

*Holland Park School*

**LEARNING SUPPORT ASSISTANT**

*Candidate Information Pack*

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HOLLAND PARK

Airlie Gardens | Campden Hill Road | London | W8 7AF 0207 908 1000 | [www.hollandparkschool.co.uk](http://www.hollandparkschool.co.uk/)

Dear Prospective Candidate,

Thank you for taking the time to find out more about Holland Park School. This pack is intended to give you information about the role of Learning Support Assistant (LSA) in our Special Education Needs & Disability (SEND) Team and the school. We are looking for an LSA who can effortlessly promote the inclusion of SEND students across the school, adapting and delivering support to meet individual needs whilst promoting academic achievement. They will be able to demonstrate their skills and knowledge to develop and maintain effective and supportive relationships with a case load of key students with Education, Health and Care plans (EHCPs).

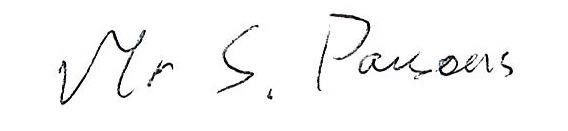
This role is a great springboard for any aspiring classroom teachers or learning mentors

Holland Park School is proud of its diversity – diversity in all respects. We endeavour at all times to ensure that school creates an open, well-balanced environment, a warm atmosphere in which people can feel appropriately challenged by high expectations and able to fulfill their widest human potential by feeling safe and contented. Our ambition is that people can capitalise on their individual potential: achievement is a relative term and success is found in a myriad of ways. We wish people to thrive as individuals whilst contributing to communal aspirations: a balance of the person and the institution.

Our staff members are committed professionals that are willing to do what it takes to support our students in achieving their full potential. This role is an opportunity for you to work with a great team of professionals and our exceptional students.

Please do not hesitate to get in contact with us if you would like to discuss the role further.

With our best wishes



STEVE PARSONS

HEADTEACHER

# LEARNING SUPPORT ASSISTANT | JOB DESCRIPTION



Start Date: September 2022 onwards Salary Range: Circa £23,000 - £25,000 pa pro rata

Location: Kensington, London, W8 Contract Type: Full Time/Part Time, Term Time Only

Contract Term: Permanent Responsible to: SEND Co

**Key Responsibility:**

To provide timetabled support and guidance to SEN students with a range of complex needs in mainstream lessons across the school and year groups, as well as plan and deliver one-to-one and group intervention sessions outside of the classroom

**Main Duties:**

* To assist the SENCo to develop ambitious and stretching targets for students with a range of SEN needs.
* To work with the SEN team, teachers and parents to implement Learning Support Plans and develop resources for students who have a range of Special Educational Needs (SEN), including: Autistic Spectrum Disorder (ASD), speech, language and communication needs (SLCN), physical or sensory difficulties or social, emotional and mental health difficulties (SEMH).
* To understand and apply professional guidance as outlined in students’ EHCPs.
* To contribute to multi-professional meetings, including Annual Reviews of EHCPs.
* To support learning and personal development through one-to-one and small-group interventions.
* To liaise closely with parents of key students.
* To observe, record and feedback information on student performance.

**Supporting learning and inclusion:**

* To support inclusive learning culture in the school and an understanding of neurodiversity.
* To support student’s successful transfer between educational establishments and at key stages in their learning.
* To provide proactive and effective in-class support, liaising closely with teachers to support students across a range of curriculum areas and assisting with whole class teaching as necessary.
* To plan, deliver and assess small-group and one-to-one teaching and interventions.
* To monitor the ‘whole child’, including the social and emotional well-being of vulnerable students.
* To assist in creating materials for curriculum delivery and display boards.
* To reinforce Academy expectations at all times and challenge poor behaviour within and outside the classroom.
* To assist students' achievement outside of the classroom, e.g. in house competitions
* To support extracurricular activities including homework support, supported lunchtime and after-school enrichment activities.

**Working in partnership:**

* To work with teachers to assess the needs and progress of individual children.
* To develop and maintain regular contact with the families and carers of students you keywork and to keep them informed about their child’s progress.
* To work with all staff to ensure the safeguarding of children and young people.
* To meet regularly with Learning Support or Grandin management team to discuss key students and make use of advice and supervision to develop competencies.
* To maintain and update student profiles so that all relevant staff are informed of a student’s strengths, needs and support strategies.
* To keep other professionals accurately informed of progress or concerns they may have about the pupils they work with.

**Other support:**

* Supporting the break and lunchtimes and developing the students’ socialisation when having lunch and interacting with each other.
* To supervise students in playgrounds, lunchrooms, and around the school building.
* To assist with referrals to external services e.g., speech/language therapy, occupational therapy, physical therapy.
* To provide professional planning documents and working with management on learning support plans.
* To maintain records and other relevant paperwork, as directed.
* To maintain student and family confidentiality at all times.
* To attend regular meetings, training and briefings, as required, and contribute to the identification and sharing of good practice between individuals.
* Where required, to cover for absent colleagues.
* First Aid and Invigilation as required (and support with Exam Access Arrangements)
* To undertake other reasonable duties as directed by SENDCo.

## Additional duties

* To play a full part in the life of the school community, to support the aims and ethos of the school, and

to encourage and ensure staff and students to follow this example.

* To ensure the year team contributes to the enrichment programmes and the activities of the Student Leadership Team.
* To attend all Parents’ Days.

## Equality, Diversity and Inclusion

* Adhere to the school’s policies and ensure anti-discriminatory practice in all aspects of the role.
* Leadership responsibility for ensuring compliance with equality legislation.

## Safeguarding

* Have due regard for safeguarding and promoting the welfare of children and young people and to follow the school’s child protection procedures.

## Health and Safety

The Health and Safety at Work Act (1974) places duties on all employees:

* to take reasonable care for their own Health and Safety and that of other persons who may be affected by the individual’s acts or omissions at work;
* to co-operate with management to enable them to carry out their duties and comply with all relevant Health and Safety legislation;
* not intentionally nor recklessly to interfere with or misuse anything provided in the interests of health,

safety or welfare;

* to assist management/leaders in preparing, implementing and updating all relevant risk assessments for their area of responsibility.

This job description is correct at the date of publication and may alter over time as the needs of the school change. The job description will be discussed as part of the school’s appraisal policy and may be amended after discussion with the post holder

# LEARNING SUPPORT ASSISTANT | PERSON SPECIFICATION



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criteria | **Application** | **Interview/ Selection**  **Process** | **Reference prior to interview** | **Post offer check** |
| **Essential** | | | | |
| GCSE Maths & English at Grade C / 5 or above | X | X |  | X |
| Excellent communication skills and the ability to establish positive, effect working relationships with students, staff and parents. | X | X |  |  |
| Ability to support classroom teaching across a range of subjects and age ranges | X | X | X |  |
| Ability to plan, monitor and evaluate 1:1 or small group interventions with students | X | X | X |  |
| Ability to analyse attainment and progress data in order to inform planning and support | X | X |  |  |
| Ability to be resilient and flexible and to try different approaches with students with a wider range of additional needs, based on professional advice. | X | X | X |  |
| Empathy and a willingness to understand the needs and motivation of students. |  | X | X |  |
| Excellent written communication skills.  Highly developed ICT skills: the ability to use Outlook, Excel, Word, PowerPoint with a high level of proficiency. | X | X | X |  |
| Well-developed planning and organisational skills including time management and the ability to meet deadlines. | X | X | X |  |
| Sound judgement and problem solving skills. |  | X | X |  |
| An understanding and empathy towards individuals with ASD and wider SEN needs. | X | X | X |  |
| **Desirable** | | | | |
| Experience of working with students with SEN | X | X | X |  |
| Experience of working in an educational setting | X | X | X |  |
| Experience or knowledge of the National Curriculum | X | X |  |  |
| Experience or knowledge of evidence-based interventions or ‘catch up’ programmes. | X | X |  |  |

**Additional Personal Attributes:**

* Passion, resilience, maturity and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction.
* Confidence and self-motivation to work well and be decisive under pressure.
* An entrepreneurial attitude.
* A role model to staff and students, with high standards of professionalism.
* Genuine belief in the potential of every student.

***Candidates should demonstrate how they meet these selection criteria in their application form, their supporting statement and the selection interview, including supporting tasks***

**This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children**

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## How can to apply?

You will need to complete the application form on our website or the online TES application form and also complete a covering letter explaining why you are the perfect person for this exciting opportunity. Please be aware that we can’t accept any CV’s for this post.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance. We are dedicated to equality and valuing diversity.

Candidates who are selected for interview will be informed following the shortlisting process and full details of the interview will be provided. If you do not hear from us within 5 days of the closing date of the position, unfortunately, you have been unsuccessful on this occasion.

We will seek references on shortlisted candidates and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

