



Hulme Hall Grammar School

Learning Support Assistant Job Description

The School

Hulme Hall Grammar School is a small, independent school, noted for its caring and nurturing ethos and focus on the individual child. Hulme Hall Grammar School is committed to safeguarding and promoting the welfare of children. The successful candidate will be required to undertake all appropriate safeguarding and employment checks, and the appointment will be subject to satisfactory clearance by the Disclosure and Barring Service. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

Hulme Hall Grammar School is an independent school for boys and girls, based in Stockport. It was established in 1928 and has approximately 220 pupils on roll, from Pre-School to aged 16. The school combines small class sizes with excellent quality-first teaching, to achieve consistently good examination results.

Caring, nurturing, and achieving are not just words to us; they are the guiding principles that define our school's culture. We prioritise creating a supportive and nurturing environment. Success is essential to us, but we define it in broader terms than just academic achievement. While our children do indeed excel academically due to our personalised enrichment learning programs and small class sizes, we also encourage them to grow as well-rounded individuals, developing their passions, character, and sense of social responsibility.

The Governors are seeking to appoint committed and enthusiastic Learning Support Assistants. The post-holders will join our dedicated Enrichment Department and work with children in the Senior School at Key Stage 3 and Key Stage 4. The posts are full-time, during term-time, from 1st September 2026.

We would be prepared to consider applications from candidates who would prefer to work part-time, but please ensure this is reflected clearly on your application form.

The successful candidate will be highly motivated and able to use effective strategies to promote positive attitudes to learning. You will be fully committed to supporting children and have the ability to enthuse and inspire. You will have high expectations of the children in your care, both in terms of attainment and behaviour and will always behave in a positive and professional manner. You will also display a strong team ethic and have a passion for SEND and inclusion.

Main purpose of the job:

- The core purpose of this role is to work as part of our Enrichment team to support children in the senior school, working at both Key Stage 3 and Key Stage 4 in class and within the Enrichment Department delivering small group intervention lessons. Learning Support Assistants will work with teachers to raise the learning and attainment of pupils, while also promoting their independence, self-esteem, and social inclusion.
- To provide excellent support, tailored to the individual learning style of each pupil. Our team members prioritise creating a supportive and nurturing environment where each pupil feels valued, seen and understood.
- Supervise the activities of individuals or groups of pupils both in and out of the classroom.

Major Duties and Responsibilities:

1. To promote safeguarding and the welfare of children
2. To support, assist & supervise the children under the direction of the class teacher
3. To participate in the planning process as directed by the class teacher
4. To aid in the development of learning resources within the school
5. To undertake first aid duties and attend to unwell children as necessary
6. To provide support for all professionals delivering teaching
7. To provide clerical assistance as necessary e.g., maintaining records

Job Activities:

1. To assist in the planning, recording and implementation of the curriculum for pupils, including those with SEND and / or an EHCP
2. To work with the class teacher in lesson planning, and differentiating work as appropriate to support the delivery of the curriculum
3. To prepare and deliver small-group intervention lessons in literacy and / or numeracy
4. To deliver directed task activities and provide written and oral feedback to children
5. To monitor and evaluate the child's learning and provide feedback to the teacher
6. To facilitate positive interactions between the child and peers
7. To prepare resources

8. To assist with supervision during educational visits
9. To assist with examination invigilation and the provision of examination access arrangements for pupils
10. To provide support for children with special educational needs including assistance generally
11. To liaise sensitively with parents under the direction of the class teacher
12. To be an integral part of the school and work in partnership with all staff on a curriculum team, developing subject expertise
13. To implement the school behaviour policy
14. To undertake break time and lunch time activities as timetabled

Please also see the Person Specification for this role, which is contained in a separate document.

Applications are welcome from a diverse range of backgrounds and factors such as skin colour, gender, race, nationality, ethnic origin, religious faith, or any other protected characteristic will NOT be taken into account in the selection procedure.

Conditions of service:

The salary is currently £17,000 per annum (Actual salary) / £24,915 per annum (FTE) but this is under review for the 2026-27 academic year.

In return, we can offer:

- A school committed to safeguarding
- A welcoming, friendly, and inclusive school
- A committed staff team
- Well-motivated pupils who have a positive attitude to learning
- Opportunities for personal career development

Application procedure:

A fully completed application form (which can be downloaded from the school website, or obtained from Mrs Cooke at the e-mail address below), to include details of two confidential referees should be addressed to: The Headmaster, Hulme Hall Grammar School, Beech Avenue, Stockport SK3 8HA, or e-mailed to The Headmaster's Secretary, Mrs Cooke, at: secretary@hulmehallschool.org

Closing date for applications: Friday 19th June at 12.00pm.

Interviews are scheduled to take place during the week beginning Monday 22nd June.