

Job Pack

Support for Learning Assistant – Senior School Part-time, Term Time - 20 hours per week

Applications open 28 May 2026 and close on 10 June 2026.

Interviews week beginning 15 June 2026.

Start date 12 August 2026.



Support for Learning Assistant – Senior School

An introduction

Hamilton College is more than a school - it is a journey - a journey in education, in developing talents and gifts and in creating self-belief. Hamilton College is a non-denominational Christian Independent school for children and young people from the ages of 2-18. The school encompasses Nursery, Junior and Senior School generating a truly 'family' atmosphere for the individual as they journey through the school.

Our Vision and Purpose

Christian values underpin everything we aim to do in the school.

Our Vision

By inspiring children, together we can change their future, shape society, and make an impact on our world.

Our Foundation

To 'Grow in the grace and knowledge of our Lord and Saviour Jesus Christ.' II Peter 3:18.

Our Purpose

To be a centre of excellence in education, where children are encouraged to develop their own unique pathways, preparing them for life and work and to excel in a changing future.

Our Values

- Grace
- Confidence
- Wisdom
- Innovation
- Compassion
- Reflection

Pupil Support at Hamilton College (Pastoral and Support for Learning)

Pupil Support comprises of both pastoral care and learning support. We term these Pastoral and Support for Learning respectively. This synthesised approach allows our dedicated staff to support each individual child through their schooling in relation to their personal academic needs and pastoral requirements. This is in keeping with the Scottish educational approach to Getting It Right For Every Child (GIRFEC).

Support for Learning

Support for learning permeates all aspects of school life. It reflects the values, attitudes, beliefs, and practices of our Christian foundations and involves all members of our school community - children, parents and all other adults who contribute to support each child.



Our support for learning team supports a purposeful, caring, learning environment for children by the application of high professional standards of support for each child.

We regularly assess learner needs, through observation, individual targeted support, universal support and other evidence. We implement, monitor and review programmes designed to aid individual learners' development.

We work with educational psychologists, who support the department termly, to work with parents, children and young people, to help with strategies that support learning.

Job Description

Support for Learning Assistant – Senior School

Status and hours: Term time only, part time 20 hours
(0900 – 1300 Monday to Friday)

Responsible to: Senior School Support for Learning Lead

To provide general support to classroom teachers in four main areas, namely:

- (1) the effective organisation and use of resources.
- (2) the quality of care and welfare of learners.
- (3) the quality of learning and teaching in the classroom.
- (4) the needs of learners in effectively accessing the curriculum.

The Support for Learning Assistant will work under the direction of and in partnership with the Senior School Learning Support Lead, Class Teachers and where required members of the Senior Leadership Team. The Support for Learning Assistant will foster the participation of learners in the social and academic processes of Hamilton College, enable learners to become more independent, and help raise the standards of achievement for all learners.

Duties

The Support for Learning Assistant will:

Support for learners:

- Support learners' learning activities, attend to additional learning needs and help in development
- Help with the care and support of learners
- Contribute to the health and well-being of learners
- Establish and maintain relationships with individual learners and groups
- Be an effective model for pupil behaviour
- Support behaviour management strategies
- Assist learners in carrying out schemes of work and programmes set by teaching staff
- Contribute to the planning and preparation of class and group activities
- Support learners in their individual learning and development, for example, in their acquisition of cognitive and learning skills
- Support additional support plan targets for specific learners
- Participate, support or lead extension activities as directed by class teacher
- Help learners to develop their literacy and numeracy skills, and thus to improve their attainment across the curriculum
- Assist with educational trips and residentials, if required

- Supervise breaks and lunchtimes
- Attend and assist with special events when needed
- Provide comfort and First Aid care in minor accidents and ailments

Support for Teachers:

To support assessment –

- Observe, track skills
- Administer online assessments
- Document assessments as directed by Class Teacher
- Offer feedback to Class Teachers
- Document targeted support of learners

In general -

- Help with classroom resources and records
- Contribute to the management of learners' behaviour, both in classroom and in the playground as required
- Support the curriculum, especially literacy and numeracy activities
- Provide support for learning activities
- Support the use of ICT in the classroom
- Assist in the maintenance of a safe environment for learners and staff
- Assist in the presentation of display materials
- Support teaching staff or senior colleagues with routine administration
- Contribute to the planning and evaluation of learning activities
- Assist in the record of learners' progress

Support for Hamilton College:

- Work alongside colleagues to ensure the Hamilton College ethos is fulfilled
- Develop effective working relationships with colleagues and parents
- Contribute to the maintenance of learners' safety and security
- Review and develop their own professional practice
- Respect the confidential nature of the work being undertaken and any knowledge about individual learner's personal and educational circumstances
- Assist in the teaching staff in the smooth transition between educational phases
- Assist in the preparation of reports on learners' performance and contribute to the maintenance of learners' records
- Liaise effectively with parents and other parties as required
- Be part of the Professional Review and Development process
- Undertaken any other non-teaching supervisory tasks as required by the Senior Leadership Team
- Attend out of working activities e.g. training, staff meetings, parents' evenings, events etc.

- To be aware of, and to comply with the Hamilton College Safeguarding and Child Protection Policy; Health and Safety; Confidentiality Procedures and all other school policies

Additional duties at the discretion of the Senior Leadership Team:

- Additional duties may be required from time to time to ensure the safe and smooth functioning of the school.

Knowledge, experience and training

It is expected that the Support for Learning Assistant through training and development will gain experience in some or all the following areas:

- Exceptional interpersonal skills
- An understanding of the classroom context
- An understanding of behaviour management techniques
- An understanding of current curriculum requirements

Specific Objectives

Ethos

- To make an effective contribution towards meeting the aims of Hamilton College and upholding its ethos.

Health and Safety

- To take all reasonable steps to exercise a duty of care and ensure the safety and welfare of learners and staff.

College Profile

- To promote a positive, high profile for the School with learners, staff, and other stakeholders.

Resources

- To make effective use of the accommodation, resources and facilities.

Safeguarding

- Hamilton College is committed to safeguarding and promoting the welfare of learners. We expect all staff to share this commitment and to undergo appropriate checks, including an update PVG check.

The list given above is illustrative rather than exhaustive and the postholder may be expected to undertake other similar duties at the discretion of the Headteacher.



Person Specification

Support for Learning Assistant – Senior School

Qualifications and Training

- Relevant training/experience/qualification in education/childcare/supporting learning
- Commitment to ongoing professional development
- Basic First Aid training (or willingness to obtain)

Experience

- Experience working with children or young people, ideally in an educational setting
- Supporting learners with additional needs (desirable)
- Assisting with literacy and numeracy development

Knowledge and Understanding

- Understanding of classroom practice and the school curriculum
- Awareness of behaviour management strategies
- Knowledge of safeguarding, child protection, and wellbeing principles
- Understanding of supporting inclusive learning and learner independence

Skills and Abilities

- Strong interpersonal and communication skills
- Ability to build positive relationships with learners, staff, and parents
- Ability to support learning activities and follow teacher guidance
- Good organisational skills and effective use of resources
- Ability to observe, assess, and record learner progress
- Competent ICT skills to support learning

Personal Qualities

- Patient, caring, and supportive approach
- Reliable, flexible, and able to work as part of a team
- Positive role model for behaviour and attitudes
- Discreet and able to maintain confidentiality
- Committed to promoting a safe, inclusive, and nurturing environment
- Enthusiastic and proactive in supporting school ethos and activities

How to apply

Support for Learning Assistant – Senior School

This position is suitable for current classroom support assistants or for someone with a passion for working with children and young people to help remove barriers to learning. The successful candidate will demonstrate a strong commitment to safeguarding and will place the safety and wellbeing of all children in their care at the centre of their professional practice and will be required to obtain membership of the Protection of Vulnerable Groups Scheme.

If you are a passionate and you relish the opportunity to work with the support for learning team, we would be delighted to hear from you. You may apply for this position by sending a completed application form detailing relevant skills, experiences and aptitudes and reasons for applying.

The Headteacher is happy to have an informal telephone conversation with interested candidates, and this can be arranged through emailing happlications@hamiltoncollege.co.uk.

The application pack for this post can be found at [Vacancies | Hamilton College](#).

An offer of employment will be subject to receiving two satisfactory references, proof of right to work in the UK and a clean report from Disclosure Scotland PVG scheme.

Closing date for applications: **10 June 2026 at 12.00 noon**
Interviews will be conducted week beginning **15 June 2026**
Start date: 12 August 2026