



Learning Support Assistant

Worthing High School
Recruitment Pack
August 2026





Welcome

Thank you for your interest in joining South Downs Education Trust. As a cross-phase multi-academy trust based in the heart of West Sussex, we are proud to offer a unique blend of pastoral care and high-quality, inclusive education.

We believe every child and young person reaches their full potential - regardless of their starting point. Our core values guide everything we do:

We are excited to welcome passionate and dedicated professionals who share our vision and values. Whether you are at the start of your career or looking for your next challenge, South Downs Education Trust offers a supportive, ambitious, and collaborative environment where you can truly thrive.

We look forward to the possibility of welcoming you to our team.

Warm regards

Pan Panayiotou

Chief Executive Officer South Downs Education Trust





About us

South Downs Education Trust (SDET) is a dynamic and growing Multi-Academy Trust (MAT) committed to delivering exceptional educational outcomes across our schools.

Currently comprising two schools, we have ambitious plans to expand by incorporating at least two additional schools in the near future. We are seeking a skilled and proactive People Manager to drive our people strategy and support our growth.

- **Community** – By working as one, we share expertise and achieve more for our schools.
- **Resilience** – We prioritise the wellbeing of students and staff, fostering a culture of care, balance, and strength.
- **Integrity** – We act with honesty and stay true to our values in all that we do.
- **Respect** – We celebrate individuality and encourage everyone to bring their unique strengths and perspectives.
- **Excellence** – We are committed to delivering the very highest standards in education.





Welcome

Thank you for your interest in joining Worthing High School. As Headteacher, I am proud to lead a vibrant, inclusive and ambitious community where every student is supported to achieve their very best.

At Worthing High School, we believe in high standards, mutual respect and a relentless focus on both academic excellence and personal development. Our dedicated staff team works collaboratively to provide a rich curriculum, a wide range of opportunities beyond the classroom and a culture where wellbeing is valued for both students and colleagues alike.

We are a school rooted in strong values: Community, Resilience, Integrity, Respect and Excellence, and these principles guide everything we do, they shape our classrooms, our staffroom and the way we work with one another every day. Our motto, Always Pursue Excellence, reflects our belief that excellence looks different for every individual. Just as we support each student to find and pursue their own path, we want every member of staff to feel able to grow, thrive and make their mark here too.

We are committed to developing both our students and our staff, offering professional growth, trust and the chance to make a lasting impact.

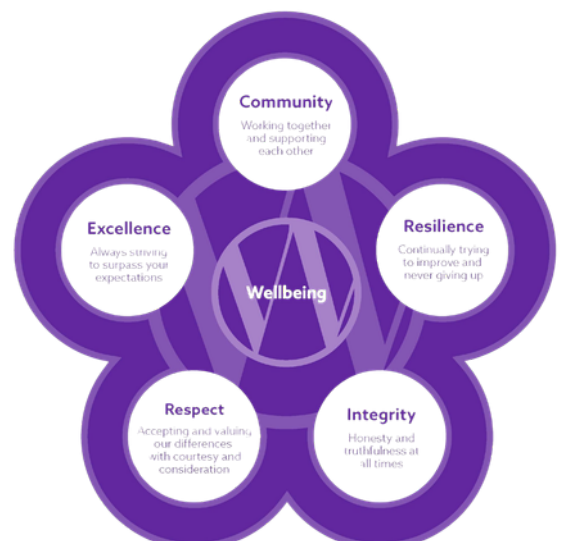
I hope this pack gives you a clear sense of our vision and ethos. We look forward to welcoming talented, motivated professionals who share our commitment to making Worthing High School the very best it can be for every student.

Warm regards

Alex Simpson

Headteacher

Worthing High School





Job description

Job title	Learning Support Assistant - Fixed Term
Salary	Grade 4 points 5 - 6 - £25,835 - £25,989 (Actual salary at 29.2 hours per week £17,394 - £17,670 pro rata)
Location	Worthing High School
Contract	Monday to Friday 08:30 - 15:10 (29.2 hours per week) with an unpaid morning and lunch break - Term time only plus INSET Days
Accountability	Reports to the Head of Inclusion

Role description

Could you provide support and guidance for our students on the Inclusion Support Register?

We are seeking a confident, well organised and self-motivated individual with good interpersonal skills. The successful applicant will be a valued member of the Inclusion Team, working with students in mainstream classes, alongside teaching colleagues.

The focus of the support is for both individual students and groups.

The postholder may also be involved in taking the lead in some small group provision.

Qualifications and Experience

- Educated to GCSE grade A* to C or equivalent, including English and Maths

Skills, Knowledge and Experience

- An ability to maintain high professional standards and the ability to follow quality assurance systems
- An ability to relate well to all students ensuring that their needs are met
- An ability to put the needs of the student first
- An ability to develop effective and supportive relationships with colleagues
- An ability to be clear, concise and fluent in both written and oral communication
- Proven ability to remain calm and self-controlled under pressure, reacting well to change and remaining positive setbacks
- An ability to understand and demonstrate commitment to the WHS Equality Policy and to ensure all activities are consistent with it
- Prepared to undertake training/development as required
- Show commitment to continuous personal learning and development which supports the delivery of outstanding service
- Worthing High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

For an initial discussion or for further information, please contact Elena Elsam, Director of People on eelsam@sdetrust.net



Key Responsibilities

- Monitor the progress of identified students, keep written records as required by the Inclusion Team and provide the teacher with feedback on students' progress in relation to provision
- Contribute to programmes of support for identified students and deliver specific interventions as directed by the Assistant Headteacher for Inclusion
- Under the guidance of the class teacher, to work with individuals and groups of SEN students in class to help them to achieve to the best of their ability
- Ensuring the teacher is informed about individual needs and learning strategies
- Under the direction of the class teacher, implement strategies for teaching and learning for individuals and groups of students, taking into account their specific needs
- Be familiar with lessons plans, individual education plans and learning objectives
- Provide support for students by encouraging and modelling positive behaviour
- Helping students assess their own work and that of their peers
- Jointly modelling speaking and listening pair tasks
- Rehearsing answers to "think" or "explain" questions for plenary or feedback sessions
- Encouraging participation using questions and prompts
- Scribing
- Ensuring effective use of ICT and other equipment
- Reading texts and ensuring access to information
- Note-taking
- Providing an opportunity for the student to verbalise and discuss new learning
- Reinforcing new vocabulary and key words
- Reinforcing new language structures
- Providing appropriate scaffolds for organising and producing written work
- Differentiating tasks and resources
- Checking understanding through a range of questioning and rephrasing/modifying tasks and instructions so they are clearly understood
- Encouraging independent learning strategies
- Reminding students of personal programme and lesson targets
- Keeping students on task
- Providing low level behaviour management; assisting in maintaining safety in the classrooms
- Ensuring that records are kept, as required, and that the keyworker is regularly informed about student progress



- Ensure the physical welfare of students and assist students with their physical needs as appropriate and agreed, e.g., assisting with equipment
- To support and deliver subject specific training to other support staff
- To attend department meetings, as required
- Within your contracted hours, and as identified in Performance Management Processes, undertake specific training such as may be required to enable you to provide effective support, this may include accredited training, training in a particular area of SEN, or in particular aspects of learning need
- Undertake any other reasonable duties from time to time as may be directed by the Headteacher

Please note that the Learning Support Assistant will not be required to remain with a class when there is no teacher supervision.

Person Specification

Personal Qualities

- Good interpersonal and communication skills
- Proactive and helpful attitude towards staff, students and parents
- Attention to detail and accuracy
- Self-motivated
- Reliable, punctual, and committed to high standards of work.

Values and Professional Conduct

- Commitment to safeguarding and promoting the welfare of children.
- Commitment to equality, diversity, and inclusion.
- Respect for confidentiality and professional boundaries.
- Alignment with the school's ethos and values.
- Willingness to engage in training and continuous development.
- Commitment to providing excellent service to pupils, families, and other staff.



What We Offer

- Working in a lead DfE behaviour hub school
- Continuous Professional Development and funding to complete HLTA course
- Support and career guidance should you want to start Initial Teacher Training with possible placement for specialist subjects
- Potential for internal opportunities

Benefits

- A friendly and supportive environment.
- The opportunity to work with well-motivated students and supportive parents and staff.
- A location on the coast very close to main line railway services and road networks.
- Free well-being and medical support cover.
- The opportunity to be part of the South Downs Education Trust MAT.
- Free use of our fitness suite.

How to apply

If you feel you have the necessary skills for this position and would like further information, an application form and job description can be downloaded from the links provided on the school website at <https://www.worthinghigh.net/join-us/careers>

Completed application forms should be sent to Mr Alex Simpson Headteacher at Worthing High School at vacancies@sdetrust.net by **Friday 4 September 2026 at 9 am.**

Interview dates will be provided to shortlisted candidates.

NOTE FOR RECRUITMENT AGENCIES: We prefer to hire people directly but we do have a preferred supplier list for when we need a helping hand. We will be in touch if we need you.

Please note, because of the nature of this job, if you are successful in your application, you will be subject to an enhanced Disclosure and Barring Service with barred list check. This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. Clearance will be obtained before employment commences. We will also complete media searches as part of due diligence and safeguarding checks in line with KCSIE guidance.

- South Downs Education Trust (SDET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Worthing High School & Clapham and Patching C of E Primary school are part of SDET, which is an academy trust and a charitable company limited by guarantee and registered in England and Wales with company number 8276210. The Registered Office is at: South Farm Road, Worthing, West Sussex BN14 7AR
- We recognise continuous service from academy/non-academy schools