



## **Job Description: Student Support Assistant (Secondary Education)**

**Contract Type:** Full-Time, Term-Time Only

**Location:** Lewes Old Grammar School

**Salary:** Up to £18,935 per annum (including holiday pay)

**Working Hours:** 8.30 to 16.30

### **Introduction**

Lewes Old Grammar School is an independent co-educational day school located in the historic county town of Lewes, educating children from 3 to 18 years old. The School encompasses traditional values combined with a forward approach to the education of young people, and it is proud of the family ethos and community it engenders. First established in 1512, Lewes Old Grammar School combines high educational standards and small classes in a caring, well-mannered environment together with economic fee levels. There is an extensive program of extra-curricular activities running on Friday afternoons for Yr 7-9 and many opportunities for students to take part in music and drama activities

### **Overview**

We are seeking a compassionate, adaptable, and proactive Student Support Assistant to work with secondary students in both 1:1 and small group settings. This role is ideal for someone passionate about inclusive education and committed to helping students, particularly those who are neurodivergent or require support with study skills and executive functioning, reach their full potential.

### **Key Responsibilities**

- Provide tailored academic support to students in Key Stage 3 (KS3), focusing on Maths, English, and Science.
- Deliver targeted interventions to help students develop study skills, time management, and organisational strategies.



## **LEWES OLD GRAMMAR SCHOOL**

- Support neurodivergent students by implementing strategies that align with their individual learning profiles.
- Collaborate with teaching staff to identify students in need of additional support and contribute to personalised learning plans.
- Foster a positive, encouraging learning environment that promotes student confidence and independence.
- Monitor and report on student progress, maintaining accurate records and contributing to review meetings as needed.
- Assist in the development and delivery of resources and activities that support executive function development.
- Uphold safeguarding and confidentiality standards at all times.

### **Person Specification**

#### **Essential:**

- Experience working with secondary-aged students in an educational or support capacity.
- Understanding of neurodiversity and inclusive education practices.
- Strong communication and interpersonal skills.
- Ability to build trusting relationships with students and staff.
- Organised, patient, and flexible in approach.

#### **Desirable:**

- Background in education, or a related field.
- Familiarity with KS3 curriculum in Maths, English, and Science.
- Experience delivering academic interventions or mentoring students.
- Knowledge of executive functioning and strategies to support its development.

### **Further Details**

The Application Forms are available from the Careers Section of our website (<https://logs.uk.com/about-logs/working-at-logs/vacancies/>).

Applications must be made using the school's Application Form, Equal Opportunities Form along with a covering letter of application, including full contact details of two referees. CVs will not be accepted without a completed application form.



Any queries regarding the application process should be directed to the HR Coordinator, [hr@logs.uk.com](mailto:hr@logs.uk.com).

Please send completed application forms to the HR Coordinator at [hr@logs.uk.com](mailto:hr@logs.uk.com).

Lewes Old Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service and sign a self-disclosure form.

Please be advised that the school will perform social media searches on shortlisted candidates.

### **Interviews**

References will be requested for shortlisted candidates and prior to interview. Only those shortlisted for interview will be contacted.