



Hazelwood School

## Learning Support Assistant

### Welcome

It is a pleasure to welcome you to Hazelwood, a leading independent Preparatory School, which continues to forge an exciting path into the future of education with dynamism, commitment and a strong sense of community.

Our pupils are at the heart of everything we do and their remarkable energy and imagination inspires every one of the School staff each day.

Our committed staff, supportive parents and experienced Governors work together to form the strong and rich tapestry of our school.

## Our School

**We are a flourishing, non-selective, independent co-educational Prep School for children between the ages of 4 and 13 years of age with a linked Nursery and Early Years site catering for children from approximately 9 months to 4 years.**

The school is now approximately 600 strong across both sites, making it one of the largest Prep Schools in the country. Our pupils enjoy some amazing facilities, including the Baily Building which opened in September 2016, an Innovation Centre which opened in September 2018, the newly developed Outdoor Innovation Space, an all-weather Astro and a 200 seater theatre. The Prep School is set within 25 acres of countryside with far reaching views towards the Ashdown Forest and the South Downs beyond. The nearest town, Oxted, is less than one mile away and has excellent mainline rail links into London. The M25 and Gatwick Airport are also easily accessible.

Further details about the school can be found on the website: [www.hazelwoodschool.co.uk](http://www.hazelwoodschool.co.uk).

## Our Pupils

Our pupils have remarkable energy, imagination and consistently achieve incredible feats both inside the classroom and out. Academically, our pupils achieve excellent results across all key stages and secure senior school places at a vast range of schools, many pupils gaining highly competitive scholarships.

At Hazelwood, we have an unshakeable belief in the potential of every child. Whilst we play an important part in preparing our children for life, we place equal importance in them living in the present and enjoying the here and now; being part of this as educators is a privilege. We strive towards our pupils leaving Hazelwood being confident in who they are, honest about themselves, focused on what is important, resilient in all situations, able to care for and be sensitive to the needs of others and committed to their path and their community whilst retaining a sense of balance and humility.

**It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**



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## Employee Benefits

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- Free lunch
  - Onsite parking
  - CPD
  - Pension
  - Use of staff gym
  - Swimming pool
  - Fees discount
  - Wellbeing Hub
  - Access to the Employee Assistance programme
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# Appointment of Learning Support Assistant

## Purpose of the post:

Hazelwood School is seeking a committed and enthusiastic Learning Support Assistant to join our dedicated team. This is an exciting opportunity for someone passionate about helping children thrive academically, socially and emotionally within a supportive and inclusive school environment.

The successful candidate will support pupils across the school through targeted interventions, in-class support, and 1:1 assistance. You will work closely with class teachers and the Learning Support team to help children reach their full potential and contribute to the effective running of the department.

**Accountable to:** SENCo

## Main duties and responsibilities:

- Deliver focused academic interventions (e.g., phonics and maths) under the guidance of class teachers and the SENCo.
- Provide small group and 1:1 support within classrooms across various year groups.
- Support pupils' emotional and behavioural development, encouraging independence and resilience.
- Assist in preparing resources and maintaining accurate records of pupil progress.
- Help with the day-to-day organisation of the Learning Support department, including administrative tasks.
- Support pupils during unstructured times such as breaks, lunchtimes, and school trips.
- Collaborate with staff, parents, and external professionals to meet individual learning needs.
- Uphold and promote Hazelwood School's safeguarding and inclusion policies.



### **Support for Students:**

- Support students 1:1 and/or in a small group to make progress, under the direction of the class teacher and SENCo.
- To establish productive working relationships with students, acting as a role model and displaying a positive attitude.
- To set challenging and demanding expectations and promote self-esteem and independence.

### **Support for Teachers:**

- To use strategies, in liaison with the class teacher and SENCo, to support the pupil to make progress and achieve their full potential.
- To monitor students' responses to learning activities and accurately record achievement/progress as directed.
- To provide detailed and regular feedback to teachers on the pupil's achievement, progress, and barriers to learning.
- To take direction and use your initiative on a daily basis.

- **Support for the School:**

- Be aware of and comply with policies and procedures relating to safeguarding, reporting all concerns to the appropriate individual.
- Contribute to the overall ethos of Hazelwood School.
- Participate in training, professional learning opportunities and performance development as required.
- Accompany any pupil on visits and trips, as required.
- Undertake any duties as may be reasonably required.





## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of general education (GCSE English and Maths or equivalent)</li> <li>• Willingness to undertake relevant training</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 or 3 Teaching Assistant qualification or equivalent</li> <li>• Relevant training in intervention programmes</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working with children in a school or similar setting</li> <li>• Experience supporting phonics and/or maths learning</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with children with SEND or additional needs</li> <li>• Experience in a primary or prep school setting</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Effective communication and interpersonal skills</li> <li>• Ability to support learning in small groups or 1:1</li> <li>• Good organisational and time-management skills</li> <li>• Ability to work well as part of a team and independently</li> </ul>	

<p><b>Knowledge:</b></p>	<ul style="list-style-type: none"> <li>• Awareness of how children learn and how to support them</li> <li>• Understanding of safeguarding and child protection procedures</li> <li>•</li> <li>• Awareness of how children learn and how to support them</li> <li>• Understanding of safeguarding and child protection procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with EHCPs and learning support plans</li> <li>• Awareness of strategies for supporting a range of learning needs</li> </ul>
<p><b>Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Empathetic, flexible, and patient</li> <li>• Enthusiastic and proactive</li> <li>• Committed to supporting the development and wellbeing of children</li> <li>• Professional, confidential, and reliable</li> </ul>	



# Application Process

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.

## Working Arrangements

- This role is term time only (34 weeks per year) 37.5 hours per week, Monday to Friday. Working hours will be 8am–3.30pm

## Applications

- Application forms can be found on TES and should be sent to [recruitment@hazelwoodschool.com](mailto:recruitment@hazelwoodschool.com) or posted to the school.
- For safer recruitment purposes application forms need to be completed in full and CV's will not be accepted

## References

- References may be taken up before being shortlisted, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

## Safeguarding Duties and Responsibilities

- The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be expected to uphold this duty with regard to all children and young persons for who they are responsible and with whom they come into contact. This role is a teaching or teaching support role involving extensive contact with and responsibility for children.

## Dates

- Closing Date: 24<sup>th</sup> June 2025 at 23.59
- Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.

## More information

- For more information on the role, or to come and visit Hazelwood School prior to applying then please contact HR on [recruitment@hazelwoodschool.com](mailto:recruitment@hazelwoodschool.com).

# Hazelwood School Competencies

## Building Relationships

To foster and promote positive, trusting and professional relations within and beyond the school community.

## Professionalism

Shows consideration and respect for others and embraces diversity within the Hazelwood community. Demonstrates excellent professional knowledge and passion for their job role whilst maintaining high expectations of themselves and others.

## Communication

The ability and drive to share and receive information (both written and verbal), seek advice and liaise with the staff, children, parents and others within the Hazelwood community.

## Planning and Organisation

The ability and desire to plan and organise effectively to meet the needs of all.

## Adaptability and Flexibility

To demonstrate a willingness to be open to change, to be approachable and pro-active in all aspects of your role.

## Teamwork

The ability and desire to work cooperatively with others, recognising and supporting team members. Understanding that there are many varied teams within Hazelwood, involving students, staff, parents, Governors and Community constituents.

## Big Picture Thinking

To be able to see the School as a whole and not just your department's perspective. To contribute to the whole School Vision by driving for the change and innovation it promotes, maintaining the highest of expectations from yourself and those around you.

## Leadership

To influence and maximise the effort of others towards the achievement of our school vision and to translate this vision into reality.

