



**BLACKHEATH**  
PREP

# SEND Learning Support Assistant

Information for Candidates





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‘It is an environment in which children thrive in a whirlwind of opportunity and excellence’

Blackheath Prep Parent





## Introduction

Blackheath Prep is an independent prep school for just over 370 boys and girls aged 3 to 11. Founded in 1996, it occupies a beautiful five-acre site close to Blackheath village. Its original Georgian and Victorian buildings have been extended and adapted to include large playgrounds and extensive playing fields, tennis courts, cricket nets and a Forest School area. In April 2023 we were delighted to announce our merger with Eltham College to form a family of schools.

It is a remarkable school with outstanding facilities, a formidable track record in academic success and impressive achievements in Music, Sport, Drama and Art.

Children go on to a range of independent and maintained secondary schools, with a large proportion (at least 50% of the cohort over the last five years) being awarded academic scholarships at schools such as Albyn's, Colfe's, Dulwich College, Eltham College, James Allen's Girls' School, Sevenoaks School and City of London Schools and/or places at top Grammar schools such as Newstead Wood and St Olave's. A large number of children are also awarded scholarships in Art, Drama, Music and Sport.

The school was inspected in June 2019 and both the quality of pupils' academic and other achievements and the quality of pupils' personal development were judged to be excellent. Our [website](#) will give you a flavour of the school, its beautiful grounds and its superb facilities.

## Our Vision

To offer an education without boundaries, giving every child the freedom to shine and achieve their full potential, upholding academic excellence, sparking curiosity and a joyful love of learning, nurturing kindness and wellbeing, and creating a strong sense of community.





## Our Mission

We are committed to giving every child the opportunity to achieve their full potential and the courage to strive for excellence in all their endeavours. Through innovative and inspiring teaching and a rich and varied curriculum, we aim to spark children's natural curiosity and sense of fun and adventure and to nurture a joyful love of learning.

Community is at the very heart of our school, and kindness, appreciation, collaboration and contribution are values that we work hard to put into practice each day. We encourage every child to make the most of their time here so when they complete their journey with us they are ready for the next stage of their education and have the foundation for a successful, happy and fulfilled life.

## Our Values

**Kindness**

**Curiosity**

**Freedom**

**Ambition**

**Courage**

**Community**

**Joy**



## The Role

Blackheath Prep is seeking to appoint a dynamic, enthusiastic and inspirational SEND Learning Support Assistant.

The successful candidate will be required to provide 1:1 and small group support to pupils with SEND in Key Stage 2. The successful candidate is likely to be based mostly in Year 6.

At Blackheath Prep, the collective sum of the individual differences, life experiences, knowledge, inventiveness, self-expression, unique capabilities and talent that our community holds represents a significant part of not only our culture, but our achievements as well.

We expect and enable:

- Members of staff to act as role models for the children and their families through curriculum content and conduct which demonstrates our commitment to fostering, cultivating and preserving a culture of diversity, equity, inclusion and belonging.
- Commitment to ensuring that all members of our community can see themselves in the texts and topics through which we deliver our broad and balanced curriculum.
- Teamwork and participation, permitting the representation of all groups and perspectives within our unique community.
- Regular INSET and opportunities for development which keep practice current and research informed.

Every member of staff at Blackheath Prep is committed to ensuring that all children are enabled to reach their full potential. We therefore welcome applications from candidates who demonstrate an ability and genuine desire to see children shine and exceed their own and our expectations of them.

## Person Specification

- Experience of supporting children with SEND within Key Stage 2
- Experience of conducting small group or 1:1 interventions in maths, English and social emotional skills
- Experience of working with children with ASD and ADHD
- Able to develop positive relationships with children, especially those with neurodivergence and who may require extra motivation
- The ability to implement provision listed within an EHCP, under the direction and guidance of the SENDCo and Class Teacher
- Excellent verbal communication skills and the ability to respond sensitively, patiently, calmly and empathetically
- Flexibility and openness to change in order to best meet the needs of young people
- A belief that all pupils can achieve highly with the right scaffolds and support
- A willingness to support social interaction and play
- The desire to promote inclusion, diversity and acceptance



Other valuable qualities include enthusiasm, understanding, organisational ability, a capacity to work hard and the ability to stay calm and good humoured under pressure.

A pleasure in the life of a thriving, busy school, and the ability to act as an approachable, sympathetic and principled role model will be likely to characterise the successful candidate.

Most importantly, the successful candidate must have a genuine interest in the evolving needs of young people and a strong commitment to children's academic and personal development.

## Key Duties

### **AIMS OF THE POST**

To provide 1:1 support and small group interventions for pupils with SEND, including ASD and ADHD.

### **AS A LEARNING SUPPORT ASSISTANT AT BLACKHEATH PREP**

#### **Teaching and Learning**

- Ensure pupils are appropriately supported in their learning be it academic, practical, behavioural or social, by adopting intervention strategies as directed by the teacher.
- Encourage and support the learning of individual pupils or small groups by complementing teaching and learning strategies deployed by the teacher.
- Prepare and maintain appropriate resources for lessons as directed by the teacher and ensure that the learning resources required are effective and accessible in order to achieve the learning outcomes.
- Liaise with the teacher in order to ensure the effective delivery of the curriculum for pupils and to help raise standards of achievement.
- Contribute to discussions with the teacher on the development of work and support programmes for pupils, in order to further support learning or behaviour.
- Assist in the efficient management and/or completion of individual pupil records through observation, recording and filing.

#### **Pastoral Care, Safeguarding and Well-being**

- Liaise with the class teacher on the implementation of appropriate strategies to ensure that pupils are supported pastorally.
- Ensure that pupils are adequately supported in the acquisition of personal skills through either direct or indirect intervention strategies as directed by the teacher.
- Uphold the Pupil Behaviour Policy through effective delivery of its aims.
- Provide pastoral/welfare support for pupils to encourage their social and emotional stability and development.
- Administer first aid if qualified to do so.



### **Relationships with Parents and the Wider Community**

- Be aware of confidential issues linked to home/pupil/teacher/school.
- Work collaboratively with colleagues to meet the needs effectively of all pupils.
- Communicate concerns and observations to the relevant person regarding health & safety issues and child protection issues to maintain the school's duty of care.
- Liaise with parents regarding the effective sharing of information regarding the collection of pupils.

*It is understood that areas of responsibility are from time to time subject to review and we retain the right to alter it in line with annual needs.*

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Safeguarding and Child Protection Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

## Terms of Appointment

- The post is available from 30<sup>th</sup> October 2023 and is fixed term until July 2024 on a full time (term time) basis
- A competitive salary reflecting the level of experience to date
- Benefits include school fee remission, salary sacrifice pension scheme and life assurance
- Wellbeing benefits include annual flu vaccination and access to our Employee Support helpline
- Travel benefits include Season Ticket Loan and Bike2Work scheme
- Free staff lunch is provided during term time

## How to Apply

Please send by email a completed application form and equal opportunities form, together with a covering letter to Emma Over, HR and Recruitment Assistant: [recruitment@blackheathprep.co.uk](mailto:recruitment@blackheathprep.co.uk)

Closing date for applications is **9am, Monday 9<sup>th</sup> October 2023**

Interviews will be held on **12<sup>th</sup> / 13<sup>th</sup> October 2023**

\*\*\*Please note that the recruitment campaign might end earlier as the applications will be reviewed on a rolling basis so please do not delay in applying\*\*\*



The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be subject to an enhanced DBS check.

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