



INFORMATION FOR  
CANDIDATES APPLYING  
FOR THE ROLE OF  
LEARNING SUPPORT ASSISTANT for maths (for one year)  
AT HIGHLANDS SCHOOL

Required for as soon as possible  
<http://www.highlands.enfield.sch.uk>





Dear candidate,

I am delighted that you are considering applying for the position of learning support assistant for maths (for one year) at Highlands School. Highlands is a very successful and popular school with a thriving sixth form. The school community is a diverse one; students come from a range of socio-economic and cultural backgrounds and we are proud to be one of the most popular mainstream schools in Enfield.

Our stated goal is “To provide a world class educational experience for our students. In whatever we do, to be held as an example of best practice to other schools.” This is an aspirational goal, but one we judge ourselves against at all times. If you are successful in your application you will play a key role in improving Highlands towards achieving this.

I became headteacher in September 2018 and since then there has been much change. We have changed the timings of the school day, introduced weekly CPD, lengthened Key Stage 3 and reduced the number of GCSEs our year 11s sit. We have transformed our safeguarding systems and this September we launched a brand new whole school behaviour system. We have raised expectations in terms of the quality of curriculum, our remote learning provision, teaching and school

leadership at all levels and will continue to do so further.

I am committed to developing staff. We have two hours of CPD every week and roughly 50% of this is given to departments for teaching and curriculum development. As a Teaching School we offer staff places on a range of professional development programmes. Our approach to curriculum and teaching is influenced by the writings of theorists such as Christine Counsell and the principles of Rosenshine—yours should be too. We want to recruit a hard working and driven colleague with very high standards, someone who wants to make a real difference at Highlands. The successful candidate will be ambitious and we will support them towards fulfilling their own career potentials.

Before reading on, I recommend you [watch this video](#), which will introduce you to our school.

I look forward to receiving your application and meeting you in person,

Vincent McInerney, Headteacher





## History, ethos and values

Highlands was opened in 2000, the first PFI school in the country. The grounds and building are under the control of the PFI contract holder and will remain so until 2025 when they return to the local authority. Mr McInerney is the third headteacher in Highland's history. The previous head, Mr Goddard, led the school on a successful journey from 'satisfactory' in 2007 to 'Outstanding' twice (2011, 2014). The school has always had excellent GCSE attainment and in 2020 achieved its best ever Progress 8 score. Disadvantaged students perform in line with other students nationally.

As you will see if you visit Highlands, the work we do at school is underpinned by the Highlands school values: determination, aspiration,

respect and equality: DARE. These are not tokenistic words, they were arrived at through extensive consultation with students, staff and the community. Our assemblies and tutor time programmes reinforce them and the words are prominently displayed around the school.

Highlands is inclusive and the school welcomes students from a range of backgrounds and abilities. Apart from maths, we do not put students into ability streams at the start of secondary school. We allow all students to choose from all of our option subjects. We do not believe that students with low attainment should be channelled away from more challenging subjects if they enjoy them.

## Curriculum

The key stage 3 and key stage 4 curriculum structure was reviewed and changed last year.

The review involved consultation with the Governors, staff and students. One outcome of the review was that the school decided it was not appropriate for all students to study as many compulsory subjects as they traditionally have. As a result more choice has been brought into the option process. For example, rather than all students taking computing, some do but some can choose other subjects.

Another outcome of the review was that the school felt that the end of year 8 was too young an age for students to stop studying certain key subjects such as history and geography or the performing arts. As a result of this more subjects are now studied by all students until the end of year 9.

The structure and options process is only one part of the curriculum review, though. Currently we are looking closely at how each subject's curriculum is sequenced. Senior leaders, subject leaders and teachers will be clear about the key knowledge that students are learning in their subjects. The focus will be on vocabulary, events, people, places, processes and concepts because research shows these are the most transferable or 'powerful' forms of knowledge. We have been fortunate enough to be joined by subject experts in their fields to help sequence subject macro-curriculums.

Highlands has adopted an evidence and research based approach to curriculum development and the school expects to be at the forefront of innovative curriculum design in the coming years. This research informed approach is evident in our new assessment policy due to be launched in September.





## Teaching, learning, CPD, Teaching School

Developing the quality of teaching, learning and assessment is a priority in the current academic year. The school moved away from one hour, OFSTED graded lesson observations two years ago. Curriculum conversations have become the main process by which staff receive feedback on the strengths of their teaching and the areas for development. The new process is still being developed and this will continue into next year. A new teaching and learning policy and teaching handbook will be ready for September 2021.

Staff have CPD every Tuesday and Wednesday and this is built into the school day. This is a valuable opportunity for staff to share best practice, work on curriculum development, undertake research and collaboratively plan and assess, amongst other things. Our objective is to build a community of

teachers committed to professional development and excellence, and to give them the time and resources to achieve it.

As a teaching school, Highlands staff have unique access to a range of professional development opportunities, delivered by the school. These include middle and senior leadership programmes. Uptake on these programmes is high amongst our staff. For NQTs, the school offers the early career framework.

We are committed to developing our staff. You can watch some of our current staff talk about their professional journeys by clicking on the videos below:

[Louise](#), [Hope](#), [Alice](#), [Jody](#), [Mia](#)

For ITT, NQT and RQTs, [Becky's video](#) talks about early career training.





## Enrichment

At Highlands we think about more than exam results. The extra-curricular provision at the school is excellent. In recent years Highlands students travelled to Barcelona, Namibia and New York. Students studying physics visited Poland as part of the Erasmus programme, recently they visited Finland and France. Our students take part in the Duke of Edinburgh programme, ski trips and other visits locally and nationally.

The performing arts are a strength at the school and the shows and performances are very popular. Two years ago the school production was Bugsy Malone, the students at school perform as cast members, perform in the orchestra and make up the crew. Sports are another area of success at the school; girls' football at Highlands is amongst the strongest in the region.

At Highlands students leave with excellent results but also with experiences and an appreciation for the world beyond school that will stay with them forever.

When school finishes early on Wednesdays for staff CPD, we normally run compulsory Ed-Extra for year 7 students. All 240 students in year 7 remain in school until 3:30pm to take part in activities run by external providers and sixth-formers. These range from rugby to cooking, from debate club to movie making. It is a good example of an area in which the school does something that other schools look to as an example of best practice and innovation. We believe our extra curricular programme at Highlands should rival that of any other secondary school in London.





## The Sixth Form

All members of the Highlands community are enormously proud of the sixth form, which is one of the most popular in Enfield. In some subjects outcomes are excellent and students receive offers from the top universities (this year we have several students with Oxbridge offers).

At Highlands it is not just what students achieve academically that matters, but what type of young people they become and what they choose to do when they leave. It is for this reason that we have built a diverse and challenging curriculum, along with excellent enrichment opportunities for our students. We are an inclusive sixth form, with a welcoming, diverse and grounded community in which our students feel cared for and supported.

Supporting students to make the right university or career choices is a priority at Highlands. We have a dedicated team of staff who bring outside speakers into the school to develop students' understanding of the world of work. We have a special pathway for students wishing to enter careers such as law or medicine, study at Russell Group universities or who wish to study at Oxford or Cambridge. We have a commitment to support each student into the career or university of their choice.

Learn more about the sixth form on our [sixth form open evening microsite](#), set up this year as we were recruiting into our sixth form.

## School priorities

Our goal is to provide a world class educational experience for our students. In whatever we do, to be held as an example of best practice to other schools.

To achieve that the school has three strategic priorities:

1. Achieve academic excellence, underpinned by a curriculum that meets the needs of all learners.
2. Create a culture that celebrates diversity and equality and that supports inclusivity and excellent behaviour.
3. Promote a culture of leadership, self-reflection and professional development across all staff.





## Learning Support Department

All students who attend Highlands are valued equally, whatever their strengths, weaknesses or difficulties. The school is a caring community, fostering tolerance and mutual respect. The learning support faculty team, led by the school SENCO, includes special educational needs staff, learning support assistants, and specialist SEN teacher.

They offer a wide range of support services to pupils with medical, physical, learning, behavioural and emotional difficulties and provide targeted individual interventions. The team also works with all subjects' teaching staff to support the differing individual needs of our students in lessons. Some students may be withdrawn from languages where appropriate or from some other non-core subjects to receive extra literacy and numeracy booster lessons. The team also offers support in small groups or one to one interventions for students with identified needs such as speech and language and communication difficulties, English as an additional language and also run self esteem groups.

All students with an education, health and care plan (EHCP) will have an identified key worker who oversees their general learning and wellbeing in school and also serves as a point of contact between home and school. Students who will benefit from a more practical curriculum are given the opportunity to attend a part time college course, and may follow an alternative accreditation to GCSE. The hearing impaired base at Highlands is an accessible department within the mainstream school. Students learn alongside their hearing peers within the mainstream lessons with assistance from a qualified communication support worker and a teacher of the deaf. When appropriate and where reinforcement of lessons is needed, this may be done in small groups in the base, led by qualified staff.



# The Role

## Learning support assistant for maths (for one year)

### Job Purpose

To assist in the support and inclusion of students with specific educational needs within the school.

Learning support assistants (LSAs) play an invaluable role in helping to meet the needs of many students with SEN and ensuring they receive their curriculum by aiding the student(s) to learn as effectively as possible both in group situations and individually, inside and outside of the classroom.

### Job Details

The position is full time (33 hours per week x 39 weeks per year)

The successful candidate will report to the Assistant SENCO

The salary is Scale 3 (actual range: £17,388 — £17,703 p.a. inc. )





# Job Description

## Key accountabilities

- To clarify and explain instructions to students
- Ensure the students are able to use necessary equipment
- To motivate and encourage the students
- To assist in areas of specific weakness, such as speech and language or writing tasks
- To help students to concentrate on and to finish work set
- To attend to student's personal and health needs
- To develop appropriate resources to support the student(s)
- To assist in the management of student's social interactions and behaviour
- To work with the teachers in lessons to remove 'barriers' to learning
- To liaise with class teachers on student progress and advise on appropriate strategies
- To act as a key worker for a nominated student(s) and liaise as necessary with parents and school staff
- To support curriculum planning, develop resources
- To monitor the progress of the student(s) you support
- To establish a supportive relationship with the student(s) concerned
- To establish the acceptance and inclusion of the student(s) in the classroom
- To manage student(s) as advised by the SENCO and the class teacher

- To use methods of promoting/reinforcing the student(s) self esteem
- To ensure the safety of the student(s) in your care
- To assist with intimate care, as necessary
- To contribute to the 'Toe By Toe' Literacy scheme
- Where appropriate, to foster links between home and school
- To liaise, advise and consult with other members of the SEN team
- To contribute in relevant professional development
- To maintain confidentiality about home-school/student-teacher/school work matters
- To carry out any other duties required by headteacher within the scope of the post

## Review Arrangements

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share

# Person specification

The following outlines the key knowledge, skills and experience required for this position. As part of the shortlisting process, the selection panel will assess each candidate against the criteria listed below.

## Skills and Knowledge

### Essential

- A' Level in Maths, or equivalent qualification
- Excellent communication skills (written, oral and utilising I.T.)
- Ability to work independently, under minimum supervision or as part of a team, as required
- Willing to participate in training and professional development programmes appropriate to the needs of the post
- Ability to work under pressure
- Excellent interpersonal skills
- Good organisational skills
- Good time management
- Calm and friendly manner
- Good sense of humour
- An interest in education
- The desire to support students to achieve the best possible outcomes.

### Desirable

- An understanding of school systems

## Experience

- Experience of working with children or in a community setting

### Personal Qualities

- Integrity
- Trustworthiness
- Good work ethic
- Adaptability
- Eager and willing to add to their knowledge base and skills





## The application process

Please apply by visiting the [vacancies page](#) on our website and complete an application form (at the bottom) in full with a personal statement of no more than two sides of A4 outlining how you meet the person spec. This can be typed in the space on the application form or as a separate document.

**Closing date:** 9am on Friday 24th September with interviews shortly afterwards. If you have any questions, please contact Trudi Steiner, HR Officer, at [hsjobapp@highlearn.uk](mailto:hsjobapp@highlearn.uk) or 020 8370 1166.

The Governing Body are committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an enhanced DBS check.

Highlands School  
148 Worlds End Lane  
London  
N21 1QQ

020 8370 1100

HR Officer, Trudi Steiner  
[steinert@highlearn.uk](mailto:steinert@highlearn.uk)