





LSA SENIOR SCHOOL

Required April 2024

Permanent, 37.5 hours per week, term time only

Actual salary £18,050 STN18 (depending on qualification level)

We are seeking to appoint an enthusiastic and driven learning support assistant to join our supportive and successful SEND team, providing support for individuals and groups of pupils. The position is predominantly to support pupils in the Senior School (Years 6-11) but a willingness and ability to engage with pupils across the whole school age range will be required. In addition, a Maths specialism would be an advantage but not mandatory.

Within the role, you will support the SENCO in ensuring that quality provision is provided for our SEND students with a range of needs in class and during interventions. You will also support the SENCO with administrative tasks including coordinating and developing resources for SEND students.

This is an excellent opportunity for candidates who are potentially looking to gain experience to progress into teaching and/or for those who aspire to work within education.

The successful applicant

It is desirable that the successful candidate will have previous experience LSA experience and be capable of establishing productive working relationships with pupils, acting as a role model and setting high expectations. They will have an appropriate SEND qualification or be willing to train, as well as proven success working as part of an effective team and demonstrate the ability to show initiative.

They will be able to promote the inclusion and acceptance of all students within the classroom and be supportive of students consistently, whilst recognising and responding to their individual needs. They will be able to demonstrate good organising, planning and have the ability to prioritise. We are looking for someone friendly yet professional, with a respectful approach.

The role is permanent, term time only, 37.5 hours per week including lunch break, 8.30am to 4pm Monday to Friday. Annual salary for the position is dependent on qualification level: up to £18,050 pa.

We offer a wide range of benefits to school staff including training and development opportunities, up to 50% fee reduction for children of staff (after completing one year), contributory pension, occupational health scheme, great career opportunities and free lunches (during term time).

Closing date for applications Early application is advised as interviews will be on a rolling basis and we reserve the right to appoint immediately. Final closing date 15th April 2024.

All applications must be made on our official application form, which can be downloaded from the school's vacancies page: <https://www.saintnicholasschool.net/contact-us/staff-vacancies/>

Please return your completed application to Davina Marshall, HR Manager at d.marshall@saintnicholasschool.net

School's history & background

Saint Nicholas School was founded in 1939 with a total roll of 7 pupils. By 1977, the pupil roll had increased to 140 and at this time the school moved from its modest premises in Mill Street, Churchgate Street, to the current location at Hillingdon House. Today, Saint Nicholas is a thriving independent coeducational day school catering for approximately 500 pupils aged from 2 ½ to 16, with a fabulous nursery for babies from 3 months of age.

The school is situated in delightful gardens and grounds which extend to more than 14 acres. Pupils in the



nursery, pre-school, lower, middle and upper school are each housed in their own area, within close proximity of each other, enabling good access to shared facilities. The School is very well equipped with specialist classrooms, science laboratories, technology areas, ICT rooms, and libraries. Sports facilities include extensive playing fields, tennis courts, a heated swimming pool, a sports hall and state-of-the-art theatre.

The school is located close to London and Cambridge with direct train access to both, as well as being a short drive from Stansted Airport and the London Underground via Epping. You can find more about the school by visiting our website <https://www.saintnicholasschool.net/>

KEY RESPONSIBILITIES

This list is not exhaustive and you may be required to undertake other responsibilities and training as requested by your line manager or Headmaster. Key responsibilities include:

- To provide in-class support for individuals or groups of pupils, predominantly to Senior School pupils, but a willingness to work across the school will be an advantage.
- Plan and implement Intervention Programmes for pupils and help monitor their progress.
- To participate in and contribute to the development of the SEND department.
- To support students with learning difficulties as required by Education and Health Care Plans, protocols for interventions and the school's strategy to improve student attainment across Key Stages 3 and 4. This will require working to agreed goals and objectives for individual or groups of pupils.
- To work collaboratively with teachers in the delivery of teaching and learning to ensure that students' progress and experiences are recorded. These records will be used to inform Individual Education Plans and Pastoral Support Programmes.
- To understand how pupils' learning is affected by their physical, intellectual, emotional and social development and understand the stages of child development
- To provide 1:1 or small group intervention work as needed.
- Providing resources from Educational websites to support SEN.
- To support pupils with exam access arrangements including acting as a Reader / Scribe for GCSE and End of Unit assessments and support any students that have SEN needs.
- To conduct spelling and reading assessments
- To assist with revision techniques for small groups of pupils for GCSE.
- Provide Mental Health and Well Being support to identified pupils.
- To help support students during non- contact time.
- To update and maintain impact and intervention records.
- Contribute to parent/agency meetings if required, including contacting parents either via email or telephone
- Contribute to SEND Team meetings.
- Take part in training/CPD including First Aid Training.
- Set a good example in terms of dress, punctuality and attendance.

Professional development and appraisal

- Be aware of the need to take responsibility for your own professional development.
- To be able to identify areas for own CPD and work alongside the SENCO to target areas for own development.
- Undertake professional duties that may be reasonably assigned by the Headmaster e.g. training courses.
- Support the SENCO in creating and monitoring pupils' Intervention Plans.

Effective communication

- Provide reports on individual progress to the SENCO and parents as required.
- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.



CONTRIBUTION TO SCHOOL LIFE

Pastoral duties

- Attend weekly assemblies as required.
- Take on break and lunch duties as required.

Staff meetings and training

- Attend pre-term staff training and inset days.
- Attend the weekly after-school staff meeting as required.

School events

- Demonstrate support of the Friends organised events, including attending the Christmas fayre which takes place on the last day of term

KEY QUALIFICATIONS, SKILLS & EXPERIENCE

Essential

- Relevant qualifications (both formal and through appropriate experience) to meet the challenge of the specific appointment
- Evidence of successful employment and education.
- You will be educated with formal qualifications including GCSE (or Level 2 equivalent) in Mathematics and English Language or similar qualifications gained since leaving compulsory education.

General

- Excellent written and verbal communication skills, with a high level of attention to detail
- Strong organisational skills with the ability to manage multiple tasks and priorities effectively
- Ability to work independently and as part of a team, with excellent interpersonal and collaborative skills
- A strong work ethic and willingness to take on a range of responsibilities as required

Personal Attributes

- A positive and proactive attitude, with a willingness to take on new challenges and learn new skills
- High levels of energy, drive and enthusiasm, with a commitment to achieving results
- Excellent interpersonal skills, with the ability to build and maintain strong relationships with internal and external stakeholders
- Flexibility and adaptability, with the ability to work under pressure and to tight deadlines
- A commitment to continuous improvement and a desire to develop new skills and knowledge
- Collaborative team player
- Positive, hardworking, and flexible
- Ability to approach all confidential matters with discretion, sensitivity and diplomacy

We would love to hear from you if you are looking to join a supportive and enthusiastic team in beautiful rural surroundings. We respect the hard work and commitment demonstrated by everyone at Saint Nicholas School and we are proud of the caring and mutually supportive atmosphere.

SAFEGUARDING

Saint Nicholas School is fully committed to safeguarding and promoting the welfare of children, young people and other vulnerable groups and expects all staff, parents and volunteers to share this commitment. All staff and volunteers, where appropriate, will be required to complete our safer recruitment checks including qualifications; references; enhanced DBS and barred list; proof of identity; right to work in the UK; overseas, EEA and prohibition checks. New employees will be required to submit a Staff Self Declaration form (referring to disqualification under the Childcare Act 2006 as amended in 2018).



EQUALITY AND DIVERSITY

Saint Nicholas School aims to employ staff who are best qualified for the post and does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sexual orientation, marital or civil partnership status, disability or age.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented as detailed on the application form.