



ARNEWOOD  
SCHOOL

# **Learning Support Assistant**

Application pack



# Welcome to **ARNEWOOD SCHOOL**

I would like to thank you for your interest in the role of Learning Support Assistant at The Arnewood School, part of Bourne Education Trust (BET). We look forward to learning more about you and to sharing more about our schools, our wider trust community, our ambitious aims and our remarkable colleagues and pupils.

Located in New Milton, on the edge of the New Forest, The Arnewood School is a highly aspirational secondary school with a Sixth Form provision which fosters a calm, supportive and inclusive environment and harnesses strong, positive relationships among students, staff, and parents.

As a Trust, we believe in shared values and culture, but all of our schools have a distinct identity which is reflected in their curriculum and teaching approaches. We firmly reject a 'one size fits all' approach but instead work on sharing our best practice and ideas with one another. This year our Trust-wide priorities are around digital technology, environmental sustainability and social justice; our staff have numerous ways to interact with these. You can read our Trust strategic plan [here](#).

Our schools have their own budgets along with stable and dedicated teams that are highly talented and committed, not only to academic progress and achievement, but also to equipping our pupils with the skills they need to succeed in finding purpose and joy in their lives. There is a wealth of experience in the Trust's central team to draw on for support in education, recruitment, marketing, HR, finance, capital projects and IT.

We hope this application pack will give you an insight into our organisation and look forward to welcoming you when you visit The Arnewood School.

For more information on what Arnewood School has to offer, please visit our [website](#) or contact the school on 01425 625 400 to arrange a visit.



A handwritten signature in dark ink that reads "Anderson".

**Jamie Anderson**  
**Headteacher**





# Why choose **ARNEWOOD SCHOOL** and **BET?**



✓ **GENEROUS WORKPLACE PENSION**  
**Local Government Pension Scheme for colleagues (Employer contribution 18.9%)**



✓ **CONDENSED SCHOOL YEAR**  
We offer a condensed school year with a **two week half term** in October.



✓ **CPD & RECOGNITION POLICIES**  
**Defined career pathways**, opportunities for **internal progression** and **ongoing training learning and development** and Trust recognition policies



✓ **WORK-LIFE BALANCE**  
**Flexible working** where possible, as well as **enhanced maternity, paternity and adoption** policies (subject to completion of qualifying service)



✓ **HEALTH AND WELLBEING SUPPORT**  
**24/7 online GP , EAP, free online fitness classes, flu vaccinations** and **eye tests, cycle to work** scheme & occupational sick pay



✓ **STAFF BENEFITS PLATFORM**  
Access to **savings on your everyday spending** including groceries, homeware, entertainment and holidays, through *My Staff Shop*



✓ **FREE PARKING**  
**Free on-site parking** is available at Arnewood School





# Job DESCRIPTION

## ROLE INFORMATION

**Job title:** Learning Support Assistant

**Location:** New Milton

**Contract:** Part time, Permanent

**Hours:** 30 hours per week, Monday to Friday 8.30am to 3pm, term time only

**Salary:** £16,572 actual (£25,186 FTE)

**Responsible to:** SENDCo

## ROLE PURPOSE

The Learning Support Department aims to support and progress the needs of those individuals with learning difficulties and/or disabilities who may require additional support to fully access the wider curriculum, assisting students to take ownership of work and become independent learners as set out in the SEND Code of Practice. Learning Support provides a positive and safe working atmosphere for some of the schools most vulnerable children. You will be working with a highly skilled, committed and enthusiastic team led by the schools Special Needs Co-ordinator.







## MAIN DUTIES AND RESPONSIBILITIES

- Work alongside students with a range of special educational needs assisting students to take ownership of their work and become independent learners
- Become familiar with the needs of the supported students
- Be prepared to be flexible to meet the demands of a varied school day
- Assist in the monitoring, assessment and review procedures of the Learning Support Department and, where appropriate, the wider school process
- Contribute to the setting and measuring of targets set for students
- Make written contributions to reviews of students' progress
- Support a range of departmental clerical/administrative duties such as marking, reading/spelling tests
- Assume such duties (as teaching assistants) as required by the Headteacher
- Support students as necessary who exhibit organisational difficulties
- Work collaboratively with teaching staff to support the learning of students and the teaching process
- To work on access arrangements, where required
- Participate in such training as is deemed necessary to keep abreast of developments in education
- Show a willingness to become involved in the school's policy on ICT, particularly in relation to Special Needs
- Accept the school's ethos and procedures
- Be aware of health and safety issues that need to be addressed where there is a reasonable element of risk





# Person SPECIFICATION

## ESSENTIAL REQUIREMENTS:

- Ability to demonstrate an awareness, understanding and commitment to the protection and safeguarding of children.
- GCSE English and Maths (or equivalent appropriate qualification).
- Ability to evidence effective continuous professional development.
- Ability to evidence effective communication with a wide audience/range of stakeholders.
- Ability to evidence excellent IT skills on a wide range of programmes and software.

## DESIRABLE SKILLS:

- Relevant experience of working with children in an education setting

## PERSONAL QUALITIES

At Bourne Education Trust, our culture and our values are important to us, as outlined in our BET Behaviours which set out the key qualities we would expect any colleague to demonstrate. We foster a reflective, optimistic, and aspirational approach and we expect our colleagues to be collaborative, innovative, committed, engaged and professional. Diverse and inclusive, we encourage you to act as a positive force for equality, helping us create communities where everyone belongs. We encourage our colleagues to take part in school and cross Trust teams and we will invest in you through Continuous Professional Development.





# Your APPLICATION

Thank you for your interest in this role, we look forward to receiving your application. Candidates should be aware that the closing date for applications is on the **2<sup>nd</sup> March 2026**, however prompt applications are encouraged as we reserve the right to close this vacancy if sufficient applications have been received.

## SAFEGUARDING

Bourne Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

## EQUAL OPPORTUNITIES

Bourne Education Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

## HEALTH AND SAFETY STATEMENT

The board of trustees, local governing committees (LGC) and all leaders across Bourne Education Trust recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All BET employees must cooperate with us to access proper training and to make sure they understand and follow the Trust's health and safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.





# Application PROCESS



## APPLICATION

To apply for this position, you must complete a Bourne Education Trust application form (CVs without a fully completed application form will not be considered).



## SHORTLISTING

Applicants will be screened and shortlisted by the interview panel. In order to meet safer recruitment standards, successful candidates will be asked to submit a full application form prior to interview.



## INTERVIEW AND CANDIDATE SELECTION

Shortlisted candidates will be invited to interview, following which a selection will be made by the interview panel.



## JOB OFFER

If successful after interview, a formal job offer will be made to you, subject to referencing and safer recruitment checks.

All candidates who are disabled, as defined by the Equality Act 2010 and who meet the minimum essential requirements will be offered an interview. Should you wish to speak with a member of the team about your application, please contact [\*\*careers@bourne.education\*\*](mailto:careers@bourne.education)







[Click to visit our website for more information](#)



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Bourne Education Trust

