

Job Description

Learning Support Assistant

Reports to:	Disability, Inclusion & Learning Support Manager
Line Management Responsibilities:	None
Key Relationships:	Access and Participation Plan Steering Group (Chair: Academic Dean) Foundations Course
Location:	LST, Green Lane, Northwood, HA6 2UW

London School of Theology

London School of Theology (LST) has been providing academic evangelical theological education since 1943. It is committed to serving the Church globally and training Christian disciples who transform wider society through their life and witness. We have a bold vision of **Forming Disciples, Resourcing Churches, Impacting Society**.

Key Tasks

The following key tasks are indicative of the role, rather than exhaustive, and tasks may be amended in response to changing requirements or in line with the skills and experience of the post-holder:

- Provide 8 hours per week during term of campus-based Learning Support to students in liaison with the Disability, Inclusion and Learning Support (DILS) Manager and any other Learning Support Assistants.
- Refer students who may require formal DSA/SpLD assessment/funding to the DILS Manager.

Person Specification

	Essential (E) Desirable (D)	Demonstrated at Application (A) Interview (I)
Qualifications:		
Postgraduate qualification in Theology or a related discipline	D	A
Formal teaching qualification	D	A
Experience, expertise and skills		
Experience in teaching at HE level	E	A/I
Experience in study skills/learning support at HE Level	E	A/I
Knowledge of DSA and SpLD referral, funding and provision processes	D	I
Personal attributes:		
Commitment to Access and Participation principles and goals	E	I
Personable and empathetic approach to students	E	I
Collegiality and teamwork	E	I
Confidentiality in general, and with respect to sensitive SpLD student information specifically	E	I

Terms of Employment

- Salary:** £28,560 per annum 1.0 FTE and pro-rata for 8 hours per week during term.
- Hours:** 8 hours per week during term, based on campus, usually in two designated half-day blocks.
In addition, there is provision for up to 4 hours per week online during non-term periods, as per student demand. This work will be paid in addition to the 8 hours per week during term upon submission of a timesheet.
- Holidays:** The annual leave entitlement and public holidays are incorporated into this annual salary and divided into 12 equal monthly payments throughout the year.
LST is closed between Christmas and the New Year, and this is given as additional leave.
- Pension:** Eligible to join the School's pension scheme.
- Notice:** The post will be subject to a six-month probationary period. During this period, one week's notice must be given in writing on either side. After this period, one calendar month's notice must be given in writing on either side.

Additional benefits include life assurance, sick pay after qualifying period, free on site parking and discounted meals.

Date of appointment: It is intended that the postholder shall take up the post by 1st September 2025.

London School of Theology is a Christian college and as such it is a requirement of the Person Specification that the postholder must be in sympathy with the Christian ethos, aims and objectives of the School.

All successful candidates must have the right to work in the UK.

Application Process and Closing Date

Applicants should send the following to the HR Manager (recruitment@lst.ac.uk) as pdf documents attached to an email:

- a. Covering letter of application stating why the role is of interest and how the requirements of the Person Specification are met
- b. Curriculum vitae
- c. List of three referees (these will not be taken up without the applicant's permission)

Candidates are encouraged to submit their applications as soon as possible as these will be assessed upon receipt and interviews will take place on a rolling basis. Initial interviews may take place by a video call with second stage interviews taking place at our site in Northwood.