

# Orley Farm School



## Orley Farm School

*Appointment of Learning Support Assistant*

## Background

Orley Farm School is a leading co-educational independent preparatory school set in 34 acres on beautiful grounds. We are a friendly, stable and caring community, proud of our academic achievements and dedicated to bringing out the full potential of each of our 500 pupils.

## The Role

To maintain a safe environment and to focus on the provision of supplementary teaching to pupils who require additional support. To work with pupils in groups or one-to-one, either in or out of the classroom

## Remuneration Package and Terms of Employment

- Reports to the SENCo.
- Salary will be dependent on experience and qualifications.
- The normal hours of work are 32.5 hours per week from 8:00am to 3:00pm, term time only.
- Membership of a Pension Scheme.
- The opportunity to select and attend relevant training courses.
- Breakfast and lunch are provided free of charge in the school's dining hall during term time, including vegetarian options. Coffee, tea and supplies for hot drinks are supplied throughout the day.
- Death in service benefit.
- Excellent transport links (we are in close proximity to both the Piccadilly and Metropolitan lines and very close to the A40)
- An outdoor swimming pool which staff are encouraged to use throughout the summer months.

## Duties and Responsibilities

The job description is subject to change. The post holder is expected to undertake such other duties within their capabilities and that may be required by the Line Manager.

### **The Learning Support Assistant shall fulfil the following:**

- Work with pupils in Key Stage 1 and Key Stage 2, the class teacher, family, Learning Support team.
- Be involved in planning for the needs of the pupil.
- Gather curriculum materials for modifications in advance of lessons and make and prepare resources where necessary.
- Encourage pupil's development of independent learning skills.
- Contribute to review meetings, including annual reviews and attend when necessary.
- Contribute to the monitoring and evaluation of the support given.
- Work closely with the teaching and support staff in the pastoral work of the school.
- Contribute to the home/school links according to the school policy.
- Maintain the discipline and standards of the school.
- Communicate effectively with pupils, colleagues and parents.
- Be aware of current school policies and ensure their implementation.
- Supervise break and lunch times as required.
- Complete administrative tasks for SENCo and other staff as required.
- Plan with other members of staff where appropriate.
- Carry out any additional reasonable requirement of the Head, Head of Section or SENCo.

- Attend and support Sectional events, within school and out of school hours.
- Attend in service training and professional development courses when appropriate.
- Share in safeguarding of the health and safety of pupils on the school premises and when engaged in school activities.
- Carry out any other additional reasonable request from the Head of Section and/or SENCo.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead in line with School Policy or to the Headmaster.

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good basic education to GCSE level in literacy and numeracy, or the equivalent.</li> <li>• NVQ Level 2/3 or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• HLTA</li> </ul>
<b>Knowledge and Skills</b>	<p>The Learning Support Assistant should have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• Experience supporting children with additional needs and delivering intervention programmes across Key Stage 1 and Key Stage 2.</li> <li>• behaviour management strategies;</li> <li>• equal opportunities</li> <li>• safeguarding</li> <li>• of relevant legislation and guidance in relation to working with and the protection of children and young people.</li> <li>• monitor, record and make basic assessments about individual progress;</li> <li>• suggest alternative ways of helping children if they are unable to understand;</li> <li>• identify gaps in their own experience that they need help in filling;</li> <li>• demonstrate the ability to use Microsoft word and excel and use a school database.</li> </ul> <p>The Learning Support Assistant will be able to:</p>	

	<ul style="list-style-type: none"> <li>• help professional staff to achieve their objectives;</li> <li>• assist children on an individual basis, in small group and whole class work;</li> <li>• explain tasks simply and clearly and foster independence;</li> <li>• supervise children, and adhere to defined behaviour management policies;</li> <li>• accept and respond to authority and supervision;</li> <li>• work with guidance, but under limited supervision;</li> <li>• liaise and communicate effectively with others;</li> <li>• demonstrate good organisational skills;</li> <li>• reflect on and develop professional practice;</li> <li>• display work effectively, and make and maintain basic teaching resources.</li> </ul>	
<p><b>Attributes</b></p>	<ul style="list-style-type: none"> <li>• Ability to relate well to children and adults.</li> <li>• Have good numeracy and literacy skills and confident use of ICT communication skills.</li> <li>• Creative, caring, friendly, patient, calm and adaptable.</li> <li>• Excellent verbal and written communication.</li> <li>• Experience of working as part of a team.</li> <li>• Exhibit high morals standards in dealing with confidential and sensitive issues.</li> <li>• Understand relevant policies/codes of practice and awareness of relevant legislation in relation to working with and the protection of children and young people.</li> <li>• Organised, resourceful, an excellent timekeeper, approachable, committed, empathetic and enthusiastic.</li> </ul>	

<b>Training</b>	<ul style="list-style-type: none"> <li>• The successful candidate will be required to complete child protection training online (arranged by the school) where they have not already received training in the past two years.</li> </ul>	
-----------------	--	--

### **The Application Process**

Suitability for the post will be measured through the application form, interview process, supporting evidence, e.g., certificates, and references undertaken. Copies will be taken of ID documents and qualification certificates when invited for an interview and will be only be kept on file if your application is successful. If you are unsuccessful all copied documents will be destroyed confidentially and securely.

Applications should consist of a covering letter and the school's application form. CVs will not be accepted in place of the School's application form. Candidates should complete the application form provided with details of qualifications and experience and the names, addresses, telephone numbers and email addresses of two professional referees, one of whom should be the Head of their present or most recent school.

Please email these directly to Purvi Patel, HR Administrator, at **HR@orleyfarm.harrow.sch.uk** or by post to **Purvi Patel, HR Administrator, Orley Farm School, South Hill Avenue, Harrow, Middlesex, HA1 3NU**. If you have any questions or would like to discuss the role further, please contact Purvi Patel on **020 8869 7602**. All applications will be acknowledged and candidates who have not heard from us further within two weeks of the closing date should assume that the post has been filled.

As the information contained in the application form is used during the selection process, it is essential that you complete all sections as fully as possible. If you need more space, please continue on a separate sheet of paper.

Orley Farm School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

### **How to apply**

Please send your completed application form to:

Purvi Patel, HR Administrator  
Orley Farm School  
South Hill Avenue  
Harrow,  
HA1 3NU

Or alternatively, email to: [hr@orleyfarm.harrow.sch.uk](mailto:hr@orleyfarm.harrow.sch.uk)