reach their full potential. Here, your work changes lives and you see the results every day.
- Leaders Who Listen: our leadership team leads with empathy, values your voice, and encourages new ideas. You won't just be heard; you'll be trusted to make an impact.
- We welcome passionate people who want to make a real difference. This is more than a job. This is your chance to grow, to belong, and to be part of something truly special.



Our School

Shoreham College offers all the advantages of an all-through integrated education. Children learn together and thrive in our welcoming community. We choose to be co-educational, teaching girls and boys together from the ages of 3 to 16, knowing that this better prepares our pupils for a world in which the sexes live and work alongside each other.

We recognise that every child has their own strengths and challenges, and we believe that by learning together in an inclusive and kind environment, our pupils learn to respect and value one another,

Shoreham College is what all schools should be like.

Year 9 pupil

irrespective of gender and other differences.

Shoreham College pupils benefit from excellent facilities, caring support staff, and specialist teachers. From a young age, our junior pupils gain from specialist senior resources as well as from regular interaction and friendship with older pupils. In turn, our senior pupils become leaders and role models to our youngest children. Our learning community enables each member to grow and flourish.

We offer a broad and balanced curriculum, designed to develop a range of transferable skills and talents and to appeal to every interest. As they progress through the school, our children benefit from



the continuity our integration provides and from being a valued individual within our community. Our knowledge of our pupils' needs and passions means these remain a focus, and as our attainment data shows, our children are protected from the attainment dip that too often characterises the move from KS2 to KS3. Smooth transition between year groups and key stages ensures pupils maintain and build on their progress without interruption.



Why work with us?

Shoreham College is a small, inclusive school where strong connections are built and collaboration is at the heart of everything we do. Staff often say that working here feels like being part of one big family

Wonderful location, a few minutes from the sea and a short drive to the Sussex Downs. The City of Brighton is just 20 minutes away and the beaches of Hove less than 10.

The setting is stunning and the grounds are beautifully maintained, a truly nurturing place to work.

You will find welcoming, friendly and supportive colleagues. Leaders are approachable and we listen, wellbeing is at the heart of everything we do.



Job title: Learning Support Assistant (Part-time)

Reporting to: Head of Inclusion

Salary: £11,038 per annum

Hours of work: Monday to Friday – 09:00 - 13:00

Term time only. Occasionally there may be a need to work a slightly longer day, to attend open events, College functions and in-service training days in the school holidays. The additional hours, including holiday pay, is included in the 42 weeks paid employment per year.

Main purpose: To support the learning needs of identified pupils across all key stages

Duties and Responsibilities

- Establish effective working relationships with pupils, acting as a role model and setting high expectations
 - Promote positive values, attitudes and good pupil behaviour and encourage pupils to take responsibility for their own behaviour in line with whole school policies
 - Provide consistent support to all pupils, responding appropriately to individual pupil needs
 - Promote inclusion and acceptance of all pupils and encourage pupils to interact with one another
 - Promote self-esteem and independence, employing strategies to recognise and reward achievement within established College procedures
 - Establish and maintain an appropriate learning environment under the supervision of the teacher and encourage pupils to engage in activities led by the teacher
 - Monitor and evaluate pupils' responses to learning activities through observation
 - Provide objective and accurate feedback and reports, as required, to the teachers on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
 - Administer and assess routine tests and accurately record achievement/progress
 - Be responsible for keeping and updating records and contributing to reviews of systems/records, as requested
 - Work with individual pupils or groups of pupils using prepared resources, including the use of software packages designed to support pupils' learning
 - Provide clerical/administration support (e.g. SEND administration)
 - Read and scribe for pupils with SEND as directed by the SENCO
 - Determine the need for, prepare and maintain general and specialist equipment and resources
- SUPPORT FOR THE CURRICULUM**
- Support the delivery of agreed learning activities/learning programmes, adjusting activities according to pupil learning styles and individual needs
 - Support the delivery of literacy/numeracy programmes, effectively utilising all alternative learning opportunities to support extended development
 - Support the use of ICT in learning activities and develop pupils' competence and independence in its use
 - Assist pupils to access learning activities through specialist support, e.g. curriculum/SEND specialism
 - Support teaching staff in preparing internal examinations
- SUPPORT FOR THE COLLEGE**
- Uphold the College's policies relating to safeguarding and child protection, behaviour, health and safety and all other relevant policies
 - Promote and safeguard the welfare of all pupils at the College
 - Contribute to the College's ethos, aims and development/improvement plans
 - Ensure full compliance with all statutory regulation, in particular Keeping Children Safe in Education
 - Attend and participate in regular meetings, as appropriate

- Participate in INSET training and other learning activities, as required
- Accompany teaching staff and pupils on visits, trips and out of school activities, as required
- Assist with break time duties and prep/interventions, as required
- Establish your own best practice and use this to support others
- This is a job description only. The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Essential Requirements

Education/experience

- Educated to at least GCSE level (or equivalent) in maths, science, English
- Level 3 learning support or teaching assistant qualification (desirable but not required)
- Experience of working with children and young people in a voluntary or work capacity
- Experience supporting pupils in English up to GCSE level (desirable but not required)
- Experience of/or an interest in supporting pupils in maths and science (desirable but not required)

Personal qualities

- Ability to demonstrate an excellent record of punctuality and attendance
- Have an enthusiastic and positive attitude towards learning and a belief that all children can succeed
- A willingness to learn about a range of disabilities and ways of supporting such pupils

About the Learning Support Department

At Shoreham College, our SEND provision is built on a strong ethos of knowing every pupil as an individual. We focus on their unique strengths, challenges, and learning preferences, providing support that goes beyond academics to include personal growth.

Pupils actively shape their Individual Education Plans (IEPs), fostering ownership and self-advocacy in their learning journey. Learning Support is integrated within classrooms, offering timely, empowering help and building independent strategies. Exam access arrangements are identified early, becoming the norm rather than last-

minute adjustments. Our “teach first” approach ensures that all teachers are equipped to meet diverse needs, making inclusion a standard practice across the school. Ultimately, we are committed to helping every learner thrive, academically and personally.



Benefits

Contributory Pension Scheme

Free dining and refreshments (in term time)

Remission of fees, in line with the School Fees Discount Policy

Free onsite parking (subject to availability)

Employee assistance programme

Professional development opportunities

Safeguarding and Equal Opportunities

Shoreham College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

We will process your data for recruitment purposes only. If you are unsuccessful in your application, we will keep your data on our systems for 6 months in case any similar future roles become available. If you have any objections to us storing your data for this purpose please email data@shorehamcollege.co.uk.

For further information about our compliance with GDPR please see our privacy notice.

How to Apply

Application forms should be returned to:

The HR Officer
Shoreham College
St. Julian's Lane
Shoreham-By-Sea
West Sussex
BN43 6YW

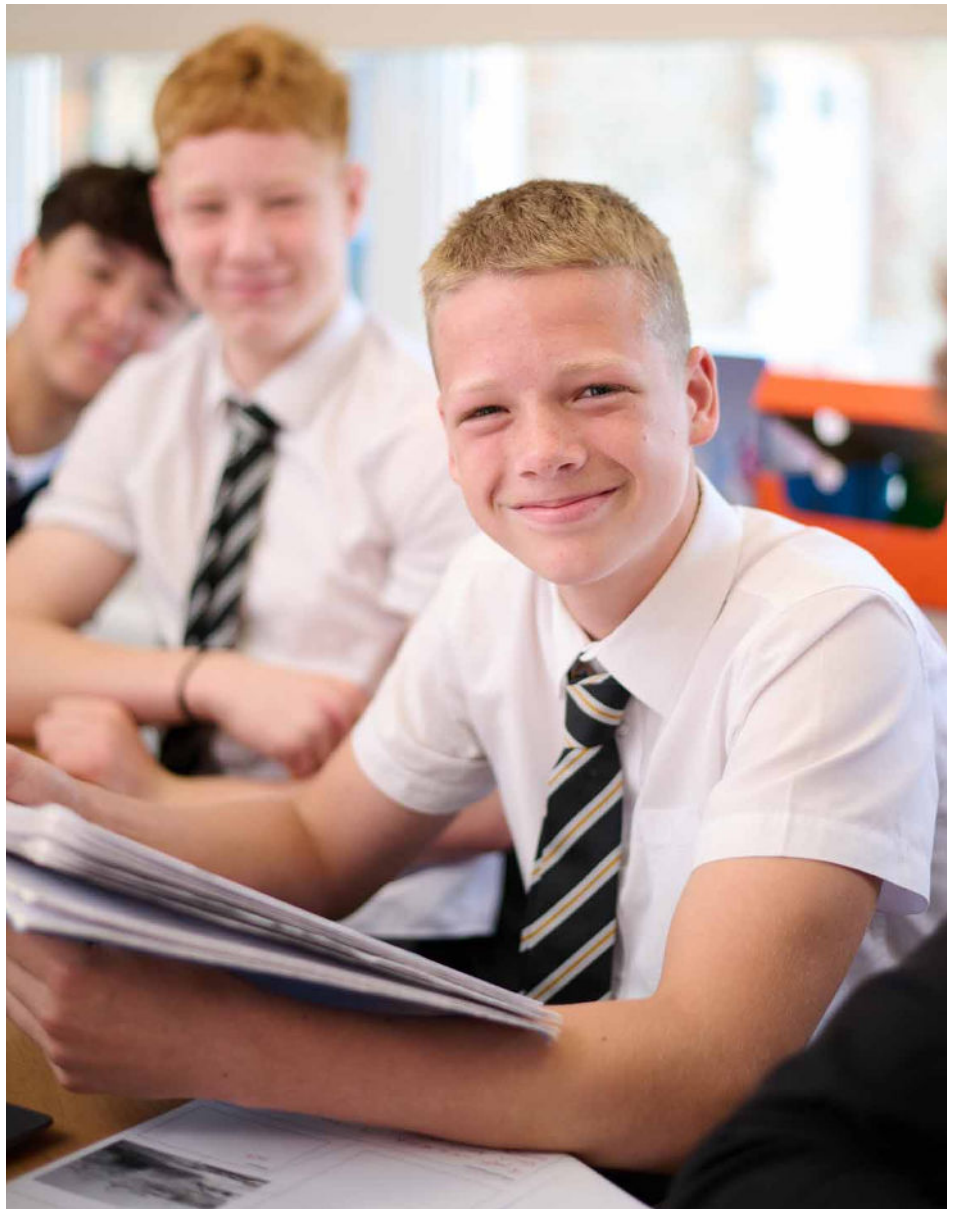
info@shorehamcollege.co.uk

Completed application form and covering letter must be received by:
07/10/2025

Interview date:
Week commencing 13/10/2025

Pupils' knowledge, skills and understanding across different areas of learning are excellent

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I think the College is an amazing school made extraordinary by the staff.

Parent



The sense of community amongst the children sets it apart from other schools

Parent

