

Learning Support Assistant

Haberdashers' Girls' School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS record check.

Haberdashers' Girls' School is one of the eleven schools of the Worshipful Company of Haberdashers. We share a rich history, tracing our roots back to the 17th Century when we established the principles that guide us to this day - we give talented and ambitious young people, irrespective of background, the opportunities they need to succeed in life. Our priority is the education of the whole person in a truly exceptional learning environment with outstanding facilities. Our support staff play a vital role in the delivery of high quality academic and pastoral care for each and every student.

Role: Learning Support Assistant
Hours: 37.5 hours per week, with half an hour unpaid for lunch, although flexibility in working arrangements will be required.
Salary: Up to Point 15 on the Support Staff Salary Scale, £24,996 per annum full-time equivalent.

Overview

The main function of the Learning Support Assistant is to support the children with their learning. The Learning Support Assistant will work under the direction of the class teacher - whether in the whole class or on their own, with a small group or an individual – assisting in the delivery of the educational programme and curriculum as well as the extra-curricular provision. They will work as part of a team to ensure that the well-being, behaviour and personal development of pupils enhances their learning opportunities and life skills. They will maintain a high standard of professionalism in all aspects of appearance and behaviour and will be aware of the requirement for absolute confidentiality in relation to pupils and parents. All applicants must have experience of supporting children in both Key Stage 1 and Key Stage 2.

The role will include, but not be limited to, the following duties:

Main Responsibilities

Support for pupils

- Foster the participation of pupils in the social and academic practices of the school.
- Enable pupils to become more independent learners.
- Help raise the standards of achievement of all pupils.



- With other assistants, be on call when minor first aid is needed (training will be provided).

Liaison with teachers

- Liaise in planning and develop feedback mechanism with teachers.
- Ensure the behaviour Code of Conduct is applied consistently across the Junior School.
- Assist with general classroom responsibilities as directed by the teacher.
- Attend staff meetings and training as required.
- Discuss with, and report back to the teacher on the planning and teacher's assessments of pupils' work.

Support for curriculum

- Keep up to date with Health and Safety and Child Protection legislation.
- Work in all areas of the curriculum.
- Attend residential trips as required.
- Attend weekly staff meetings after school.

Support for the school

- Carry out some supervisory duties of the pupils during break and lunch times.
- Attend the relevant Induction Evening annually.
- Attend Parents' Evenings during the year.
- Promote the values of the school.
- Attend all induction and training days.

Extra-curricular opportunities

- Run an extra-curricular activity, usually at lunchtime, after-school club or activity as part of the ACE programme.

Person Specification

Qualifications:
At least 5 GCSEs, or their equivalent, including English Language and Mathematics, Grade C minimum (essential)
Level 3 NVQ in Childcare and Education or Level 3 NVQ in Early Years Care and Education (desirable)
Higher Level Teaching Assistant qualification (desirable)
Full driving licence (desirable)
First Aid training (desirable)
A Levels (desirable)
Skills & Knowledge:

Ability to support learning of children in KS1 and KS2 (essential)
Good pastoral support (essential)
Ability to work well within a team (essential)
Good verbal and written communication (essential)
Good digital skills (essential)
Knowledge of using iPads as part of Teaching and Learning provision (desirable)
Personal Attributes:
Love of supporting pupils' learning (essential)
Valuing a growth mindset, nurturing independence, risk taking and resilience in pupils' learning and personal and social development (essential)
Readiness to support extra-curricular activities after school and at other times (essential)
Good organisation and planning (essential)
Flexibility and resilience (essential)
Ability to inspire and motivate (essential)
Sense of perspective and a good sense of humour (essential)
Interest in developments in Teaching and Learning (desirable)
Consideration of the wider school community (desirable)
Innovative approach to educating the whole pupil (desirable)

Support Staff Benefits

Currently the Schools offer a wide range of benefits to staff, including:

- A strong commitment to professional development, with a substantial budget for whole school training and individual courses.
- Enrolment into the Schools' pension scheme, with 12% employer contribution, based on 5% individual contribution.
- Generous holiday entitlement up to 40 days including bank holidays pro rata for part time roles.
- Group Life Assurance (4 x salary).
- Free lunches, other meals and refreshments.
- Free parking on site.
- Free coach travel on the service provided by the School (subject to availability).
- Tax free bicycles for work through the Cycle to Work Scheme.
- Free use of the state-of-the-art sports centres, including fitness suite, swimming pool and squash courts.
- Annual flu vaccination.
- Employee Assistance Programme.