APPOINTMENT OF
Learning Support Assistant
September 2023

ORLEY FARM
SCHOOL

'It takes a village to raise a child'

Dear Applicant,

Orley Farm School is an extraordinary place of learning! We are set in a highly competitive part of London where expectations are always leveled at doing and being our very best.

However, do not be fooled into assuming that our parents are part of the dinner-set who focus on superficial veneer-thin aspirations. The DNA of this school runs very deep and it is founded in developing remarkable young people, not simply the one-dimensional 'academic' child. We are equally focused on developing the social, physical, creative, emotional and spiritual child alongside our academic challenge because we know that this leads to enriched learning. It is also the right thing to do in a world that tends to only value short-term highs; we are in this for 'life', as I want our pupils, staff and parents to look back on their Orley years as a time of wonder and inspiration!

In order to achieve this you have to surround young learners with adults who share a sense of service, duty, commitment and above all, care for this vision. Orley Farm School inspires everyone to achieve in every aspect of their educational experience, pupils, staff and parents included! Our focus is on the individual and their passions and this is at the heart of all that we do, in order to unlock further learning and develop new skills.

A very strong part of our vision is how we sit in our community. We talk about the bonds of family within our school and this is certainly evident in the relationships across and within the school. We are blessed with an extraordinary setting and facilities within a stone's throw of London. Our school community has a strong foundation in 'giving', as this goes back to those founding values in developing happy, fulfilling and purposeful lives – for pupils, staff and parents!

I was so fortunate in my early years as an art teacher and Housemaster to work for a Head who expected me to make mistakes, learn from them but to always aim for the stars! I hope that having the opportunity to visit our website and peruse our prospectus will give you further insight into what an extraordinary place this is with infinite opportunities. Initiative and Risk Taking are two of our ten unique 'Thinking Skills' and if the attached role and description of our community excites you, then I do hope that we hear from you!

Yours faithfully,

Headmaster

ORLEY FARM HISTORY

Orley Farm School was founded in September 1850 by Mr Edward Ridley Hastings. Mr Hastings had previously been employed as a tutor, but with encouragement from Dr Vaughan, the great Headmaster of Harrow School, he formed a preparatory School so boys did not have to "enter Harrow too early".

A new classroom block was added. 1973 saw the addition of the Gardner building, and in 1977 phase one of the Sports Hall complex was completed, with the addition of a gymnasium in 1981. Two major changes were also brought about in 1978; the Pre-Preparatory department was opened to educate boys from four to seven years. Then in 1984, a year after St George's Hall was finished and 133 years after the first boarders, Orley Farm ceased to be a boarding School and the dormitories were converted to classrooms.

That year also saw the Official Grant of Arms made through the College of Heralds, and in May 1985 the emblazoned Orley Farm School scroll was put on display in the corridor of St George's Hall. The arms and crest have three historical sources: (1) the stag holding an oak leaf is the Trollope family crest; (2) crossed arrows and a silver laurel wreath are included on the Harrow arms, and (3) the "Hurst" of oak trees on the shield and sprig of oak in the badge refer to the Gardner family. The motto, Haec cogitate, "think on these things", comes from St Paul's letter to the Philippians'.

In 1990, there were more changes, most important of these was the admittance of girls to the School in 1994, adding another dimension to Orley Farm's long and varied history. In 1995, a new Pre-Preparatory department was built, followed in October 1996 by the opening of the all-weather pitch and Quadrangle development. Finally, as the School's approached its 150th birthday in 2000, a state-of-the-art music faculty was completed.

Orley Farm School: Aiming for excellence in all we do!

ORLEY FARM ETHOS

At Orley Farm we pride ourselves in providing a challenging environment to stimulate and develop lively and inquiring minds.

We encourage all pupils to reach their true potential and eventually become individuals who value learning with and from others, as a life-long process. Independence of thought and action is encouraged, together with application, perseverance and initiative.

The curriculum is broad-based in order to facilitate the acquisition of knowledge, promote enjoyment in learning and to provide skills to equip students for their next school and further. We aim for our pupils to enter the rapidly-changing world of work and leisure as active and confident participants.

Everyone at Orley Farm works to create an atmosphere in which pupils feel secure and valued and encouraged to progress academically and socially. We try to develop in them a sense of moral values, especially respect for others and their property, which will enable them to become responsible and considerate members of any community.

> ‘Focus on the journey, not the destination. Joy is found not in finishing an activity but in doing it.’

Positive staff mental health and wellbeing are essential ingredients for cultivating a mentally healthy school.

Positive staff mental health and wellbeing at Orley Farm is all about flourishing and thriving at school, work and beyond. We give our pupils and staff the happiness advantage by drawing on the principles of Positive Education.

Positive Education is the practical application of Positive Psychology within an educational setting combining best-practice teaching and pastoral care with the science behind happiness and wellbeing. We strive to equip our whole school community with positive mental health strategies through continuous professional development alongside their personal development and growth.

Here at Orley Farm, we view professional growth as a protective factor in staff wellbeing and value the positive impact that continued learning has on mental health and wellbeing.

Three core pillars drive through the heart of the school ensuring pupils have a balanced approach to their school life. Hand in hand academia, co-curriculum and pastoral care form 'The Orley Farm Way.' They are woven into the fabric of the school and the exceptional pastoral care that the school provides enables children to foster a strong sense of 'self', 'belief' and 'purpose.'

SILVER SCHOOL MENTAL HEALTH AWARD 2022-25

The Thinking Skills are at the heart of school life.

LIFE TIME OF LEARNING

Ambition

Creativity

Curiosity

Empathy

Flexibility of Mind

Focus

Good Judgment

Initiative

Resilience

Risk Taking

THE ROLE

The Learning Support Assistant shall fulfil the following:

- Work with pupils in Key Stage 1 and Key Stage 2, the class teacher and the 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.
- Be able to support children with maths throughout the primary and secondary age range.
- 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.

Salary will be between £19,000 - £20,100 and will be dependent on experience and qualifications.

Working hours will be Monday - Friday, 8:00am - 3:30pm, 35 hours per week with a 30 minute unpaid break, term time only.

Whilst the job description outlines the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable requests from their Line Manager to undertake work of a similar level that is not specified in this job description.

The job description may also be amended from time to time, employees will be consulted if this is necessary.

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.

Please note that this role is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview.

References will be obtained prior to the interview on all shortlisted candidates. Online checks will also be conducted on all shortlisted candidates.

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, Online Checks and the Disclosure and Barring Service (DBS).

PERSON SPECIFICATION

Qualifications

- Good basic education to GCSE level in literacy and numeracy, or the equivalent.
- NVQ or CACHE Level 2/3.
- HLTA is desirable.

The Learning Support Assistant should have knowledge and understanding of:

- Experience supporting children with additional needs and delivering intervention programmes across Key Stage 1 and Key Stage 2.
- behaviour management strategies;
- equal opportunities
- safeguarding
- of relevant legislation and guidance in relation to working with and the protection of children and young people.
- monitor, record and make basic assessments about individual progress;
- suggest alternative ways of helping children if they are unable to understand;
- identify gaps in their own experience that they need help in filling;
- demonstrate the ability to use Microsoft word and excel and use a school database

The Learning Support Assistant will be able to:

- help professional staff to achieve their objectives;
- assist children on an individual basis, in small group and whole class work;
- explain tasks simply and clearly and foster independence;
- supervise children, and adhere to defined behaviour management policies;
- accept and respond to authority and supervision;
- work with guidance, but under limited supervision;
- liaise and communicate effectively with others;
- demonstrate good organisational skills;
- reflect on and develop professional practice;
- display work effectively, and make and maintain basic teaching resources.

Attributes

- Ability to relate well to children and adults.
- Have good numeracy and literacy skills and confident use of ICT communication skills.
- Creative, caring, friendly, patient, calm and adaptable.
- Excellent verbal and written communication.
- Experience of working as part of a team.
- Exhibit high morals standards in dealing with confidential and sensitive issues.
- Understand relevant policies/codes of practice and awareness of relevant legislation in relation to working with and the protection of children and young people.
- Organised, resourceful, an excellent timekeeper, approachable, committed, empathetic and enthusiastic

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 their duties, 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 their concerns to the school's Designated Safeguarding Lead in line with School Policy or to the Headmaster.

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application.

Orley Farm School: Aiming for excellence in all we do!

BENEFITS

COMPLIMENTARY LUNCH
during term-time

USE OF OUTDOOR SWIMMING POOL
in the summer at designated times

COMMITMENT TO PROFESSIONAL DEVELOPMENT

FEE REMISSION FOR CHILDREN OF ALL STAFF
after probationary period

EXCELLENT TRANSPORT LINKS & ON-SITE PARKING

COMMITMENT TO POSITIVE MENTAL HEALTH & WELLBEING
for staff and pupils

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

THE APPLICATION PROCESS

Suitability for the post will be measured through the application form, supporting evidence, e.g. certificates, the interview process 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. These must be originals, photocopies or certified copies are not sufficient. If you are unsuccessful, all copied documents will be destroyed confidentially and securely.

Applications should consist of 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, and contact details including e-mail addresses and contact numbers of two professional referees, one of whom should be the Head of their present or most recent school. Please note any previous employer may be approached by the School.

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, including a full employment history. If you need more space, please continue on a separate sheet of paper. Please note, incomplete application forms will not be shortlisted for the interview process.

All application forms should be e-mailed to Purvi Patel, HR Manager, at: HR@orleyfarm.harrow.sch.uk

If you have any questions or would like to discuss the role further, please contact Purvi Patel on 020 8869 7602.

References will be obtained for all shortlisted candidates. Online Checks will also be conducted prior to the interview process.

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.

Applications will be considered as they are received and candidates may be interviewed before the closing date. Orley Farm School reserves the right withdraw the position if an early appointment is made. Early applications are strongly encouraged.

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