

APPOINTMENT OF
Learning Support Assistant –
Maternity Cover
September 2026



ORLEY FARM
SCHOOL





'It takes a village
to raise a child'

Dear Applicant,

Orley Farm School is an extraordinary place of learning! We are set in a highly competitive part of London where expectations are always leveled at doing and being our very best.

However, do not be fooled into assuming that our parents are part of the dinner-set who focus on superficial veneer-thin aspirations. The DNA of this school runs very deep and it is founded in developing remarkable young people, not simply the one-dimensional 'academic' child. We are equally focused on developing the social, physical, creative, emotional and spiritual child alongside our academic challenge because we know that this leads to enriched learning. It is also the right thing to do in a world that tends to only value short-term highs; we are in this for 'life', as I want our pupils, staff and parents to look back on their Orley years as a time of wonder and inspiration!



In order to achieve this you have to surround young learners with adults who share a sense of service, duty, commitment and above all, care for this vision. Orley Farm School inspires everyone to achieve in every aspect of their educational experience, pupils, staff and parents included! Our focus is on the individual and their passions and this is at the heart of all that we do, in order to unlock further learning and develop new skills.

A very strong part of our vision is how we sit in our community. We talk about the bonds of family within our school and this is certainly evident in the relationships across and within the school. We are blessed with an extraordinary setting and facilities within a stone's throw of London. Our school community has a strong foundation in 'giving', as this goes back to those founding values in developing happy, fulfilling and purposeful lives – for pupils, staff and parents!



I was so fortunate in my early years as an art teacher and Housemaster to work for a Head who expected me to make mistakes, learn from them but to always aim for the stars! I hope that having the opportunity to visit our website and peruse our prospectus will give you further insight into what an extraordinary place this is with infinite opportunities. Initiative and Risk Taking are two of our ten unique 'Thinking Skills' and if the attached role and description of our community excites you, then I do hope that we hear from you!

Yours faithfully,

Headmaster

Orley Farm School was founded in September 1850 by Mr Edward Ridley Hastings. Mr Hastings had previously been employed as a tutor, but with encouragement from Dr Vaughan, the great Headmaster of Harrow School, he formed a preparatory School so boys did not have to “enter Harrow too early”.

A new classroom block was added. 1973 saw the addition of the Gardner building, and in 1977 phase one of the Sports Hall complex was completed, with the addition of a gymnasium in 1981. Two major changes were also brought about in 1978; the Pre-Preparatory department was opened to educate boys from four to seven years. Then in 1984, a year after St George’s Hall was finished and 133 years after the first boarders, Orley Farm ceased to be a boarding School and the dormitories were converted to classrooms.

That year also saw the Official Grant of Arms made through the College of Heralds, and in May 1985 the emblazoned Orley Farm School scroll was put on display in the corridor of St George’s Hall. The arms and crest have three historical sources: (1) the stag holding an oak leaf is the Trollope family crest; (2) crossed arrows and a silver laurel wreath are included on the Harrow arms, and (3) the “Hurst” of oak trees on the shield and sprig of oak in the badge refer to the Gardner family. The motto, Haec cogitate, “think on these things”, comes from St Paul’s letter to the Philippians’.

In 1990, there were more changes, most important of these was the admittance of girls to the School in 1994, adding another dimension to Orley Farm’s long and varied history. In 1995, a new Pre-Preparatory department was built, followed in October 1996 by the opening of the all-weather pitch and Quadrangle development. Finally, as the School’s approached its 150th birthday in 2000, a state-of-the-art music faculty was completed.



**Orley Farm School:
Aiming for excellence
in all we do!**

ORLEY FARM HISTORY





ORLEY FARM ETHOS

At Orley Farm we pride ourselves in providing a challenging environment to stimulate and develop lively and inquiring minds.

We encourage all pupils to reach their true potential and eventually become individuals who value learning with and from others, as a life-long process. Independence of thought and action is encouraged, together with application, perseverance and initiative.

The curriculum is broad-based in order to facilitate the acquisition of knowledge, promote enjoyment in learning and to provide skills to equip students for their next school and further. We aim for our pupils to enter the rapidly-changing world of work and leisure as active and confident participants.

Everyone at Orley Farm works to create an atmosphere in which pupils feel secure and valued and encouraged to progress academically and socially. We try to develop in them a sense of moral values, especially respect for others and their property, which will enable them to become responsible and considerate members of any community.

**‘Focus on the journey,
not the destination.
Joy is found not in
finishing an activity
but in doing it.’**





Positive staff mental health and wellbeing are essential ingredients for cultivating a mentally healthy school.

Positive staff mental health and wellbeing at Orley Farm is all about flourishing and thriving at school, work and beyond. We give our pupils and staff the happiness advantage by drawing on the principles of Positive Education.

Positive Education is the practical application of Positive Psychology within an educational setting combining best-practice teaching and pastoral care with the science behind happiness and wellbeing. We strive to equip our whole school community with positive mental health strategies through continuous professional development alongside their personal development and growth.

Here at Orley Farm, we view professional growth as a protective factor in staff wellbeing and value the positive impact that continued learning has on mental health and wellbeing.

Three core pillars drive through the heart of the school ensuring pupils have a balanced approach to their school life. Hand in hand academia, co-curriculum and pastoral care form 'The Orley Farm Way.' They are woven into the fabric of the school and the exceptional pastoral care that the school provides enables children to foster a strong sense of 'self', 'belief' and 'purpose.'



The Thinking Skills are at the heart of school life.

LIFE TIME OF LEARNING



Ambition



Creativity



Curiosity



Empathy



Flexibility of Mind



Focus



Good Judgment



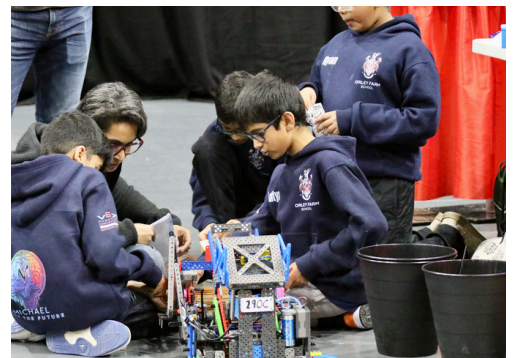
Initiative



Resilience



Risk Taking





THE ROLE

The Role

A Learning Support Assistant (LSA) in the SEND department plays a vital role in helping pupils with special educational needs access the curriculum, develop confidence, and achieve their full potential. Their work supports both the academic progress and the emotional and social development of students who may require additional help.

Purpose of the Role

Supporting Pupils

- Work with pupils individually, in small groups, or within the classroom setting.
- Support pupils in Key Stage 1 and Key Stage 2 as directed.
- Assist pupils with literacy, numeracy, and other curriculum areas, explaining concepts clearly.
- Promote pupils' independence, confidence, and social development.
- Provide emotional support and encouragement to help pupils engage positively in learning.
- Support pupils during transitions, break times, and lunch times as required.

Supporting Teaching and Learning

- Prepare, modify, and organise resources and learning materials in advance of lessons.
- Implement strategies outlined in IEPs, EHCPs, and support plans.
- Contribute to planning and adapt activities to suit individual needs.
- Reinforce learning objectives set by the teacher.
- Help maintain a purposeful, inclusive learning environment.





Monitoring and Record-Keeping

- Observe, record, and report on pupil progress, needs, or concerns to the class teacher/SENDCo.
- Assist in evaluating the effectiveness of interventions and support strategies.
- Contribute to review meetings, including annual reviews, when required.

Working with Staff and Families

- Work closely with class teachers, the SENDCo, and the Learning Support team.
- Support the pastoral work of the school and contribute to home-school communication in line with policy.
- Communicate professionally and effectively with colleagues, pupils, and parents.

Professional Responsibilities

- Complete administrative tasks for the SENDCo and staff when requested.
- Attend relevant training, CPD sessions, and staff meetings when required.
- Support school events and activities, including out-of-hours events when required.
- Follow all school policies, including safeguarding, behaviour, and health & safety.
- Maintain confidentiality at all times.
- Carry out any other reasonable duties requested by the Head, Head of Section, or SENDCo.

Salary will be between £21,200 - £22,500 and will be dependent on experience and qualifications.

Working hours will be Monday - Friday, 8:00am - 3:30pm, 35 hours per week, term time only. The position is offered on an one year fixed term contract.

This job description outlines the main duties of the role but is not exhaustive. Staff may be asked by their Line Manager to carry out other reasonable tasks at a similar level. The description will be reviewed periodically and may be updated to reflect the needs of the school, with any changes discussed in advance.

Please note that this role is 'exempt' from the Rehabilitation of Offenders Act 1974. Therefore, you are required to disclose any convictions, cautions, reprimands and final warnings that are not considered 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Orley Farm School is an equal opportunities employer and is committed to treating all current and prospective staff fairly and consistently. We value diversity and strongly encourage applications from suitably qualified candidates of all backgrounds.

Orley Farm School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION

Qualifications

- Good basic education to GCSE level in literacy and numeracy, or the equivalent.
- NVQ or CACHE Level 2/3. HLTA is desirable.
- Confident use of ICT to support learning and communication.

Experience

- Experience working with children in a school or educational setting.
- Experience supporting learning in small groups or one-to-one.

Knowledge & Understanding

- Understanding of how children learn and develop.
- Awareness of Special Educational Needs and Disabilities (SEND).
- Knowledge of effective strategies to support learning, behaviour, and inclusion.
- Understanding of safeguarding responsibilities and commitment to pupil welfare.
- Familiarity with school policies and the need for confidentiality.

Skills & Abilities

- Ability to explain concepts clearly, particularly in literacy and numeracy.
- Able to adapt materials and tasks to meet pupil needs

- Strong communication skills with pupils, staff, and parents.
- Ability to build positive, supportive relationships with pupils.
- Able to work effectively as part of a team and independently when required.
- Good organisational skills, with the ability to prepare resources and manage time effectively.
- Able to observe, record, and report on pupil progress.

Personal Qualities

- Organised, resourceful, and reliable.
- Approachable, empathetic, and patient.
- Enthusiastic and committed to supporting pupils' progress.
- Positive attitude and willingness to learn.
- Ability to remain calm under pressure.
- Professionalism and high standards of conduct.

Other Requirements

- Willingness to supervise pupils during break and lunch times.
- Commitment to attending training, meetings, and school events as required.
- Willingness to carry out reasonable additional duties requested by the SENCo or leadership team.
- Commitment to safeguarding and promoting the welfare of children.

The post-holder is responsible for promoting and safeguarding the welfare of children they work with or come into contact with, in line with the school's Child Protection Policy, which must be followed at all times.

If, during their duties, the post-holder becomes aware of any actual or potential risk to a child's safety or welfare, they must report it to the Designated Safeguarding Lead or the Headmaster in line with the School's Safeguarding Policy.

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application and a background online digital check by a third party professional screening company Safehire.ai Ltd. Further details are available in our Recruitment Selection and Disclosures Policy and Recruitment Privacy Notice.

**Orley Farm School:
Aiming for excellence
in all we do!**

BENEFITS



COMPLIMENTARY LUNCH
during term-time



USE OF OUTDOOR SWIMMING POOL
in the summer at designated times



COMMITMENT TO PROFESSIONAL
DEVELOPMENT



FEE REMISSION FOR CHILDREN
OF ALL STAFF
after probationary period



EXCELLENT TRANSPORT LINKS
& ON-SITE PARKING



COMMITMENT TO POSITIVE
MENTAL HEALTH & WELLBEING
for staff and pupils

Orley Farm 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 APPLICATION PROCESS

Suitability will be assessed through the application form, supporting documents, interviews, and references. If invited to interview, you must present original ID and qualification certificates; copies will not be accepted. Originals will only be kept if you are appointed, and any copied documents for unsuccessful candidates will be securely destroyed.

Applications must be submitted using the School's application form; CVs will not be accepted. Candidates should complete the form fully, including qualifications, full employment history, and contact details for two professional referees—one of whom must be the Head of your current or most recent school. The School may contact any previous employers.

Shortlisted candidates will be asked to provide details of all unspent convictions and any that are not subject to filtering, prior to the interview date.

As part of the shortlisting process, we will consider carrying out an online search on shortlisted candidates as part of our due diligence. This will may using the online platform provided by [Safehire.ai](#) Ltd to undertake Surface and Deep Web background checks on shortlisted candidates for purposes including but not limited to compliance with applicable laws and regulations (such as safeguarding obligations, including those referenced in the UK Department for Education's statutory guidance: "Keeping Children Safe in Education"), risk management, due diligence, and internal policies.

This forms part of our wider safeguarding due diligence which aims to prevent individuals who may be unsuitable to work with children from working in a school environment.

References will be taken for all shortlisted candidates before the interview, and online checks will be carried out for those progressing to interview.

All application forms and queries should be e-mailed to Purvi Patel, HR Manager, at: HR@orleyfarm.harrow.sch.uk

All applications will be acknowledged. Candidates who do not hear from us within two weeks of the closing date should assume the post has been filled. Applications are reviewed as received, and interviews may be held before the closing date.

Orley Farm School may withdraw the position if an early appointment is made, so early applications are strongly encouraged.





Orley Farm School
South Hill Avenue
Harrow on the Hill
Middlesex, HA1 3NU

Tel: +44 (0)208 869 7600
www.orleyfarm.harrow.sch.uk

