



# St Augustine's

PRIORY

'Our Girls Will Change the World'

CATHOLIC INDEPENDENT SCHOOL FOR GIRLS AGED 3-18

"Outstanding attitudes towards their learning"



## Applicant Information

# Learning Support Assistant

*'The quality of pupils' academic and other achievements is excellent'*  
ISI Inspection Report - November 2021



Letter from Headteacher.....	1
Our School .....	3
Job Description: Learning Support Assistant.....	4
Person Specification: Learning Support Assistant.....	7
Employee Benefits.....	9
The Application and Selection Process.....	10

## Letter from Headteacher

Dear Applicant,

Thank you for the interest you have shown in the post of Learning Support Assistant at St Augustine's Priory and welcome to our inspirational school! Our priorities are to deliver excellence in all aspects of school life and for each of our pupils to live out our mission of "our girls will change the world."

We are looking to appoint a committed, enthusiastic individual who is able to work well as a member of a team. The ideal candidate will be flexible and willing to learn new skills. They will have a genuine interest in early education and be skilled in enabling children to fully achieve their potential for learning and development.

St Augustine's Priory is a leading Catholic, independent day school for girls aged 3-18 (with boys in the Nursery). The four parts of the school (Pre-Preps, Preps, Seniors and Sixth Form) are located on the same site. We are an all-through school and it is an enormous benefit to girls and parents that pupils who join us in the Prep School are able to move seamlessly up with us through to the Sixth Form years. As a Catholic school we hold the care of the whole person as central to what we do.

In November 2021, we were inspected by the Independent Schools Inspectorate (ISI) which rated us "excellent" (the highest grade) in both Educational Quality and Personal Development, and we are committed to the highest standards in student safety, welfare and wellbeing. Inspectors noted that not only do pupils have "outstanding attitudes towards their learning" but also "excellent levels of self-esteem and self-confidence which enable them to take the school's core values into the wider world." The Good Schools Guide describes us as "quietly brilliant" and the school's most recent Diocesan Inspection Report graded St Augustine's Priory as "Outstanding" the highest possible grade in all categories across both Classroom Religious Education and the Catholic Life of the school.

We have been in Ealing for over one hundred years and represent a continuity of expertise in educating women of the future. Our founders were exceptional, visionary women who strove to offer girls the best education possible, often in the most extraordinary of circumstances. We continue in this tradition and take great pride in the generations of staff and of families who continue to work and study here. Our examination results are outstanding, with exceptionally high value-added scores, and we pride ourselves on instilling in girls a love of learning and an alternative way of thinking. We offer a broad and varied curriculum with rich opportunities for personal development throughout the whole school, incorporating active community



participation. Our pupils know that they are not defined by their grades and are valued and loved for who they are in the round. They also know we are preparing them to be people of courage and determination, agents of positive change through their words and actions.

Pupils are blessed with 13 acres of green space, unique in the heart of London and we have ambitious plans for continued development of the facilities. Our Farm, Forest

School, Meadow, Astro-turf, Indoor Hall and Open-Air Theatre, all utilise the natural setting and pupils love the physical freedom offered by our beautiful grounds.

Girls are assessed on initial entry and move automatically through to the Senior School. External candidates who join us at 9+, 10+, 11+, 13+ and 16+ sit entrance examinations. Scholarships and Exhibitions are highly sought-after and are available in a wide range of disciplines, showcasing the breadth of opportunity at the school.

We pride ourselves on professional development for staff and provide support for post-graduate programmes including Masters degrees and NPQSL (National Professional Qualification for Senior Leadership). Staff enjoy numerous opportunities for progression and developing different areas of their expertise, modelling life-long learning.

We warmly welcome candidates from a range of backgrounds and the school and governors are committed to a diverse and inclusive community. Please contact Mrs Lauren Bhambra (HR Officer) at [hr@sapriory.com](mailto:hr@sapriory.com) if you have any questions.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'C Macallister'.

Mrs Christine Macallister BA ACA  
Headteacher

# Our School

## Nursery & Reception

Nursery and Reception provision is Outstanding (ISI Inspection Report). Girls make exceptional progress because they benefit from excellent teaching. They are taught by a team of experienced, caring and dedicated staff. This is a stimulating, inspirational environment enabling the strongest possible start.

We follow the EYFS Curriculum with its seven areas of Learning and Development – three prime areas – Personal, Social and Emotional Development, Communication and Language, Physical Development, and four specific areas – Literacy, Mathematics, Understanding the World, Expressive Arts and Design. The development of the whole person is central to Catholic education. Our pupils know they are loved.

Our Reception children enjoy wonderfully small classes and a vibrant experience of learning. Bespoke work with each child is possible because of our very high staff to pupil ratio. Our highly experienced, visionary teachers make sure that our love of learning is caught at an early age. Research based pedagogy means that learning is consistently imaginative and forward thinking. We get them ready for the digital age while ensuring they have a proper childhood.

## Pre-Preps (Years 1-2)

Our visionary curriculum for Years 1 and 2 builds on the creative and innovative approach to the Early Years.

High quality Maths, English, Phonics, RE, Science, Computing and PSHEE lessons with the form teacher ensure that children continue to build their core skills. At the end of Key Stage 1, 73% of our pupils are exceeding age-related expectations in Mathematics, with 87% exceeding expectations in Reading.

Expert teachers of Art, Music, PE and Modern Foreign Languages provide a broad and balanced curriculum developing each girl in the round. We know that strong relationships, high self-esteem and spirituality are vital to a child's development.

Our children skip into school delightedly. They laugh, play, and learn. They know they have a right to be on the earth. Outdoor lessons including regular time in the allotment continue the journey begun in Nursery where embedding a knowledge of sustainability in practice is developed. We know children are concerned about the environment and we begin to empower them at an early age.

“We sent you our baby and within a few months you  
sent back a little girl who can read, write, add, sing  
and dance”

CURRENT PARENT



# Job Description: Learning Support Assistant

## Line of Responsibility:

Deputy Head (Preps and Prep-Preps) and SENCO

## Job Content:

### Key Responsibilities

- To support learning and development in Early Years and Key Stage One
- To work closely with class teachers
- To be supportive of the Catholic ethos of the school
- To support children so that they receive a rich and stimulating learning experience
- To support and work with other practitioners, demonstrating skills and knowledge that promote and safeguard good outcomes for children
- To be trained in Paediatric First Aid and to administer First Aid as required
- To use sound knowledge and understanding of pedagogy in helping children in their learning and development
- To supervise Breakfast Club from 8.00-8.30am daily during term-time
- To supervise children during morning and lunchtime breaks
- To assist with extra-curricular clubs (approximately 1 per week)

### Main activities – Support for pupils

- To establish good relationships with children and their parents and interact with them according to individual needs and stage of development
- To assist pupils with personal hygiene routines, including toilet training, change of incontinent or sick children, dressing/undressing in accordance with school and EYFS Personal Care Policy
- To supervise the activities of groups or individual children as required
- To supervise and provide particular support for children, including those with special needs, ensuring their safety and access to learning activities
- To assist with the preparation of materials and resources for teaching and learning
- To actively support the development of children's language and communication skills
- To support children with learning, communication, behavioural or developmental difficulties under the instruction and guidance of SENCO
- To support individual education plans
- To be aware of children's progress and achievements and to report and record these achievements in children's developmental records through written observations and annotated photographs
- To promote children's rights, equality and anti-discriminatory practice within the school
- To support children and parents through induction and transition procedures

### Main activities –Working with teachers

- To be able to work as part of a team and to contribute to the overall ethos of the Prep and Pre-Prep team and of the school

- To make a contribution to the organisation of safe, welcoming, stimulating effective learning environments
- To design and produce displays that support children's learning and development
- To monitor children's responses to learning activities and to record their achievements and progress as directed in order to maintain and contribute to children's records
- To build good working relationships with parents in order to support and enhance children's learning and development
- To provide regular feedback to staff and parents on children's progress and development as directed
- To promote good behaviour, dealing promptly with conflict or incidents in line with school Behaviour Policy
- To support the use of ICT in learning activities and to develop children's competence and independence in its use
- To support with the delivery of remote or blended teaching and learning online, for example remote reading sessions
- To participate in training and CPD as required, including Paediatric First Aid, in order to remain abreast of current developments in childcare and education policy and practice
- To be aware of and comply with all EYFS and relevant school policies including Safeguarding Policy, Staff Code of Conduct, Missing Child Policy, Uncollected Child Policy, Personal Care Policy, E-Safety Policy
- To attend and participate in relevant meetings as required
- To attend and comply with school induction procedures
- To be part of the school's Appraisal process
- To undertake domestic duties e.g. preparation of snacks, cleaning of equipment and other such duties of an equivalent nature as determined by the Deputy Head PPP

### **Performance Management and Professional Development:**

The Learning Support Assistant will be part of the School's Performance Management Scheme. S/he will have an appraiser who will set agreed targets and monitor professional development.

### **Wider Professional Responsibilities**

As a member of St Augustine's Priory community, you will be expected to:

- Support our school vision and values.
- Have regard to the teachings of the catholic church in line with our mission statement.
- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through your presentation and personal and professional conduct.
- Participate professionally in the school's performance management systems.
- Take responsibility for personal professional development.
- Take part in professional development activities and inset organised by the school.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.
- Contribute to the school through effective participation in meetings.

- Evidence a commitment to professional research and reading to support personal professional development.
- Take part in marketing and liaison activities and other appropriate school events.
- Recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the school's health and safety policy.
- Promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures. Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and wellbeing of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning.
- Undertake any other duty as specified by terms and conditions of employment.

### Conditions of employment:

- The post-holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body.
- The post-holder must uphold the School's Policy in respect of all matters related to safeguarding and Child Protection.
- The post-holder may be required to perform any other reasonable tasks, after consultation.
- This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This Job Description is not necessarily a comprehensive definition of the post. The job description will be reviewed and may be amended annually, within the terms of your Conditions of Employment.



## Person Specification: Learning Support Assistant

Applicants should:	Essential	Desirable	Primary means of assessment
Subject Delivery			
Hold a recognised qualification (equivalent Level 3)	x		Application Form Certificates
Have experience of working with children 4-7 years	x		Supporting letter
Have excellent knowledge and experience of the Early Years Framework	x		Supporting letter
Be able to support in the delivery of the of Curriculum and to support children in their learning and development	x		Supporting letter
Be supportive of the Catholic Ethos of the school	x		Supporting letter
Proven record of excellence in supporting learning and development	x		Interview References
Excellent I.T. numeracy and literacy skills	x		Application Form Certificates
Be a Paediatric First Aider		x	Application Form Certificates
Have experience and good understanding of assessment, monitoring and recording children's progress and achievements	x		Interview
Be able to motivate and nurture pupils of varying abilities – knowing pupils as individuals, treat them as a whole person, foster co-operative and social skills, foster self-discipline, use appropriate rewards and sanctions to increase motivation	x		Interview  Teaching
Have a sound understanding of safeguarding, able to recognize signs of abuse and a readiness to report concerns appropriately	x		Interview
Be able to assist children in personal care if it should be necessary	x		Interview



Have an understanding of Individual Education Plans and of Special Educational Needs and Disabilities	x		Interview
Be able to work as part of a team –working collaboratively with others, acting on advice, sharing good practice with others, being pro-active	x		Interview Teaching
Have firm and fair disciplinary skills – creating and maintaining a purposeful, orderly and safe learning environment, maintaining consistent rules and understandings about behaviour, offering appropriate rewards and sanctions to foster motivation	x		Supporting Letter
Be able to communicate effectively (orally and in writing) with professionals in school and outside of school	x		Interview Teaching
Be able to form positive, professional relationships with children, parents and colleagues	x		Interview
Excellent record of attendance and punctuality	x		References



## Employee Benefits

 <b>PLACE OF WORK</b> Close to Central Line, Piccadilly Line, Elizabeth and other main lines and local buses	 <b>MEALS</b> Lunches are provided free by the school during term time	 <b>PENSION</b> Contributory employer's pension scheme is available
 <b>STAFF DISCOUNT</b> 50% Fee discount for pupils of staff		 <b>PARKING</b> Free car parking is available on site & Plug in car charger points for electric cars
 <b>BIRTHDAY LEAVE</b> Half day paid birthday leave	 <b>CYCLE SCHEME</b> Tax-free Cycle to Work Scheme is offered by salary sacrifice	 <b>PROFESSIONAL DEVELOPMENT</b> Strong commitment to support professional development with a dedicated people development budget

## Hours and Remuneration

The post holder will be paid on the appropriate point of the St Augustine's Priory Pay Scale. We have our own pay scale, which is above the maintained sector. The salary will be commensurate with experience and will recognise the level of responsibility that this post entails. Generous holiday.

## An inclusive and diverse workplace

We are fully committed to sustaining a positive and mutually supportive working environment free from harassment, discrimination, bullying and victimisation where staff can work collaboratively and productively together, and where all staff are equally valued and respected.

Through working collaboratively with Staff, Students, Parents, Volunteers and Governors we aim to remove barriers that you may face and promote equality of opportunity so that you can achieve your full potential at our School.



## The Application and Selection Process

Candidates should complete the St Augustine's Priory Application Form, available from [www.sapriory.com/about-us/vacancies/](http://www.sapriory.com/about-us/vacancies/)

Write a letter of application detailing: -

How your skills, knowledge and experience match the school's requirements for the post of Learning Support Assistant.

Please send both via email to [hr@sapriory.com](mailto:hr@sapriory.com) by **10am Tuesday 6<sup>th</sup> February 2024**. Interviews are expected to take place during the week commencing 19<sup>th</sup> February due to the half term week (12-16<sup>th</sup> February).

Candidates invited to interview will be offered a tour of the school and grounds, be asked to support a lesson, and there will be a formal interview.

The successful candidate will be asked to accept the post by telephone, but only once a contract has been signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based on a short delay.

For an informal confidential discussion about the role please contact HR at St Augustine's Priory by email or telephone 020 8997 2022 or [hr@sapriory.com](mailto:hr@sapriory.com).

