



LEARNING SUPPORT ASSISTANT (KS3 &KS4)

Information Pack for Candidates

THORPE HALL

SCHOOL



Thorpe Hall School is a non-selective, independent day school for boys and girls aged 2 to 16. It has exceptional facilities, competitive fees and excellent results. School life is happy and positive with a variety of opportunities for students and staff to be challenged, supported and successful. There are many promotion opportunities and staff career development is a strong area of focus in the school.

NURSERY 2-4

PREP SCHOOL 4-11

SENIOR SCHOOL 11-16

- Top 25% of all schools in England for 'Value Added' scores
- 2021 - Highly Commended Tes (Times Educational Supplement) Senior School of the Year
- 2021 - Winner of the Tes (Times Educational Supplement) Community Initiative of the Year Award (Whole School)
- 2020 - Finalist for the Tes (Times Educational Supplement) Wellbeing Initiative of the Year Award (Whole School)
- 2019 - Winner of the ISA Award for Excellence & Innovation in Pupils' Mental Health & Wellbeing (Whole School)
- Dedicated studios for Art, DT, Food Tech and ICT
- Affiliated Forest School and Beach School Status
- Professionally equipped 200-seat Theatre
- New £2.1m Sports Centre supporting a strong and diverse sports programme
- Extensive co-curricular programme including many local, national and international trips and excursions

OVERVIEW

Set in 11 acres of semi-rural land, the school extends to four buildings:

The Young Building: Senior School (KS3 & 4) and Nursery

The De Rusett Building: Preparatory School (Reception, KS1 & 2) and Senior School Library

The Norris Building: housing practical and creative subjects, Food Technology, DT, Film Studies, Art Studio and The Cunningham Theatre (210 seats)

The Seaglass: completed in 2018, Sports Hall (4 badminton courts)
Fitness Suite, Dance Studio, Music department, Conference Room

There are over 440 students on roll, with three to five forms of entry in the Senior School and one to two forms of entry in the Preparatory School. The Nursery and Pre-Nursery are full.



VISION

As a fully inclusive, co-educational school, we are proud to celebrate our students' excellent all-round achievements, and the enormous value we add to their learning, from Nursery to GCSE.

We challenge our pupils to outperform, whatever their ability. We seek out individual talents and actively encourage the best in everyone. At Thorpe Hall School, all students are motivated to enjoy a myriad of new and exciting opportunities and experiences. We pride ourselves on the individual attention we offer every child, whatever their age and whatever their needs.

Staff are experienced, self-motivated and dedicated to deliver the very highest standards in and outside the classroom. The school website will give you a sense of our expectations and aspirations, and we encourage you to refer to our mission and values – this will give you a real sense of the Thorpe Hall School experience.

Our Mission

To create collisions with opportunities for all learners so that they can dream with their eyes open, achieve their ambitions and positively impact the world.

Our Values





GOVERNORS

The school is a charitable trust, which works in conjunction with a limited company which owns and runs the buildings and site. The Governors are trustees of the charity and directors of the company. All surpluses are reinvested in the school and there are therefore no dividends or directors' fees payable. The current Governing Body has a balance of long-serving and more recent members. There are two enthusiastic parent governors and the Chair, himself, has two children at the school. The Board meets three to four times a year, with sub-committees for Health and Safety, Finance, and Education and Personnel.

MANAGEMENT STRUCTURE

The Senior Leadership consists of the Headteacher, Head of Curriculum (Senior School), Head of Pastoral (Senior School), School Business Manager SENDCo and two Co-Heads of Preparatory School. The SLT also attend Governors' Meetings along with the School Business Manager. In the Senior School Heads of Department and Subject Leaders oversee the academic aspects of their subjects, and in September 2023 the school will appoint Faculty Heads who will oversee groups of subjects across all age ranges. Candidates who apply may also wish to indicate if they would like to be considered for a Faculty Head or other leadership position.



Mr S Duckitt
Headteacher



Jade Peterson
Co-Head Preparatory School



Mark Upward
SENDCo



Nicki Cocks
Business Manager



Mr R Turner
Deputy Head Senior
School (Curriculum)



Mrs R Sheern
Deputy Head Senior
School (Pastoral)



Chris Ramdin
Co-Head Preparatory School

THORPE HALL SCHOOL IN FACTS & FIGURES

GCSE VALUE ADDED RESULTS

2019 full GCSE examination cycle:	0.67
Predicted by staff in September	
2021 for July 2022:	0.54
Achieved in July 2022:	1.18z

SMALL TEACHING GROUPS



Staff: Student
ratio for ages
2-16:

Average class
sizes in Year
7-Year 9:

Average class
sizes in Year
10 and 11:

1:5

18-20

12



**GRAMMAR
PLUS**

ASPIRE & ACHIEVE



**SKILLS
CURRICULUM**

@ THORPE HALL SCHOOL



**PATHWAYS
TO SUCCESS**

@ THORPE HALL SCHOOL

NEW FOR SEPTEMBER 2023

A Grammar Plus cohort (full grammar stream)
Skills based curriculum
Pathways to Success programme

SCHOOL NOR SINCE APPOINTMENT OF NEW HEADTEACHER IN SEPTEMBER 2021:

Sept 21 - **404**

July 22 - **438**

Current - **445**

NOR confirmed for
September 2023 -

500



“

The achievement of the pupils reflects the commitment of the teaching staff, the clear direction set by the school's leaders and the proactive and committed approach of governors.

Independent Schools
Inspectorate

”

“

Pupils have a very strong moral code and a deep understanding of their responsibilities as members of the community in the school and in the wider world. They are courteous and respectful of others as shown by the maturity and their interactions with their peers and staff.

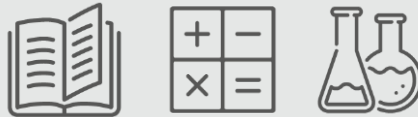
Independent Schools Inspectorate

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EXCELLENT OPPORTUNITIES FOR LEARNING



19 GCSE subjects offered



English, mathematics and science are set



Other subjects are mixed ability

All students have a GCSE flightpath from Year 7 with the Minimum Expected Grade one grade above their CAT4 predicted grade i.e. Minimum Expected Grade at Thorpe Hall School = Vale Added of +1

Innovative subjects offered to Year 7:



Non-core are taught in mixed ability groups



Environmental and Ethical Geoscience



EPQ qualification (at GCSE level!)



Philosophy, sociology and anthropology covered in Humanities (Geography and History taught separately to Humanities)



Extensive free cocurricular offering



Exhaustive sport, performing arts and music programmes



Excellent specialist facilities in all subjects

THORPE HALL SCHOOL

WORK WITH US

Vacancy Details

Vacancy: Learning Support Assistant (Senior School)

Application deadline:	31 st August 2024
Interview Date:	As soon as possible after closing date
Start date:	As soon as possible
Hours:	37.5 per week (08:30 – 16:00 Mon to Fri) term-time
Term:	Permanent Position
Salary range:	TA5 – TA9 (£17,982 – £21,398)
Responsible to:	SENDCO

We are looking to recruit a Learning Support Assistant to join our busy Learning Development Centre in the Senior School (Years 7 to 11). A Level 3 Teaching Assistant qualification or equivalent is desirable or a passion to embark upon a teaching career. GCSE Maths & English to at least C grade is essential. We encourage visits from prospective candidates to meet members of our school community and to experience our school at first hand. If you would like to do this please email HR@thorpehallschool.co.uk

This is an outstanding opportunity to join our happy, developing and innovative school working within the Learning Development Centre under the leadership of the SENDCO. The role would suit an enthusiastic, hardworking and passionate individual who may be considering a career in teaching who wishes to gain valuable classroom experience and share their drive and motivation to support children in the Senior School (KS3 & KS4).

What can Thorpe Hall School offer?

- the opportunity to be innovative and to develop new educational procedures and student experiences;
- the ability to develop a significantly broad portfolio;
- an exciting, challenging and stimulating place to work in a friendly and welcoming environment.

Who/what is Thorpe Hall School looking for?

- a capacity for hard work and resilience; and a belief that this is at the core of success;
- a creative thinker with an ability and determination to secure high quality outcomes for all students;
- an exceptional and innovative classroom practitioner with a passion and a drive to share this with students;
- someone who places the well-being of all students first.

JOB DESCRIPTION

Tasks and Duties would include:

- supporting pupils across the curriculum on an individual and group basis;
- assisting in practical lessons;
- liaising with the teacher in relation to specific pupils' problems or progress;
- monitoring how individual pupils respond to various situations and topics;
- assisting with other tasks as appropriate,;
- working on specific programmes with individual pupils;
- assisting with the maintenance of the pupils' progress records, and participating in review meetings as required;
- monitoring and supporting specific pupils;
- keeping staff informed of any relevant pupil information;
- attending review meetings or consultation sessions with outside agencies;
- assisting in administering ISPs.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Applications

Applications should include:

- Non-Teaching Staff Application Form – [download from the school website \(click here\)](#) . This must be completed in full going back to full-time education. The Application Form must include the names, email addresses and contact telephone numbers of at least two referees. One must be from your current employer. Incomplete forms will not be accepted.
- An accompanying letter of no more than 700 words explaining your suitability for this post addressed to the SENDCO and emailed to hr@thorpehallschool.co.uk or by post for the attention of the SENDCO.

Closing date for applications: 31st August 2024. We reserve the right to interview and appoint earlier than the stated closing date should there be a good response to the advert.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Thorpe Hall School is committed to safeguarding and promoting the welfare of children and young people. Successful applicants will be required to undertake pre-employment checks which include References, Health, Right to Work in UK, enhanced DBS, online search and a declaration that they are not a disqualified person under the Childcare (Disqualification) Regulations 2009.

Learning Support Assistant (KS3 & KS4) – Person Specification

Pay Range: TA5 – TA9 (£17,982 – £21,398)
 Reports to: SENDCO
 Responsible for: Supporting teaching and learning in the Senior School

When completing your covering letter and application form, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

	Essential
Thorpe Hall School Ethos	<ul style="list-style-type: none"> • Capacity to work well with pupils across all age groups • Fully supportive of the aims & ethos of the School including the Inclusion & Equal Opportunities Policy • Ability to ensure that the atmosphere is welcoming • Ability to support the vision for a high quality learning environment which promotes spiritual, moral, social and cultural development • Commitment to valuing the individuality of all of our children by giving them every opportunity to achieve the highest of standards
Qualifications & Experience:	<ul style="list-style-type: none"> • NVQ Level 3 for Teaching Assistants • GCSE (or equivalent) Grade C or above in Maths & English • Successful relevant experience of supporting pupils' learning in a school environment. • Ability to read and write reports. • Good numeracy skills. • Experience of assisting in practical lessons • Effective use of ICT to support learning
Communication:	<ul style="list-style-type: none"> • Ability to write reports & letters • Ability to use clear language to communicate information and ability to listen effectively. • Seek support to overcome communication barriers with children and adults. • Ability to negotiate effectively with adults and children. • assisting with the maintenance of the pupils' progress records, and participating in review meetings as required
Working with Pupils:	<ul style="list-style-type: none"> • Ability to support pupils across the curriculum on an individual and group basis • Working on specific programmes with individual pupils. • Ability to demonstrate effective implementation of the school's behaviour policy. • Knowledge of literacy/numeracy strategies and interventions. • A good understanding of the subject curriculum. • Understanding of principles of child development. • Understand and support the physical and emotional wellbeing of students. • Ability to monitor and support specific students with learning difficulties and/or disabilities. • Assist in administering ISPs.
Working with others:	<ul style="list-style-type: none"> • Understand the roles and responsibilities of other adults working in the school. • Ability to establish rapport and respectful, trusting relationships with pupils, their families/carers and other adults. • Ability to work with a range of adults • Understand the roles and responsibilities of other adults working in the school. • Liaise with the teacher in relation to specific pupils' problems or progress. • Know when, how and with whom to share information. • Attending review meetings or consultation sessions with outside agencies. • Ability to follow instructions accurately

Responsibilities:	<ul style="list-style-type: none"> • Good organisational skills. • Ability to remain calm under pressure. • Ability to plan and manage own time effectively. • Demonstrate a creative approach to supporting learning and to resolve routine problems independently
Personal Attributes:	<ul style="list-style-type: none"> • Energy and enthusiasm
General:	<ul style="list-style-type: none"> • Commitment to the safeguarding and protection of children and to the personal development of our pupils • Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety. • Basic understanding of Health & Safety. • Understand procedures and legislation relating to confidentiality.



**SMALL CLASS
SIZES**



**INCLUSIVE
FAMILY ETHOS**



**BROAD AND DIVERSE
CHOICE OF GCSE SUBJECTS**



**OUTSTANDING RESULTS
AT 11+ AND GCSE**



**AWARD-WINNING
PASTORAL CARE & WELLBEING**



**ISA EXCELLENCE & INNOVATION
AWARDS** - EARLY YEARS, SENIOR
PROVISION AND PUPILS' WELLBEING



**SPECIALIST TEACHERS
FROM PRE-PREP ONWARDS**



**EXTENSIVE
FACILITIES**



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THORPE HALL
 SCHOOL