Dear Candidate, November 2026

Learning Support Assistant

Holly Lodge Girls' College is a highly successful school, focused on the academic and pastoral success, achievement and fulfilment of all its students. We are committed to providing an appropriately dynamic curriculum accessible by all students and enriched by high quality learning and teaching and an extensive range of extra-curricular activities.

The governors are seeking to appoint an enthusiastic and committed **Learning Support Assistant** to join our Learning Support Team.

The successful candidate will work in partnership with class teachers to support learning by working with individuals or small groups of children under the direction of teaching staff.

Key Responsibilities:

- Supporting learning for students across all year groups
- Adjusting learning activities based on pupils' responses as appropriate to achieve effective learning outcomes.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.

The grade for the post is NJCJE Grade 2, scp 3- 5, with actual salary of £20491 to £21141 [this has been pro-rata'd to reflect the part time nature of the role].

Hours of work are Term time + INSET, 32 hours per week, 8.30- 3.00pm [half hour lunch and 2 hours per week admin/scheduled meetings/support in Learning Resource Centre]. This equates to 0.8 FTE.

Our school is committed to safeguarding and promoting the welfare of children and young people and the appointed person will be expected to support the life of the school.

These posts are classified as having substantial access to children, and appointment is subject to an enhanced-police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

If you are invited to interview, you will be asked to complete a Safeguarding self-disclosure form in advance of the meeting and an on-line due diligence search will be undertaken.

Appointment for this post is subject to an enhanced DBS disclosure and references will be sought for shortlisted candidates in advance of an interview.

Job description, person specification and application forms are shown below and may be found on our school website at www.hollylodge.liverpool.sch.uk

Please ensure the following completed documents are returned by email to us at recruitment@hollylodge.liverpool.sch.uk

- application form,
- equal opportunity form

Closing date: 04 December 2026

Candidates shortlisted for interview will be contacted in due course. It is not our school policy to contact unsuccessful candidates, and if you do not hear from us by 14 December 2026, you may assume you have not been successful on this occasion.

I would like to thank you for your interest in this post in our school and wish you luck with your application.

Kind regards,

Andy Keen
Headteacher

EXPECT TO ACHIEVE

HOLLY LODGE GIRLS' COLLEGE

Safer working practices code of conduct for adults

The DFE acknowledges the work of the Safer Recruitment Consortium in revising the detailed 'Guidance for safer working practice for those working with children and young people in education settings.'

All staff and volunteers should receive this guidance as part of their induction. It should be revisited as part of on-going training to support everyone's understanding of key expectations.

It's important that staff and volunteers are provided with opportunities to consider the implications of the guidance for their setting and their own role and seek clarification.

Introduction:

Keeping Children Safe in Education (DFE 2026) sets out the requirement for all schools to have a staff code of conduct, sometimes referred to as a staff behaviour policy. This code of conduct should be followed by all staff (including visiting staff), volunteers and governors.

Holly Lodge Girls' College is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers, and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment.

Everyone is expected to adhere to this 'Code of Conduct' along with the Safer Recruitment Consortium 'Guidance for Safer Working Practice for those working with Children and Young People in Education Settings 2023

Everyone must also read and understand part one and Annex B of Keeping Children Safe in Education (DFE 2026). This code of conduct aims to support adults so they don't work in a manner which might lead to an allegation against them by raising awareness of illegal, unsafe, unprofessional and unwise behaviour and by supporting staff and volunteers to understand what safe, professional conduct is. Equally it aims to reduce the opportunity for any adult intent on grooming or harming a young person. The policy aims to reduce the risk of incidents or misunderstandings occurring by developing and setting out clear guidelines and boundaries. It encourages you to work in an open and transparent way that should avoid someone questioning your motives, intentions, or suitability to work with young people.

Our school promotes an open and transparent culture in which all concerns about adults working in or on behalf of the school are dealt with promptly and appropriately. Creating this culture in which all concerns are shared responsibly, in a timely way with the right person, and are recorded and dealt with appropriately is critical to effective safeguarding practice. This culture enables the school to identify concerning, problematic or inappropriate behaviour at the earliest possible stage, minimises the risk of abuse and ensures that all adults working in or on behalf of the school are clear about professional boundaries and act within these, in accordance with our ethos and values. This culture also empowers individuals to share concerns with key staff about their own behaviour at the earliest possible opportunity.

It is a key principle of this code of conduct that **everyone** understands their responsibility to share **without delay** any concerns they may have about a child's welfare or an adult's behaviour towards a young person. This includes any behaviours which may not meet the harm threshold and may be deemed to be a 'low level concern' as set out in our child protection policy. In addition, **everyone** has a responsibility to escalate their concerns to the Local Authority Designated Officer if they feel that safeguarding concerns they have raised about a child or adult working at the school are not being addressed by the school. Further information and guidance regarding how school will respond to concerns about an adult's conduct towards children where the harm threshold is met are set out in our managing allegations policy.

Code of Conduct:

Holly Lodge Girls' College will create a culture of openness, transparency, trust and support where all members of the school community feel empowered to share relevant information about themselves or someone else.

- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- If you have any concerns that a child is being harmed, abused, or neglected you **must share your concerns immediately** both verbally and in writing primarily with the school's Designated Safeguarding Lead (Faye McDermott), Deputy Designated Safeguarding Lead (Lisa Harland) or the

Headteacher (Andy Keen). Always listen carefully to the child and report what they tell you in the child's own words. Never promise to keep a secret.

- If you receive an allegation against an adult working in the school or observe behaviour that concerns you, you must discuss your concerns **without delay** with the Headteacher or Designated Safeguarding Lead. Concerns regarding the Headteacher should be directed to the Chair of Governors (Cog@hollylodge.liverpool.sch.uk) or Local Authority Designated Officer. (The School's whistleblowing helpline and The NSPCC whistleblowing helpline are available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and email: help@nspcc.org.uk. Safeguarding-Mate can also guide staff should they have a concern about an adult's behaviour.
- If you are worried that the behaviour of an adult working in the school (including all third party staff, supply staff and volunteers) is giving cause for concern, no matter how small the concern is and even if it does not meet the harm threshold, you must share your concerns with the designated safeguarding lead without delay. This is in line with the low-level concern procedures set out within our child protection policy. Concerns regarding the designated safeguarding lead should be directed to the headteacher.
- Anyone (in emergencies or if they are required to) can make a referral about their concerns for a child directly to Children's Services.
- Internet Filtering occurs and is led by the Designated Safeguarding Lead. As part of this, blocks are placed on specific content on school devices. Barracuda is the website filter and includes live filtering of pupil and staff content that is accessed. For queries regarding this see DSL.
- There is a separate Baracuda email filter also for staff.
- Monitoring – Impero is computer monitoring software that is installed on all Holly Lodge computers and laptops.

You should:

- Follow the school's child protection policy and procedures and in line with this share safeguarding information appropriately but also act accordingly with sensitive and confidential information.
- Be alert to the indicators of harm and abuse towards a child, including child on child to abuse.
- Dress appropriately according to your role, ensuring that clothing is compliant with professional standards and is not likely to be viewed as offensive or revealing and that it is absent of any political or other contentious slogans or images. This applies to online or virtual teaching as well as face to face.
- Act as an appropriate role model, treating all members of the school community with respect and tolerance.
- Always maintain appropriate professional boundaries and avoid behaviour which could be misinterpreted by others. This includes within school, in your personal life and in any online activity. All staff have a responsibility to model safe practice at all times.
- Ensure that you appropriately challenge any form of derogatory and sexualised language or behaviour to ensure that everyone is respectful at all times.
- Ensure gifts given or received are recorded and discussed with your Line Manager.
- Respect others' confidentiality unless sharing information is appropriate to ensuring their welfare.
- Adhere to the school's policies, particularly those related to safeguarding - including child protection, behaviour, attendance, physical intervention, intimate care, anti-bullying, equal opportunities, data protection, health and safety and online safety (acceptable user policy).
- Ensure that you understand your responsibilities under the General Data Protection Regulation and Data Protection Act 2018 and be clear that where personal information is recorded electronically, systems and devices are kept secure.
- Report any behaviour or situations which you may feel give rise to a complaint or misunderstanding in respect of your own actions. Also share situations with your Line Manager if you feel your actions might have sat outside this code of conduct, or may appear to others that they have done so.
- Share with the Headteacher (or Designated Safeguarding Lead in their absence) any behaviour of another adult in the school where it gives you cause for concern or breaches this code of conduct or the school's safeguarding policies in line with the low-level concern procedures set out in our child protection policy. Examples of such behaviours include, but are not limited to, being over friendly with children, having favourites, using inappropriate sexualised, intimidating or offensive language, taking photographs of children on their mobile phone or engaging with a child on a one-

to-one basis in a secluded area or behind a closed door. Your intervention may allow for their practice to be supported and developed and/or prevent a child from being harmed.

- Understand that it may be appropriate to discuss with the Head teacher matters outside of work, including online, which may have implications for the safeguarding of children in the workplace. This includes information about yourself. You must ensure that you are aware of the circumstances where this would be applicable.
- Be aware that behaviour by yourself, those with whom you have a relationship or association, or others in your personal life (in or out of school or online), may impact on your work with children.
- Staff are encouraged to declare any relationships which exist outside of the workplace with any children, families or staff. This is in line with our school culture and enables any implications for practice to be considered and staff to be provided with appropriate advice to support safer working practices.
- Understand the circumstances where it may be necessary to 'self-report' incidents where they could have found themselves in a situation which could be misinterpreted, or may appear compromising to others, or if they have behaved in a manner which, on reflection, they consider to fall below the standards set out within the code of conduct for staff.
- Inform the head teacher of any cautions, convictions or relevant orders accrued during your employment, and/or if you are charged with a criminal offence.
- Understand that if you commit a relevant offence that would appear on your DBS certificate or you become disqualified under the Childcare Act 2006 (those staff covered by the scope of the guidance): www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006 then you must inform your headteacher. (The Childcare Act 2006 does not cover all settings or even all staff within a setting.)

Never:

- Act in a way both at work and/or in your personal life (including online) that brings yourself, school or the teaching profession into disrepute.
- Make, encourage or ignore others, making personal comments which scapegoat, demean or humiliate any member of the school community including ignoring any form of peer-to-peer abuse.
- Use your position to intimidate, bully, humiliate, coerce, or undermine any member of the school community. This includes shouting in anger and aggressively to punish them rather than raising your voice to be heard or avoid danger.
- Undermine fundamental British values including democracy, rule of law, individual liberty and mutual respect, and tolerance for those with different faiths, beliefs or from different cultures.
- Develop 'personal' or sexual relationships with children and young people, including making sexual remarks or having inappropriate sexual banter. In addition, the Sexual Offences Act 2003 makes it clear that all members of staff are in a position of trust and would therefore be committing a criminal offence to have a sexual relationship with a young person in full time education/below the age of 18, even if that pupil is over the age of consent.
- Engage in inappropriate conversations with students or share inappropriate personal information about yourself or others.
- Discriminate favourably or unfavourably towards a child.
- Give personal contact details to pupils or communicate outside of school using social networks, email, text, twitter, etc. or meet a young person out of school unless part of a planned school activity with the knowledge of your Line Manager.
- Have conversations on social networking sites that make reference to children, parents or other colleagues at the school or be derogatory about the school. Never make any statements or post images on social networking sites that might cause someone to question your suitability to act as a role model to young people or bring your own or the school's reputation into disrepute. You should never communicate with parents through social network sites and you are strongly advised to declare any existing friendships/relationships to your Line Manager.
- Use personal equipment to photograph children (always use the school's equipment) and ensure any photographs are only stored on the designated secure place on the school's network and not on portable equipment.
- Post on the school's website or social media accounts any photographs of children without their consent. (Some children may be put at risk by their whereabouts being made publicly)

- Use your personal mobile phone (or other personal IT equipment including 'wearable' technology) in areas used by children unless in emergencies or under an agreed protocol set out by the Headteacher.
- Undertake 'one to one' activities out of the sight of others unless it is a planned activity with the knowledge of your Line Manager and in keeping with your own responsibilities. You should not cover windows or door panels but always act in an open and transparent way.
- Transport children unsafely, for example by driving whilst using your mobile phone, consuming alcohol, failing to ensure that seat belts are worn or driving without appropriate insurance. Any trips should be planned and with the knowledge of your Line Manager. Unforeseen events should be reported to your Line Manager. It is good practice to have another adult to act as an escort during the journey
- Have physical contact with young people that might be misconstrued or considered indecent or harmful. Ensure you are always able to give an account of the reasons for physical contact or physical intervention. Where physical contact is required, it is good practice for it to be within the sight of others. Any physical contact with a child that was needed to control or restrain a child should always be the minimum required.

All school employees should have a clear understanding of their responsibilities under this code of conduct. It aims to help avoid poor working practices that may lead to a person's behaviour being *investigated* and the *consideration* of disciplinary procedures.

Our Child Protection Policy may be found here

EXPECT TO ACHIEVE

HOLLY LODGE GIRLS' COLLEGE	**Role Title**	**Learning Support Assistant**
Grade		**2 scp 3-5 [0.80 FTE]**
Salary [actual]		**£20491 to £21141 [actual salary]**
Hours of work		**Term time + INSET ,** **32 hours per week, 8.30- 3.00pm [half hour lunch and 2 hours per week admin/scheduled meetings/support in LRC]**

Main purpose of the role

To work in partnership with class teachers to support learning by working with individuals or small groups of children under the direction of teaching staff.

Core responsibilities and tasks

1. Implement planned learning activities/teaching programmes as agreed with the teacher.
2. Adjust learning activities based on pupils' responses as appropriate to achieve effective learning outcomes.
3. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
4. Provide information to the Teacher for monitoring, assessing and recording pupil progress/activities.
5. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
6. To support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
7. Liaise with other staff and provide information about pupils as appropriate.
8. Understand and support pupils with special needs.
9. Support the work of volunteers and other Learning Support staff in the classroom

knowledge, skills and experience

- Completed a common core programme of induction for working with children
- Working in accordance with relevant occupational standards, knowledge /skills and the agreed local competency framework.

Additional Information

The post holder is also expected to

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To engage actively in the performance review process.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher and/or Governing Body to reflect or anticipate changes in the job commensurate with the grade and job title.

This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are 'spent', in addition to any cautions and bind-over orders received in the last 12 months. Having a criminal record will not necessarily prevent you from being appointed to the post

The school is committed to safeguarding and promoting the welfare of children and young people and therefore the appointed person will be expected to support the life of the school.

Appointment for this post is subject to an enhanced DBS disclosure and references will be sought for shortlisted candidates in advance of an interview.

EXPECT TO ACHIEVE

HOLLY LODGE GIRLS' COLLEGE
Person specification – Learning Support Assistant

Criteria		Method of assessment
Qualifications	• Level 2 qualification or equivalent • Good numeracy and literacy skills	App/Int
Skills and Competencies	• Good understanding of school policies and procedures (relating to health and safety, equal opportunities and child protection) • Good understanding of child development and learning • Ability to use ICT effectively • Ability adapt the level of support to meet individual and/or setting needs	App/ Int/ Obs
Experience	• Experience of supporting pupils with SEND • Experience of Intervention programmes • Experience of working with children in a school setting • Experience of working with parents and families • Knowledge of Safeguarding	App/ Int
Personal qualities	• Confidence, warmth, sensitivity, reliability and enthusiasm • Keen to extend own skills and develop professionally • Ability to work independently and as part of a team • Ability to show initiative in a range of situations	App/ Int /Obs

App- Application form Int- Interview Obs- Observation

The school is committed to safeguarding and promoting the welfare of children and young people and therefore the appointed person will be expected to support the life of the school. Appointment for this post is subject to an enhanced DBS disclosure and references will be sought for shortlisted candidates in advance of an interview.

EXPECT TO ACHIEVE