

Details of the Role



Lochinver House School is a Boys' Day Preparatory School situated in Little Heath on the outskirts of Potters Bar. The school was founded in 1947 and now has a roll of 350 boys. The school is very well equipped with modern purpose built classrooms, a theatre, a sports hall, a computing suite, art studio, DT studio, music rooms, science laboratories, dedicated space for Learning Support and extensive playing fields. It owns all of its own land and buildings and has extensive playing fields. The Headmaster is a member of the Independent Association of Prep Schools (IAPS). The School was judged excellent in all areas at its last ISI integrated inspection and was fully compliant at its last Regulatory Compliance Inspection in October 2017. The school is in all ways a very successful educational establishment and has an outstanding reputation in the area and it is the largest all boys' day preparatory school north of the M25 preparing boys for transition at 11+ and 13+ to world-class schools.

The mission of Lochinver House Preparatory School is to inspire pupils through high quality teaching and learning, in partnership with their parents. There is a particular emphasis on spiritual, moral, social and cultural development, and on creating a safe, happy community that is conducive to learning in its broadest sense. "Perstare Praestare" – the School's motto meaning 'To Persevere, to succeed'.

We continue to be proud of our School's academic results. It is normal for all pupils to achieve places in their first choice of senior school and, last year, 25 scholarships were offered to our Year 8 cohort by leading independent schools. We send pupils to a large number of senior schools, 22 in the last 10 years including schools such as Aldenham, City of London, Eton, Haberdashers, Haileybury, Harrow, Merchant Taylors', St Albans and Westminster.

Learning Support Department

Our Learning Support Department is specifically arranged to respond to the needs of pupils who have some difficulty with English or Mathematics or because of a general requirement for support for a specific learning difficulty such as dyslexia or dyscalculia. We acknowledge and respect all individual differences in abilities and offer all our pupils the opportunities to help them achieve, thrive and develop their inner talents and grow their self-esteem and self-confidence.

At LHS our aim is to continually support our pupil's development, working closely with class teachers, tutors, subject teachers and parents, so that we are aware of any difficulties a pupil may be experiencing.

All staff work together to ensure the inclusion of all pupils and are committed to ensuring pupils with Special Educational Needs fulfil their potential and achieve the optimal educational outcomes. We are committed to inclusion within the school curriculum and participation in all aspects of school life.

As a department we have a vision that all pupils with Special Educational Needs will access the support that will equip them with the skills and knowledge they need to remove their barriers to learning and enable them to fulfil their potential. They will be able to apply these skills across the curriculum and in their wider lives, moving them towards independence as learners and young people.

Pupils are engaged and taught in a variety of ways and the curriculum is tailored to support individual needs. Lochinver House School provides a safe and secure setting within a stimulating learning environment, where pupils are recognised as individuals and their achievements celebrated by all.

SEN Teaching Assistant

Our SEN Teaching Assistants support and assist our skilled and committed SEN teachers. They must be dynamic, ambitious and hold a level 3 or above certification in childcare. Teaching Assistants must be qualified to GCSE Level or above and have grade C or above in English, Maths and Science. Previous experience of working with children with Specific Learning Difficulties would be advantageous.

The position holder will be expected to work with various pupils and year groups as required by the Head of Learning Support. They must be committed professionals willing to 'go the extra mile' in support of the School.

All Teaching Assistants must be able to demonstrate a genuine passion for education. You should be confident to use your skills and experience to motivate and inspire pupils to engage fully with their learning. When working with small groups of pupils or on a one to one basis you should be quick to respond if pupils require additional support or new challenges. You should be focussed on ensuring the best possible outcomes for all pupils.

As well as being passionate about children's development and learning, you should be patient, calm and highly organised, capable of acting upon your own initiative and prioritising your workload. You should be a highly efficient administrator with good IT skills who completes tasks quickly and efficiently. You should be positive and caring, with the energy to match our youngest pupils!

You are required to form positive relationships with all members of the School team and be ready and willing to support your colleagues, as required. You should also be responsive to constructive advice intended to improve your own professional development and willing to attend courses as directed by the Head of Learning Support.

Confidence when dealing with parents is a must and you are expected to be able to form positive relationships with our hard working and supportive parent body.

Detailed Job Description

- SEN Teaching Assistant reporting to and assisting Head of Learning Support
- Core hours Monday to Friday 8am to 4.45pm term time only
- Teaching support in Literacy, Numeracy and other areas of the curriculum as required
- Support and complement the work of teachers by:
 - Responding to individual needs by personalising resources for an individual or a small group
 - Being vigilant and mindful of any pastoral issues and inform the Head of Learning Support without delay if you have any concerns about a pupil
 - Working with a group of pupils or an individual pupil, as required and in a variety of capacities
 - Supporting the School in behaviour management, following the School's Behaviour Management and Exclusion Policy
 - Assisting with assessing as directed by the Head of Learning Support
 - Marking any work as appropriate and, if requested, follow the School's Marking and Feedback Policy
 - Planning with the teacher and Head of Learning Support specific strategies and targets for improvement
 - Liaising with the Head of Learning Support and the Able and Talented Lead

- Assisting in the promotion of development and learning (physical, social, emotional and behavioural)
- Contributing to risk assessments as required
- Helping with administrative duties such as photocopying as directed by the Head of Learning Support
- Attending all School INSETs and training deemed necessary by the Head of Learning Support
- Taking appropriate action related to any problems or emergencies that occur during the lesson or School day

All staff are expected to:

- Work towards and support the School's vision and the current objectives
- Support and contribute to the School's responsibility for safeguarding and promoting the welfare of children and young people, adhering to all safeguarding policies and procedures
- Comply with all school policies – particularly those on child protection, health and safety, confidentiality and data protection
- Value, promote and advance equality and diversity
- Work within and adhere to the School's health and safety policy to ensure a safe working environment for staff, pupils and visitors
- Adhere to Data Protection principles and policy, ensuring confidentiality of the School's activities is maintained in order to protect the integrity of the organisation and its people
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues
- Engage actively in the performance review process.

Lochinver House School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced criminal record check through the DBS. The interview will include questions about safeguarding children and our child protection policy can be found on the School's website.

The School is committed to eliminate unlawful discrimination and to promote equality for pupils, staff and the extended school community.