

CANDIDATE PACK FOR:
LEARNING SUPPORT ASSISTANT



burlingtonhouseschool.com



BURLINGTON
HOUSE SCHOOL

“Burlington House is fast becoming London’s gold-standard for specialist education. With a creative curriculum and expert training, to create a supportive through-school for a range of specific learning needs.”

Beyond London:

- 1. Bredon School
- 2. Heathermount School
- 3. Ripplevale School

London Schools:

- 1a. Abingdon House School
- 1b. Abingdon House School
South Kensington Prep
- 1c. Abingdon House School
Purley
- 2a. Burlington House
Prep
- 2b. Burlington House
Senior
- 2c. Burlington House
Sixth Form
- 2d. Burlington House School,
Tooting
- 3. Chelsea Hall School
- 4a. The Holmewood School
Lower
- 4b. The Holmewood School
Upper



The schools in the Cavendish Education group currently educate over 1200 children and young people. The schools based around the UK share a strong sense of community and collaborate to help all our pupils reach their highest potential.

Welcome from the Head

Thank you for your interest in joining Burlington House School, Tooting. As a specialist SEND school, we are proud to be part of a community that champions neurodiversity and empowers young people to thrive, both academically and personally.



Paul Jones - Headteacher

Working at Burlington House means being part of a passionate and committed team, where your ideas, energy and empathy can make a real and lasting difference. If you share our values and want to be part of a school where every day brings the opportunity to inspire, support and grow, both personally and professionally, we'd love to hear from you.





Burlington House School, Tooting

Burlington House School, Tooting is a brand-new independent day school for boys and girls aged 11 to 16 years old and a part of the Burlington House group of schools, which specialise in supporting pupils with dyslexia, dyspraxia and other associated learning needs to achieve their potential. Located adjacent to Tooting Common, 3, Garrad's Rd, London, SW16 1JZ. Offering small classes and a caring, nurturing environment, the school allows all children regardless of their educational start point, to make progress. Pupils follow the National Curriculum and study towards GCSE qualifications with a view to progressing on to further and higher education, or into any other relevant pathways. Our Burlington House School Sixth Form focuses not only on A-Level and BTEC qualifications but also accommodates a varied work experience programme for all its pupils. We are excited to launch as a new option for families who are looking for a school which celebrates neurodiversity and champions all students to realise their potential and passions. At the heart of our school, we provide nurturing pastoral care, and a vibrant curriculum, including studying film and media from key stage 3.



Job Description

Burlington House School, Tooting is a new Secondary School for children with Dyslexia and associated SpLDs. We are looking for two committed and enthusiastic Learning Support Assistants to work with our pupils alongside our specialist class teachers in KS3 or KS4. Burlington House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. You will be required to undertake an enhanced DBS check. Learning Support Assistants at Burlington House School are assigned to work with a group of 10 (or fewer) pupils who are members of a Form Group. LSAs work with both pastoral and academic staff to enhance and enrich the learning experience of the pupils. The context for this work is varied, encompassing both the classroom and educational experiences beyond the classroom. All LSAs are encouraged and enabled to take part in additional training to become qualified in supporting the needs of learners with SpLDs. Many are graduates looking to enter the teaching profession.

This opportunity is perfect for someone who wants to make a real difference to young people's lives, as well as develop their professional standing in the fastestgrowing group of specialist schools in the sector. We are looking for a proactive person who has initiative and understands the needs of a new and growing school. As part of a small and new school, we are looking for flexibility and an ability to work across various remits to assist the small team in creating a fantastic school. If you are passionate about pupil success and want to join the premier provider of specialist education in London - then we want to hear from you!

Job Description

Working with pupils

- To assist pupils access to curriculum materials
- To read, scribe and adapt work to enable access
- To support instructions and enhance pupils understanding in the classroom setting
- To promote good behaviour
- To participate in target setting and monitoring
- To creatively support the established learning objectives
- To support access arrangements in examinations
- To ensure good practice at all times in relation to safeguarding pupils
- To attend all morning assemblies

Working with teachers

- To engage in creating materials
- To assist in the administration and delivery of lessons
- To take a role in pastoral support network
- To attend and participate in the registration and administration of your form
- To cover lessons in the case of teacher absence

Reporting and Recording

- To assist in the recording and reporting on the development, progress and attainment of pupils
- To keep accurate and up to date records

Working with therapeutic staff

- To liaise with our team of therapeutic staff
- To assist in the delivery of specific programmes for pupils
- To monitor and provide feedback on strategies

Working with the SENDco

- To liaise with our SENDco
- To assist the SENDco in any administrative duties as the SENDco deems reasonable

Job Description

Extra-curricular involvement

- To become involved in the life of the school
- To take on a supportive role in extra-curricular activities including both sporting, Duke of Edinburgh, Creative and Performing Arts, as well as leading clubs and Enrichment activities.
- To attend promotional and commemorative events out of usual school hours
- To provide Access Arrangements assistance and invigilation during examinations.

Environment and resources

- To assist in the creation and maintenance of high quality displays
- To assist in maintaining the resources in the learning environment
- To promote good ICT skills and support the full use of our extensive network
- To participate in playground, lunch and break supervision duties

Special Interests

- To share and develop areas of special interest within the school; extra-curricular, therapeutic or otherwise



Staff Benefits

Your time at Burlington House School will include a broad variety of benefits including:

- Cycle to work scheme
- Yoga and Wellbeing massages.
- Free full eye test & voucher to be used at Specsavers
- Employee Assistance Programme with [Health Assured](#) which supports staff & immediate family with wellbeing / legal / financial advice, including face to face counselling sessions.
- Opportunity to join a Life Assurance scheme
- Part of a larger education group with opportunities to move internally as well as peer to peer support
- Enhanced family friendly paid leave
- Opportunity to progress and complete job related training, learning & development with access to SpLD and ASD specialist training for all staff
- Free lunch during Term time
- 3 discretionary gift days off between Christmas and New Year
- Later start time during the school holidays
- Onsite parking
- Wellbeing support and team-building events
- Company events
- 2 paid days off for 'Time for dependents'





What the staff say

“Coming from a commercial background, it has been so nice to join a place like Burlington House School where teachers genuinely care about the students, not just academically, but in every aspect of their growth and well-being. It’s amazing to be part of a team that makes such a real difference every day.”

“The small class sizes mean you can make a difference to each pupil. You can see the progress, and it’s a pleasure to see their success”

“ As a teacher at Burlington House School, coming from a mainstream background, it’s been so refreshing to see the level of support the students receive. Rather than constantly managing behaviour, I can focus on what I love most: teaching and helping the students learn and grow”

“Staff look out for one another and openly support each other’s projects and initiatives”

“The great thing about working at BHS are the relationships that are cultivated with the students and between the staff.”