



Staines Preparatory School  
Learning Support Assistant  
(Lower School)

to start September 2024

Deadline application 7th June 2024 12 noon

Interview: week commencing 10th June

Thank you for your interest in applying for the position of Learning Support Assistant here at Staines Preparatory School.

This pack will give you an insight into our school and why we think Staines Prep is an exciting and innovative place to work.

Our school is a forward thinking, diverse, inclusive school. I am proud that we celebrate children as individuals, acknowledging their unique characters, traits and skills. They are encouraged to embrace challenges and learn collaboratively, with effort being praised alongside achievement. Our latest ISI inspection rated us “excellent in all areas”.

We pride ourselves on having a real family feel with real family values, and dedicated staff lead by example. We provide exemplary pastoral support and continuously champion our dedication to wellbeing.

We are seeking an inspirational practitioner who will join our team of hardworking professional staff whose dedication to our high standards makes the school a special place to work.

Staff enjoy working at Staines Prep and I hope you will see why from this brochure. Please take the opportunity to read the information within this pack, and if you have any questions please do not hesitate to get in touch with us.

Samantha Sawyer B.Ed (Hons), M.Ed, NPQH  
Headmistress





## About Us

We are an innovative, friendly and caring independent preparatory school situated in the busy town of Staines-Upon-Thames. We have excellent transport links to London, Windsor and Reading via the adjacent train station, or a short drive to the M25. We have approximately 300 children between the ages of 3 and 11 in our academically non-selective, coeducational school. Classes run from Nursery through to Year 6, with children up to Year 3 enjoying a dedicated class teacher, while children in Year 4 to Year 6 work with specialist teachers in specialist classrooms to make the most of their learning opportunities. Sunflowers Nursery is part of Staines Preparatory School and is located within the School grounds. Children are accepted into Sunflowers from the term just before their third birthday. The pupil intake is multi-cultural and non-selective. Sunflowers Nursery supports children to develop a love of learning through delivering a well-planned programme of activities in a rich and stimulating environment.

Our aim is to provide an all-round education that encourages each child to reach their full potential in a caring and supportive environment, which enables them to develop a sense of community and an understanding of the wider world. We take particular pride in our reputation for the pastoral care we provide and the personal development of the children and recognise that this is built very much on the commitment and skills of our staff. The success of the School and the well-being of the staff depend very largely on co-operation, trust and respect between all levels of the team.

Our pupils come from a wide range of backgrounds and the School is proud of the rich cultural and ethnic mix within our community. After Staines Preparatory School, pupils move on to a variety of senior schools, including competitive entry independent schools, grammar schools, other independent schools and local maintained sector schools.

We have exceptional facilities which include a Digital Learning Suite, a large sports hall, an excellent performance area with specialist lighting and sound, a food technology room, a trim trail and climbing wall, Forest School area and an outdoor classroom, state-of-the-art cricket nets and a floodlit 3G all weather court. The Upper School all have brand new, large interactive smart panels which are facilitating the most cutting edge teaching techniques.

We have a strong school community, and new staff often comment on the strength of this partnership and how friendly and helpful they find the environment to be. Additionally, the School wishes to provide our staff with continual opportunities to develop to the benefit of both the school and themselves. At Staines Prep we take the welfare of our staff as seriously as we do the children in our care. Every member of staff is valued and respected.



## Key Responsibilities

### Teaching and Learning:

To work within the ethos and vision of Staines Preparatory School, under the direction of the Class Teacher and Deputy Head.

Work with class teachers to raise the learning and attainment of pupils

Promote pupils' independence, self-esteem and social inclusion

Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)

Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities

Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning

Use effective behaviour management strategies consistently in line with the school's policy and procedures

Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment

Observe pupil performance and pass observations on to the class teacher

Supervise a class if the teacher is temporarily unavailable

Use ICT skills to advance pupils' learning

Undertake any other relevant duties given by the class teacher

### Planning:

Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role

Read and understand lesson plans shared prior to lessons, if available

Prepare the classroom for lessons

### Working with Staff, Parents/Carers and relevant professionals:

Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher

Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision



## Key Responsibilities

### **Working with Staff, Parents/Carers and relevant professionals cont.**

Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers

With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with

Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers

Collaborate and work with colleagues and other relevant professionals within and beyond the school

Develop effective professional relationships with colleagues

### **Health and Safety**

Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy

Look after children who are upset or have had accidents

### **Professional Development**

Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness

Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Take part in the school's appraisal procedures

Plus any other duties as detailed by the Headmistress.



## Person Specification

### Essential Criteria:

- Commitment to the importance of safeguarding and wellbeing of pupils
- Sensitivity and understanding, to help build good relationships with pupils
- A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school
- Commitment to maintaining confidentiality at all times
- Resilient, positive, forward looking and enthusiastic about making a difference
- Capacity to inspire, motivate and challenge children
- Evidence of professional development and to be keen to develop skills
- An up to date knowledge of current practice
- An enthusiastic, cheerful and friendly personality
- Have excellent communication and listening skills (a good standard of spoken and written English), oral, written and in the use of ICT.
- Have high expectations and bring out the very best from all children.
- Possess imagination, enthusiasm and an eagerness to bring subjects alive, supported by the use of ICT within the classroom.
- An understanding of Phonics and Early Reading

- Keyboard skills and ability to use word and data processing software: Word, Excel, Outlook and SeeSaw
- Plenty of energy
- A sense of humour
- Patience
- A calm nature
- Team working skills and the ability to relate well with colleagues
- A mature outlook
- Flexibility

### Desirable Criteria:

- Suitable qualifications for the role
- First Aid training
- Understanding of the Independent sector



## Why Work With Us

Staines Preparatory School is a great place to work. Not only do we offer everything you would expect, like excellent opportunities for career development, a great support network, a team of people dedicated to staff wellbeing and numerous staff training opportunities, we also offer extras which we hope set us apart from other schools. These include;

Generous DC pension and benefits scheme  
Smaller class sizes.

Access to the Employee Assistance Programme, which offers free support on a range of issues such as work, wellbeing, money, health and legal advice.

Buddies - upon appointment you will be paired up with a suitable colleague who will be on hand to answer any questions and offer advice before you start with us.

Secret Friend - participants are given a 'Secret Friend' to buy them gifts from a list of preferences, and you will receive them too!

Social Events - we have a dedicated team to ensure we enjoy Christmas and end of year social events, along with additional get togethers throughout the year.

Free parking on site (four out of five days).

Free lunch each day.

Book Club.

Staff Choir

### Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

### Salary

8.00am - 4.00pm

Monday to Friday

£20, 433.69 - £24, 515.79 FTE

£16, 111.18 - £19, 329.76 (Actual salary)

Term time only

### Application Process

The closing date for applications is Friday 7th June at 12 noon, however we reserve the right to interview sooner for the right candidate, so please submit your application early.

If you have any questions please do not hesitate to get in touch, or if you would like to visit our school please email Mrs Rivers via [hmpa@stainesprep.co.uk](mailto:hmpa@stainesprep.co.uk)