



  
**THE SUNDAY TIMES**  

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**SCHOOLS GUIDE**  
**2025**  

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**INDEPENDENT SECONDARY**  
**SCHOOL OF THE YEAR**  
**NORTH EAST**

# Learning Support Assistant Candidate Information





## Welcome to Durham High School

Thank you for considering Durham High School for the next stage of your career in education. Ours is a community where ambition thrives, talents are shine, and lifelong friendships are formed. As a leading independent school in the North East, we consistently achieve excellent GCSE and A Level results in County Durham.

In December 2025, we were proud to be named The Sunday Times Independent Secondary School of the Year 2025 – a reflection of the outstanding education and care we offer.

Up until several years ago, boys attended Durham High School for their Pre-Prep and Prep education before moving onto different schools. As part of our school's journey towards co-education boys were welcomed back into our Pre-Prep and prep Department in September 2025 and will join Year 7 to Sixth Form in September 2026.

While the structure of our school evolves, our foundation remains the same. Academic excellence, personal development, and our Christian ethos continue to guide all that we do. Our aim is to nurture each pupil's potential and to foster a lifelong love of learning.

In a beautiful woodland setting with excellent facilities and a dedicated team of teachers and support staff, Durham High School is a place where pupils grow in both confidence and character.

Our strategic partnership with Galaxy Global Education brings new and exciting opportunities for growth and international collaboration.

If you have the skills, experience, and passion for this role, we warmly invite you to apply. We look forward to hearing from you.



Mrs Michelle Hill  
Headmistress



## About Durham High School

### Our location

Durham High School is ideally located in the heart of Durham City in the North East of England, with excellent transport links.

The school is just a few miles from Durham train station, providing direct rail connections to Newcastle, Edinburgh, and London. It is also easily accessible via the A1(M) motorway, connecting to major road networks across the region.

Newcastle International Airport is about 30 minutes away, offering domestic and international flights.



### Our heritage

The school was founded in 1884 by the Church Schools' Company and in 1910 the school's governing body took over and formed an independent school for girls aged 3-18. From September 2025 we are proud to be a coeducational school.

During the 1960s, Durham High School moved to our current site, its first purpose-built premises on the edge of the city adjacent to the new Durham University colleges.

### Our Aims:

- To create a friendly, caring community based on Christian principles where every individual is valued
- To develop the potential of every pupil in all areas of their life
- To encourage academic excellence and a life-long love of learning

We are keen to widen access as much as possible, with means-tested bursaries, and academic scholarships, to enable as many pupils as possible to attend the school from a wide area.



## The Position

We have an exciting opportunity for a suitably qualified and enthusiastic, Learning Support Assistant (SEND) to support a Year 8 pupil in Senior Department at Durham High School. Support may be carried out in the classroom or outside the main teaching areas.

The SEND Department is led by the SENDCO and we have five part time LSA's attached to individual pupils.

The role is required 5 days per week term time only, plus attendance at 5 INSET Days.  
Hours are 36.15 per week, 8.30 - 4.15pm.

Start date will be discussed at interview.

Flexibility is very important as there may be changes due to the changing priorities of the EHCP.

As this relates to support for an individual pupil, the position will terminate when the pupil leaves the school.

### Skills Required

- Highly effective communication skills which engage pupils, carers, staff - Essential
- Ability to work under pressure - Essential
- Teamwork: the ability to work collaboratively with others - Essential
- To communicate professionally and effectively to staff, parents and other professionals
- Self-management skills: the ability to plan time effectively and organise oneself well - Essential
- Ability to relate well with pupils - Essential

- Ability to work independently with an individual pupil - Essential
- Ability to carry out intervention programmes as directed - Essential
- Ability to use initiative when required - Essential
- Use IT effectively - Essential
- Accurate record keeping - Essential

### Knowledge Base

- Ability to work with minimum supervision - Essential
- Knowledge of and ability to operate within statutory requirements in an education including: Safeguarding, Health and Safety etc. - Essential
- Knowledge of SIMS and CPOMS - Desirable

### Qualification/Attainment

- A teaching assistant qualification at NVQ Level 3 or its equivalent - Essential
- Minimum 5 subjects GCSE (Grades A\*- C (or equivalent) including Maths and English - Essential

### Experience

- Experience of SEND - EHCP Pupils - Essential
- Experience of working with children with Autism - Essential
- Experience of supporting pupils in class - Essential
- Experience of working with pupils on targeted intervention programmes outside of the classroom - Essential



## How to Apply

Please complete the application form, available on the School's website, and submit as a pdf document, with a covering letter of no more than two sides of A4 (pdf), outlining your reasons for applying and why you will be a good fit for our school community.

Your application should be addressed for the attention of the Headmistress and sent by email to: [headmistress@durhamhighschool.com](mailto:headmistress@durhamhighschool.com)

### Closing date for applications:

Friday 5 December, 9.00am

### Interviews will be held Friday 12 December

### Salary

The role will be paid on DHS Support Staff Scale Point 26 (FTE £27516.02), which equates to £20914.93 pro rata.

### Safeguarding and Safer recruitment

Durham High School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS disclosure check.

In addition, as part of the shortlisting process, Durham High School will carry out an online search on the shortlisted candidates as part of its due diligence, as per the governments 'Keeping Children Safe in Education' document (September 2025)

### Equal Opportunities

The School is committed to the principles of equal opportunity, diversity and inclusion. We are committed to attracting and retaining the very best staff and ensuring that our staff body reflects the diversity of our students and local community.

### Benefits

The successful applicant will benefit from:

- Being part of a fantastically vibrant and supportive community with the most amazing and enthusiastic pupils
- Royal London defined contribution pension scheme
- Free onsite parking
- Lunch provided each day during term time
- Up to 50% staff fee remission scheme for staff children from Reception to Sixth Form
- Blue Light reward card
- Access to school counsellor



Durham Education Limited is part of The Galaxy Global Education Group and is registered in England, Company No. 15934079

## Contact Information

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