

Job Advert

Job Title: Learning Support Assistant (Grade 4)

Location: Holy Trinity Church of England School, Crawley, UK

Position Type: Term time only (TTO) + INSET days. 32.5 hours per week over 5 days.

Salary: West Sussex Grade 4 Point 5 + Crawley Allowance. Approx. Actual Salary: £22,520.

Contract Type: Fixed Term until 21st July 2027.

Start Date: AS SOON AS POSSIBLE

- Are you passionate about supporting young people to reach their full potential
- Do you want to work in a vibrant, multi-faith school community founded on dignity, community, wisdom, and hope?
- Are you a relational individual who excels at building trust and challenging students to flourish?

If so, then we want to hear from you!

About Holy Trinity Church of England Secondary School:

Holy Trinity Church of England School is a vibrant and inclusive community located in Crawley, a culturally rich and diverse town. Crawley has fantastic transport links sitting halfway between Croydon and Brighton on the M23 corridor. There is also a fast train service between London Victoria, East Croydon, Haywards Heath and Brighton, in addition to other lines that serve the South. The school operates a minibuss service for staff at the start and end of the day serving the three stations in Crawley (Ifield, Crawley and Three Bridges). The school is also the most well connected by bus of the six secondary schools in this area.

Rooted in Christian values, our ethos is underpinned by four key elements: dignity, community, wisdom, and hope. We are dedicated to inspiring every student and providing an environment where they can truly excel, both academically and personally.

We are committed to creating a diverse and inclusive environment and warmly encourage applications from individuals of all backgrounds, cultures and experiences. We believe that a variety of perspectives enriches our community and enhances our ability to serve and support everyone in our school community. We welcome people from all ethnicities, faiths, abilities, genders and sexual orientations, and are dedicated to providing equal opportunities for all. If you're passionate, driven and share our belief in the key values of dignity, community, wisdom and hope which underpin our school then we invite you to apply and bring your unique voice and talents to our team.

For further details on our school see our vacancies page, where you can view a video or PowerPoint from our Executive Head Teacher, Reverend Millwood.

The Role:

We are seeking a Learning Support Assistant (LSA) who will work with our students to support them in the classroom. We are looking for an exceptional candidate, with some experience of working with children, who is enthusiastic and dedicated to coach and develop our amazing students needing extra support and targeted interventions.

This post would be suitable for enthusiastic and dedicated LSAs and/or candidates considering a career in teaching and looking to build experience in a secondary school setting.

Key Responsibilities:

- Supervising and providing particular support for students, including those with special needs, ensuring their safety and access to learning activities.
- Setting challenging and demanding expectations and promote self-esteem and independence.
- Providing feedback to students in relation to progress and achievement under guidance of the teacher.
- Assisting with the development and implementation of Learning Guides, Student Passports and Personal Care Programmes.
- Establishing constructive relationships with students and interacting with them according to individual needs.
- Promoting the inclusion and acceptance of all students.
- Encouraging students to interact with others and engage in activities led by the teacher.

- Delivering adaptive, flexible learning plans tailored to students who struggle with large classes or traditional timetables.
- Prioritizing mental health, emotional regulation, and special educational needs (SEN), including managing emotionally based school avoidance (EBSA).

Essential Qualifications and Experience

- The successful applicant will be expected to work flexibly, delivering support either to small groups or on a one-to-one basis, supervising and leading activities, in break times and after school. Applicants should be enthusiastic and dedicated to support students with general or specific learning difficulties and/or medical/care needs. Working within the Learning Support Team, and be a role model in terms of conduct, dress and professionalism. The ability to treat colleagues and students with respect and in line with our Mission and Vision is essential.
- Excellent organisational and communication skills.
- Ability to work collaboratively with teaching staff to enhance literacy across the curriculum.
- A commitment to upholding the school's Christian ethos and values.

Why Join Us?

- **A Supportive Culture:** Work in an environment that values professional growth and collaborative teamwork.
- **Impact:** Play a pivotal role in shaping the future pathways of our students, from university to apprenticeships.
- **Values-Driven:** Be part of a team dedicated to dignity, belonging, and high expectations for every student.

How to Apply:

To apply, please complete the application form available on the website. This must be emailed to hr@holytrinitycrawley.org.uk by **9am on Thursday 8th October 2026. Interview: TBC**
For further information about the role, please contact HR on the email provided above.

The closing and interview dates are a guide only. We intend to review applications as they are received and call those shortlisted for immediate interview. An early application is advised, as once we have appointed, we will close the recruitment process.

Safeguarding Statement

This school and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.