



Orleans Park

RECRUITMENT PACK

Vacancy Higher Level Learning Support Assistant (HLSA)

Deadline 10am on Monday 23 June 2025



Higher Level Learning Support Assistant (HLSA)
32.5 hours per week: 8:30am to 3:30pm, Monday to Friday
39 weeks per year (term time only)
NJC Salary Scale 6 (actual salary: £26,687 - £27,487)
Required for September 2025
Fixed term one-year contract in the first instance

Orleans Park is a successful and oversubscribed 11-18 mixed comprehensive that serves its local community in Twickenham with over 1,350 students. The dedicated staff work hard to ensure students are successful and leave as responsible citizens and confident individuals.

As a Higher Level Learning Support Assistant, you will work with individual and small groups of students who need support with their learning and/or behaviour. In addition, this role offers a valuable opportunity for professional development, particularly through active involvement in the statutory Annual Review process for students with EHCPs. Training and support will be provided to enhance your skills and knowledge in this area. The successful candidate will join a busy team in our thriving Learning Support Department.



What's it like to work at Orleans Park? Click the icon to find out.



To see a short film about our school, click the icon.

Applications are shortlisted for interview as they are received so early application is encouraged and we reserve the right to commence the interview process and close the vacancy prior to this date.

Closing date for applications: 10am on Monday 23 June 2025

Orleans Park is committed to continuing to make diversity, equity, and inclusion part of everything we do. Ensuring that we are always recruiting, retaining and promoting a diverse mix of colleagues who are representative of the diversity in our local communities gives us a great opportunity to have access to a broad range of ideas and allows us to provide an outstanding education to our young people and an outstanding place for people to work.

In line with the statutory guidance document Keeping Children Safe in Education (2024) the school will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview. The appointment is subject to satisfactory pre-employment clearances including references, medical clearance and an enhanced DBS Disclosure. Orleans Park is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We are an equal opportunities employer.





Staff at Orleans Park are committed towards meeting the needs of all students including those with special educational needs. The school uses a variety of interventions to help remove the barriers that students with SEN experience with their learning.

The staff work hard to raise student achievement across the school and the learning support department plays a key part of this.

The department is one of the largest in the country with 65 students having EHCPs and a significant number of other students needing support. Our students have a very diverse range of needs, some being very complex, including students with specific learning difficulties; moderate learning difficulties; Social, Emotional and Mental Health (SEMH); Communication and interaction needs; Speech, language and Communication Needs; Autistic Spectrum Disorder; Visual Impairment; Hearing Impairment; Physical Disability; Down's Syndrome and physical disabilities.

The school also has a dedicated enhanced provision for 12 students with EHCPs whose main presenting need is specific learning difficulties. This provision is run by a specialist manager and supported by specialist LSAs.

The school assesses all students on entry using a variety of screening methods and their progress is tracked to ensure appropriate progress is being made. Students with SEN are included in this tracking process.

The learning support department has developed a range of strategies to support our students in making progress appropriate for their abilities. These are shared with all teaching staff to support them in supporting students with SEN in their classes.

Within the department there is the SENCO, Deputy SENCO, ELSA, one specialist learning support teacher and 20 LSAs and HLSAs who support students with more complex physical and medical needs. The teachers are responsible for overseeing the education of a number of statemented students, including negotiating targets, conducting annual reviews and delivering specialist interventions.





Job Description

Job Title:	Higher Level Learning Support Assistant (HLSA)
Reporting To:	SENCO/Class Teacher
Grade/Salary Range:	NJC Scale 6
Hours/Weeks:	<ul style="list-style-type: none">• 32.5 hours per week• 39 weeks per year (term time only)• Hours 8:30am to 3:30pm Monday to Friday - times may vary (this includes a 30 minute unpaid lunch break)• Holidays are not to be taken during term time

Main Duties and Responsibilities

- To assist in the support and inclusion of students with Special Educational Needs and Disabilities (SEND) at Orleans Park so that they are able to access the curriculum and other activities provided by the school, as fully as possible, whilst encouraging independence.
- To support SEND students as directed by the SENCO/Class teacher.

Specific Responsibilities

Supporting Learning Support Department:

- Running of EHCP annual reviews.
- Running small group intervention.
- Working with Speech and Language Therapist, Occupational Therapist, Physiotherapist.
- Management of Homework Club.
- Liaise with SENCO and Lead LSA to ensure effective communication and continuity of care and support for all pupils.
- Take an active role in the Performance Management and Appraisal cycle in order to identify and agree development needs and appropriate training. Improve own practice through research, self-study, training, observation and discussion.

Supporting the student:

- To develop knowledge of a range of learning support needs and an understanding of the specific needs of the students to be supported.
- To aid the students to learn as effectively as possible both in-group situations and as an individual.
- To establish a supportive relationship with the students concerned whilst encouraging independence.
- To encourage acceptance and inclusion of the student with special needs.
- To develop methods of promoting/reinforcing the student's self-esteem.





Specific Responsibilities

Supporting the teacher:

- To assist, with the SENCO/SEN teacher/subject teacher (and other professionals as appropriate), in the development of a suitable programme of support for SEND students.
- In conjunction with the SENCO/subject teacher and/or other professionals to develop a system of recording the student's progress.
- To contribute to the maintenance of students' progress records.
- To participate in the evaluation of the support programmes.
- To provide regular feedback about the students to the SENCO and subject teachers.
- To observe students' activities and discuss progress with the SENCO and subject teacher.
- Communicate and liaise with other members of school staff in order to ensure the most effective provision for pupils' academic, emotional and social development. Respecting Student confidentiality.

Supporting the School:

- To liaise, advise & consult with other members of the team that support the students, when asked to do so.
- To contribute to reviews of students' progress, as appropriate.
- To attend relevant in-service training.
- To be aware of school procedures.
- To be aware of confidential issues linked to home/student/teacher/school work and to keep confidences appropriately.
- Any other tasks as directed by the Line Manager or Headteacher, which fall within the remit of the post.

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.

This job description is not exclusive of the full range of professional duties of the post holder. Additional/alternative reasonable tasks may be required by the school at the discretion of the Line Manager or Headteacher.



Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> English and Maths Grade C /Grade 5 or above in GCSE (or equivalent) 	<ul style="list-style-type: none"> NVQ Level 2 in Supporting Teaching and Learning in school (or equivalent) Further qualifications Bachelor's degree
Experience	<ul style="list-style-type: none"> Good understanding of the UK education system 	<ul style="list-style-type: none"> At least 1 years' experience working in a similar environment Experience of working in Education Sector Experience of working in schools
Skills and Abilities	<ul style="list-style-type: none"> Good standard of literacy and confident understanding of English grammar. Effective IT skills and confident in the use of Google and Microsoft suites Ability to communicate effectively on the telephone, in person and in written communication Integrity and understanding of care needed with sensitive information Self-motivated team member with the ability to work independently Able to work on own initiative Methodical and organised Flexible and responsible approach 	
Qualities	<ul style="list-style-type: none"> Ability to relate well to all types of stakeholders for example students, suppliers and contractors, governors, local authority staff A commitment to positive and healthy outcomes for young people 	
Safeguarding	<ul style="list-style-type: none"> Commitment to safeguarding and promoting the welfare of children and young people 	
Equal Opportunities	<ul style="list-style-type: none"> Commitment to equal opportunities Ability to promote and support the school's Equal Opportunities Policy 	
Continuing Professional Development	<ul style="list-style-type: none"> Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available. 	



To apply for this position, you will need to complete an Orleans Park Application Form. As part of the application process, your form must include a supporting statement, which specifically addresses your own qualities and strengths in relation to the advertised role.



Click the icon to download and complete your application form.

Shortlisted candidates will be invited to tour the school and to talk to colleagues before the formal interviews begin.

Please do not hesitate to contact the recruitment team if there is anything you wish to discuss before submitting your application. You can email them at recruitment@orleanspark.school



To see how the school uses prospective candidate's personal data, click the icon.





Safeguarding Statement

Responsibility Resilience Respect

The Governors and staff of Orleans Park fully recognise the contribution they make to safeguarding children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our students from harm.

All staff and Governors believe our school is a place where students feel secure, are encouraged to talk, are listened to and are safe. We shall provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

Adam Gladstone is our Designated Safeguarding Lead who has been nominated to liaise with the LADO, when necessary.

The aims of the policy are to:

- Protect young people at our school from maltreatment
- Prevent impairment to the health or development of our young people
- Ensure that all young people at our school grow up in circumstances consistent with the provision of safe and effective care
- Take action to enable all children to have the best outcomes.

We believe that everyone who comes in contact with young people and their families has a role to play in safeguarding them.

The elements of our policies are: Prevention, Protection and Support.



Click the icon to read our full Safeguarding Policy.





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