



St Mary's School

Gerrards Cross



Application Pack

Job Role: Learning Support Assistant – SEN
Start Date: September 2025

Closing Date: Friday 18th July 2025
Interview Date: TBC

Early applications are advised as the school reserves the right to appoint at any stage during the application process.

Welcome from Headmistress

St Mary's is quite simply a wonderful school. The experience of each individual student is at the heart of all that we do. Our warm and inspiring environment encompasses a supportive framework where our students, whether in Pre-Prep, Prep, Senior House or Sixth Form, are encouraged to take risks, be creative, think for themselves, learn to make good choices and to embrace a challenge.

All of our students are encouraged to aim for excellence in all of their pursuits, to be kind to each other and look for opportunities to make a difference in the wider world. Students here 'dream big' we prepare our students for their future lives and careers to be compassionate, caring and confident young women.

The opportunities at St Mary's, including those for leadership and co-curricular activities, are wide ranging, the academic and pastoral focus unsurpassed and the ability to tailor your daughter's education unrivalled.

Please visit our website to give you a brief insight into our wonderful school, I do hope you will come and meet us to discuss this teaching role.



Mrs. Patricia Adams, Headmistress

About St Mary's School



St Mary's is an independent day school for girls aged 3-18 in the heart of Gerrards Cross, Buckinghamshire.

Founded in Paddington in 1872, the school moved to its present site in 1942. Class sizes average 16-18 and academic outcomes are excellent.

St Mary's School is warm friendly community where parents, staff, students, and governors work together to ensure that every student exceeds her potential whilst having the time of her life, making memories, and building skills to equip her to be successful through her future years.

Our students leave with the resilience to take on the next challenge, the ambition to follow their dreams and the confidence in themselves to go from success to success in their future careers. Through the pastoral and classroom support she has received at St Mary's, she knows her worth, who she is as an individual, and what she wants to go on to do.

Well-being and happiness of staff and students alike is at the heart of our success – a happy school is a successful school!

Joining St Mary's staff community, you would be welcomed into a supportive, close knit community who can regularly be found spending lunch times in the Senior or Prep staff room, enjoying social time outside of school, competing in the teacher's relay, performing in the school orchestra or at an open mic event, and can even be caught on a space hopper on the lawn on the last day of term!



St Mary's School Values

St Mary's is committed to providing an excellent education in a caring, happy environment, where each girl develops self-confidence and exceeds her potential.

Staff and students, alike, are encouraged to find their own SMS Spirit by exploring our huge range of Co-Curricular activities to try new skills and meet new people, explore different learning or teaching techniques in small classes and make friends from Nursery right through to Sixth Form through our House System and whole school opportunities that brings.

Staff are supported in their roles through Department Heads, and SLT links, with well-being at the heart of staff satisfaction and the positive morale which we pride ourselves on. A comprehensive CPD programme allows for staff members to grow personally and professionally and broaden their skills in their specialist areas finding their very own SMS Spirit in their own individual ways.

Our whole school community operates under our TAKE CARE acronym which ensures each individual reaches his or her potential in a supportive and challenging environment.



T – Team Work – we work together to ensure we achieve the best outcomes for our students, pastorally and academically, and that as a staff community we work in a supportive, collaborative caring team who have each other's backs.

A – Ambition – we go above and beyond in everything we do. We look for the WOW factor at every opportunity.

K – Kindness – through our ethos runs the theme of kindness. Everything our staff and students do should consider kindness first.

E – Enthusiasm – staff and students alike bring the energy and desire to succeed.

C – Curiosity – we always ask why.

A – Adventure – work should be exciting, satisfying and thrilling – we are spending time doing what we feel passionately about.

R – Resilience – we carry on in the face of challenge, and come out stronger and wiser.

E – Excellence – aim for the highest quality in all that we do.

Why Work at St Mary's?

- Competitive Salary
- Pension Scheme
- Fee Remission at St Mary's
- Subsidised staff socials
- Annual pay review



- Hot daily meal
- Use of fitness suite
- On-site parking if available
- Free annual flu vaccine
- Electric Car purchase Scheme
- Cycle to work Scheme

- Full staff induction in Term 1
- Staff buddy system
- Full training and development program
- Equal opportunities for all
- Well-being committee to share ideas



All staff share responsibility for promoting and safeguarding the welfare of our pupils and must adhere to, and comply with, the School's safeguarding and Child Protection Policy at all times.

The Role – Learning Support Assistant - SEN

This role involves supporting learners in Key Stage 3 and 4 with additional needs. These may include Autism, ADHD, Dyslexia and Anxiety. The role will primarily involve supporting the learners to successfully access the curriculum. Candidates should have experience of working with neurodivergent individuals, preferably in a secondary school environment.



Main Duties – Learning Support Assistant - SEN

Working closely within the LEAPS Team and other experienced teaching professionals providing support and guidance, your role will be to:

- Develop an understanding of the learners' profiles and SEN.
- Support the learners in accessing their curriculum, academically, organisationally and emotionally, by building trust and developing a positive relationship.
- Consider the learners' SEN when assisting them in accessing the content of lessons, through the use of appropriate clarification, explanation, equipment and materials; developing an understanding of the most effective way in which to support learning for a given task.
- Help the learners to learn as effectively as possible, both in group situations and individually, inside and outside of the classroom.
- Promote academic independence, whilst helping the learners to develop effective study skills, including strategies to support their executive functioning skills, to increase motivation and keep them on task.
- Encourage social independence, whilst scaffolding interactions and helping to mediate any issues with peers, as well as supporting the learners to develop positive relationships with their teachers.
- Support emotional independence by promoting strategies to help regulate the learners' emotional and physical state.



Main Duties – Learning Support Assistant - SEN

Job Description

- To build and maintain a successful relationship with the learners, treating them consistently with respect, consideration and sensitivity.
- To provide effective and pro-active in-class support, by selecting appropriate resources and/or methods of differentiation to facilitate learning.
- Support the use of IT in the classroom and develop the learners' competence and independence in its use, including helping the learners record work in an appropriate way (e.g. scribing).
- To attend lessons and take notes as appropriate.
- To assist in the delivery of any individual learning programmes or with any specific duties outlined in the learners' EHCPs.
- Provide feedback and highlight any concerns to teachers in relation to learners' attainment / progress.
- To liaise with, and be guided by, relevant external agencies as required.
- To be involved in keeping records as required by the EHCP.
- To contribute to the learners' Annual Reviews.
- To foster links between home and school and to keep both informed of relevant information whilst maintaining confidentiality at all times.
- To accompany learners on school trips as required.
- To participate in relevant professional development as deemed appropriate for the needs of learners.
- To understand and apply the school policies on learning and behaviour and the statutory guidelines relating to disability discrimination and SEN.
- To fulfil any other reasonable request made by the Headteacher.



Qualifications and Experience	<ul style="list-style-type: none"> • Experience of working with Neurodivergent learners with SEN, preferably in a secondary school environment
	<ul style="list-style-type: none"> • Willingness to attend relevant training courses
	<ul style="list-style-type: none"> • Experience of record keeping (Desirable)
	<ul style="list-style-type: none"> • NVQ Level 3 Qualification or equivalent (Desirable)

Knowledge and Skills	<ul style="list-style-type: none"> • Good oral and written communication skills
	<ul style="list-style-type: none"> • Ability to use initiative
	<ul style="list-style-type: none"> • Knowledge and understanding of the policies relating to safeguarding pupils
	<ul style="list-style-type: none"> • Good knowledge of IT
	<ul style="list-style-type: none"> • Basic knowledge of first aid (Desirable)
	<ul style="list-style-type: none"> • Scribing experience (Desirable)

Personal Behaviours	<ul style="list-style-type: none"> • Nurturing
	<ul style="list-style-type: none"> • Calm under pressure
	<ul style="list-style-type: none"> • Professional outlook
	<ul style="list-style-type: none"> • Smart appearance
	<ul style="list-style-type: none"> • Committed to personal and professional development

Safeguarding

St Mary's School is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants. The school expects all staff and volunteers to share this commitment and be willing to undergo checks with the Disclosure and Barring Service.



How to Apply

Please complete an application form which can be obtained from the HR Administrator at hradmin@stmarysgx.co.uk or from our website www.stmarysschool.co.uk

Early applications are advised as the School reserves the right to appoint at any stage during the application process. Completed application forms and cover letters must be emailed to hradmin@stmarysgx.co.uk

Interviews will take approximately three hours and will be held at the school. As part of the process you will be given a tour of the school and attend a panel interview. You will also be asked to provide documentation confirming your identity and qualifications and a search of an online social media presence may also be conducted as part of due diligence checks.

There is no need to visit St Mary's before applying, as the school website contains plenty of information, photos and all the school's policies. However, if you'd like to see the school in person, you are most welcome to arrange a visit. Interviews will, of course, include a tour. All applications will be acknowledged and interview dates are provided below. References will be requested for all those invited to interview.

Closing date for applications: 9:00am Friday 18th July 2025

Hours: 8:30am – 4:00pm

Salary: £25,418