



Mill Hill

Instilling values, inspiring minds

Grimsdell | Belmont | Mill Hill School | Mill Hill International | Cobham Hall

Mill Hill School

Learning Support Assistant
required as soon as possible
Candidate Information Pack



INTRODUCTION

We are looking for an enthusiastic Learning Support Assistant as soon as possible for general support for pupils on the Learning Support Register.

Closing date for applications: 9:00am on Thursday 31 August 2023.

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts about Mill Hill School:

GCSE & A Level

WITH A WIDE RANGE
OF OPTIONS

2022 Academic Results

A LEVEL: 38% A*/A; 69% A*-B
GCSE: 58% 9-7; 100% 9-5

10 miles

FROM CENTRAL LONDON
WITH EASY ACCESS TO MILL
HILL EAST TUBE STATION

Part of the Mill Hill School Foundation

EDUCATING GIRLS AND
BOYS FROM 3-18

120+

ACRES OF GROUNDS
AND FACILITIES

‘A vibrant, buzzing school, with a solid academic underpinning and an outstanding extra-curricular programme producing confident, articulate, mature young people, who start adult life solidly grounded, positive and well informed. ‘A very happy place to be,’ is the consensus of parents and pupils.’

– Good Schools Guide Review 2020

THE SCHOOL

Mill Hill School

Founded in 1807, Mill Hill School is an independent co-educational boarding and day school with 885 pupils aged between 13 and 18, of whom 350 are in the Sixth Form.

The School is one of seven in the Mill Hill School Foundation, which comprises Grimsdell (Pre-Prep), Belmont (Prep), Mill Hill School (Senior) and Mill Hill International. Cobham Hall is located in Kent and became part of the Foundation in 2021 and our most recent additions are Keble Prep and Lyonsdown School in north London.

We are situated in a magnificent 120-acre parkland campus on the edge of the north London Green Belt, providing a wonderful environment in which to work. The School is very much a community, particularly given the central importance of boarding. We are unusual for a London school to be offering full and weekly boarding, with over 180 boarding pupils.

We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.

The Mill Hill School Foundation Ethos

The Mill Hill School Foundation educates boys and girls from 3–18, seeking to equip them for life, both now and in the future.

Our stimulating academic environment and numerous activities outside the classroom encourage learning and personal growth. We are committed to the development of every pupil and believe that our friendly and supportive community helps this to happen. We seek as a Foundation to instil a love for learning which will last a life time whilst balancing this with a readiness to embrace change.



THE LEARNING SUPPORT DEPARTMENT

Overview

The School believes strongly that having a learning difficulty or disability should not be a barrier to achievement. As such, the Learning Support Department is fully integrated into areas of school life.

The Department offers support for those pupils who have a learning difficulty or disability, including those with an Education and Health Care Plan. Pupils are provided with the appropriate support tailored to their individual needs to ensure they achieve their full potential.

With this in mind, the Department works in close partnership with other teachers and pupils' parents. The type of support offered to a pupil may include in-class support as well as individual and group sessions focusing on literacy, maths, study and organisational skills. Access arrangements for public examinations are determined and managed as appropriate.

Staffing

Currently the Department comprises the Head of Learning Support, one full-time and three part-time teachers, a trainee teacher and two Learning Support Assistants.

Teaching and Curriculum

At all levels, the Department's key aim is to enhance the learning of those pupils on the Learning Support Register. The Department's work comprises three principal strands: teaching individual and small-group support lessons to follow and reinforce aspects of the main curriculum and to teach study and organisational skills; to intervene in regular academic lessons to support particular pupils or groups of pupils; to provide information and awareness on pupils with learning support needs by liaising with teachers and pastoral staff.

Accommodation and Resources

The Learning Support Department is located in the heart of the School in its own suite of rooms. The Department has five well resourced teaching rooms, one of which serves as the Head of Department's office and meeting room when she is not teaching.

The Post

The successful candidate will offer general support to SEND pupils in the Lower School (Years 9, 10 and 11). In addition to supporting SEND pupils in the classroom, the successful candidate will also be required to support the access arrangements of SEND pupils (training will be given for this).

The successful candidate will assist the pupils in lessons, with a focus on ensuring that they understand the instructions and requirements of the lesson and assisting where necessary in communication with the teacher or other members of the class. They provide appropriate support ensuring pupils who have a learning difficulty are supported to ensure they achieve their full potential.

PERSON SPECIFICATION

As the successful candidate, you will be able to demonstrate the following:

- An academic background sufficient to support a pupil working to A Level
- Awareness, understanding and, ideally, experience of issues relating to safeguarding the health, welfare and safety of children
- High personal and professional standards
- Positive working relationships with colleagues and the ability to work as a member of a team
- Excellent time management and organisational skills
- Ability to take responsibility and to show initiative
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Motivation to work with children and young people
- Positive attitude to supporting good behaviour in the classroom



HOW TO APPLY

1

If you would like to apply for this role, please complete an application using the Apply button below.

[APPLY](#)

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9:00am on Thursday 31 August 2023**.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Foundation reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill School Foundation is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

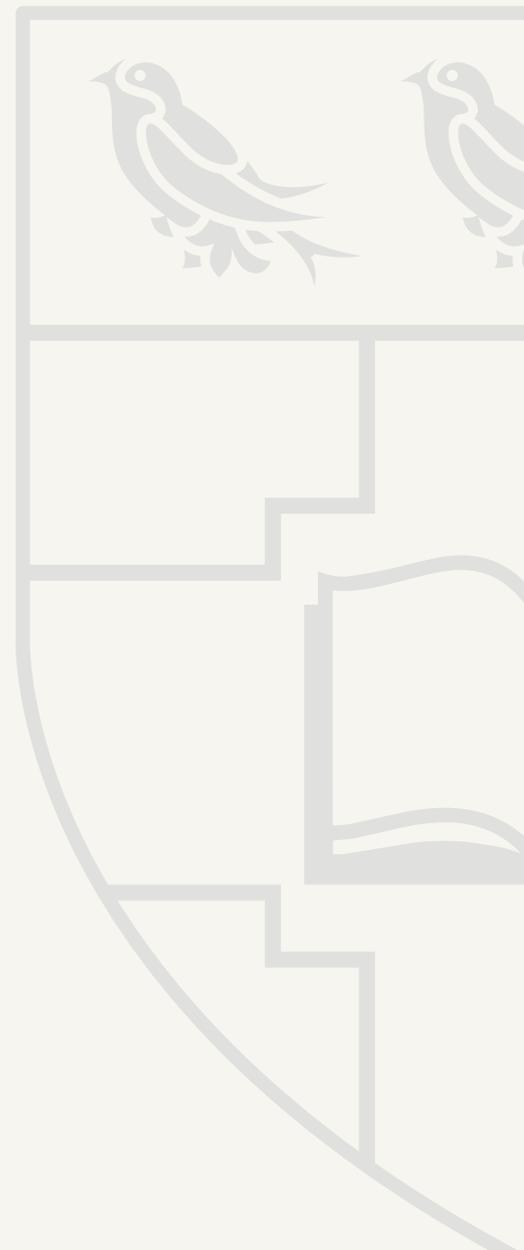
The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



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Mill Hill School
The Ridgeway
Mill Hill Village
London NW7 1QS

020 8959 1221
millhill.org.uk

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