Orleans Park

RECRUITMENT PACK

Vacancy Literacy Support Assistant

Deadline 10am on Friday 4 December 2026



Literacy Support Assistant
37.5 hours per week: 8am to 4pm, Monday to Friday
38 weeks per year (term time only)
NJC Salary Scale 5 to 6 dependant on experience (actual salary: £29,299 - £32,948)
Required for January 2027
Fixed term one-year contract in the first instance
Visas cannot be sponsored

Orleans Park is a successful and oversubscribed 11-18 mixed comprehensive that serves its local community in Twickenham with over 1,350 students. The dedicated staff work hard to ensure students are successful and leave as responsible citizens and confident individuals.

As a Literacy Support Assistant, you will take responsibility for raising levels of literacy amongst identified groups of students at KS3 by providing support to students who are identified as underachieving, disadvantaged or in need of additional support in making progress. This will include supporting students individually, in small groups and in their mainstream lessons.

The successful candidate will:

- Have experience of working with children and young people
- Have a high standard of literacy, communication and organisational skills
- Be a self-motivated team member with the ability to work independently
- At all times model best practice and uphold the principles of confidentiality and data protection
- Undertake safeguarding training and support the school to follow best practice.

What's it like to work at Orleans Park? Click the icon to find out.

To see a short film about our school, click the icon.

Applications are shortlisted for interview as they are received so early application is encouraged and we reserve the right to commence the interview process and close the vacancy prior to this date.

Closing date for applications: 10am on Friday 4 December 2026

Orleans Park is committed to continuing to make diversity, equity, and inclusion part of everything we do. Ensuring that we are always recruiting, retaining and promoting a diverse mix of colleagues who are representative of the diversity in our local communities gives us a great opportunity to have access to a broad range of ideas and allows us to provide an outstanding education to our young people and an outstanding place for people to work.

In line with the statutory guidance document Keeping Children Safe in Education (2026) the school will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview.
The appointment is subject to satisfactory pre-employment clearances including references, medical clearance and an enhanced DBS Disclosure. Orleans Park is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
We are an equal opportunities employer.

The Learning Support Department

Staff at Orleans Park are committed towards meeting the needs of all students including those with special educational needs. The school uses a variety of interventions to help remove the barriers that students with SEN experience with their learning.

The staff work hard to raise student achievement across the school and the learning support department plays a key part of this.

The department is one of the largest in the country with 82 students having EHCPs and a significant number of other students needing support. Our students have a very diverse range of needs, some being very complex, including students with specific learning difficulties; moderate learning difficulties; Social, Emotional and Mental Health (SEMH); Communication and interaction needs; Speech, language and Communication Needs; Autistic Spectrum Disorder; Visual Impairment; Hearing Impairment; Physical Disability; Down's Syndrome and physical disabilities.

The school also has a dedicated enhanced provision for 12 students with EHCPs whose main presenting need is specific learning difficulties. This provision is run by a specialist manager and supported by specialist LSAs.

The school assesses all students on entry using a variety of screening methods and their progress is tracked to ensure appropriate progress is being made. Students with SEN are included in this tracking process.

The learning support department has developed a range of strategies to support our students in making progress appropriate for their abilities. These are shared with all teaching staff to support them in supporting students with SEN in their classes.

Within the department there is the SENCO, Deputy SENCO, ELSA, one specialist learning support teacher and 20 LSAs and HLSAs who support students with more complex physical and medical needs. The teachers are responsible for overseeing the education of a number of statemented students, including negotiating targets, conducting annual reviews and delivering specialist interventions.

Job Description

Job Title:	Literacy Support Assistant
Reporting To:	Assistant Headteacher KS3
Grade/Salary Range:	NJC Scale 5 to 6 (dependant on experience)
Hours/Weeks:	• 37.5 hours per week • 38 weeks per year (term time only) • Hours 8am to 4pm Monday to Friday (this includes a 30 minute unpaid lunch break) • Holidays are not to be taken during term time

Main Duties and Responsibilities

General Responsibilities:
To raise levels of literacy amongst identified groups of students at KS3 by providing support to students who are identified as underachieving, disadvantaged or in need of additional support in making progress. This will include supporting students individually, in small groups and in their mainstream lessons.

Specific Responsibilities:

1. To work with small groups of students to deliver sections of the curriculum
2. To run the catch up reading programme
3. To provide 1:1 tuition to students where the need is identified
4. To set up weekly schedules of students in need of additional support
5. To monitor the progress of the students who receive support and intervention and to assess progress
6. To run breakfast clubs and homework clubs for identified students
7. To work with the class teachers to prepare engaging and innovative small group work and 1 to 1 resources to impact their learning
8. To report to senior staff on the students' identified, detailing the progress made and the impact of the interventions
9. To facilitate reading tests and re-tests
10. To keep a clear record of topics covered in literacy sessions

Main Duties and Responsibilities

Supporting the School:

1. To play a full part in the life of the school community and to support the ethos and aims of the school
2. To promote and safeguard the welfare of the students you are responsible for or come into contact with
3. To liaise, advise and consult with staff and families
4. To work with the Literacy Coordinators on tutor time activities
5. To contribute to reviews of students' progress, as appropriate
6. To attend relevant in-service training
7. To be aware of school procedures
8. To be aware of confidential issues linked to home/student/teacher/school work and to keep confidences appropriately
9. To carry out daily lunch duties as instructed by Deputy Headteacher
10. Any other tasks as directed by Headteacher, which fall within the remit of the post

This job description is not exclusive of the full range of professional duties of the post holder. Additional/alternative reasonable tasks may be required by the school at the discretion of the Line Manager or Headteacher.

Person Specification

	Essential	Desirable
Qualifications	• English and Maths Grade C /Grade 5 or above in GCSE (or equivalent)	• English at A level • Further qualifications
Experience	• Good understanding of the UK education system	• Experience of working in schools • Experience of working in a similar role
Skills and Abilities	• High standard of literacy and confident understanding of English grammar. • Effective IT skills and confident in the use of Google and Microsoft suites • Ability to communicate effectively on the telephone, in person and in written communication • Integrity and understanding of care needed with sensitive information • Self-motivated team member with the ability to work independently • Able to work on own initiative • Methodical and organised • Flexible and responsible approach	
Qualities	• Ability to relate well to all types of stakeholders for example students, suppliers and contractors, governors, local authority staff • A commitment to positive and healthy outcomes for young people	
Safeguarding	• Commitment to safeguarding and promoting the welfare of children and young people	
Equal Opportunities	• Commitment to equal opportunities • Ability to promote and support the school's Equal Opportunities Policy	
Continuing Professional Development	• Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.	

Your Application

Responsibility Resilience Respect

To apply for this position, you will need to complete an Orleans Park Application Form. As part of the application process, your form must include a supporting statement, which specifically addresses your own qualities and strengths in relation to the advertised role.

Click the icon to download and complete your application form.

Shortlisted candidates will be invited to tour the school and to talk to colleagues before the formal interviews begin.

Please do not hesitate to contact the recruitment team if there is anything you wish to discuss before submitting your application. You can email them at recruitment@orleanspark.school

To see how the school uses prospective candidate's personal data, click the icon.

Safeguarding Statement

Responsibility Resilience Respect

The Governors and staff of Orleans Park fully recognise the contribution they make to safeguarding children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our students from harm.

All staff and Governors believe our school is a place where students feel secure, are encouraged to talk, are listened to and are safe. We shall provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

Adam Gladstone is our Designated Safeguarding Lead who has been nominated to liaise with the LADO, when necessary.

The aims of the policy are to:

- Protect young people at our school from maltreatment
- Prevent impairment to the health or development of our young people
- Ensure that all young people at our school grow up in circumstances consistent with the provision of safe and effective care
- Take action to enable all children to have the best outcomes.

We believe that everyone who comes in contact with young people and their families has a role to play in safeguarding them.

The elements of our policies are: Prevention, Protection and Support.

Click the icon to read our full Safeguarding Policy.



Orleans Park

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