



Mill Hill

Instilling values, inspiring minds

Grimsdell | Belmont | Mill Hill School | Mill Hill International | Cobham Hall

Grimsdell | Belmont

Learning Support Assistant
Candidate Information Pack

INTRODUCTION

We are currently advertising for 3 full-time Learning Support Assistants and 1 part-time Learning Support Assistant (this will be across Grimsdell or Belmont). The role of the Learning Support Assistant (LSA) is to support specific children whom require 1:1 support within the classroom environment. The post holder will have the skills and capability to develop positive relationships with all pupils, in particular the child they will be working with.

The post holder will, under the guidance of the Senior Leadership Team, School SENCos and Teaching staff help to implement agreed learning programmes through a system of collaboration and supervision. The role may also involve assisting Class Teachers with the implementation of their lesson planning, the management and preparation of resources and the effective pastoral care of the children they are supporting.

They will have high standards of themselves as a professional and recognise the contribution they make to the development and learning of children. They will engage in high quality interactions with children that enable learning and uphold the values of the School.

Closing date for applications: 9:00am on Tuesday 30 May with interview taking place w/c 5 June 2023.

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts about Grimsdell:

**Mill Hill School
Foundation**

EDUCATING GIRLS AND
BOYS FROM 3–18

Salary

HOURLY RATE OR SALARY
DEPENDING ON
EXPERIENCE

10 miles

FROM CENTRAL LONDON
WITH EASY ACCESS TO
UNDERGROUND AND MAIN
LINE STATIONS

‘Awarded Excellent in Quality of Education in academic achievement and personal development.’

THE SCHOOL

Grimsdell

Our aim is to instill a deep and natural love of learning that will stay with our pupils forever. Our curriculum is rich and diverse and extends well beyond the National Curriculum. It is both demanding and exciting, giving them a chance to excel in so many areas.

Please click [here](#) to view our latest ISI Inspection report.

Further details about the School can be found on the website at: millhill.org.uk/grimsdell

The Mill Hill School Foundation Ethos

The Mill Hill School Foundation educates boys and girls from 3-18, seeking to equip them for life, both now and in the future.

Our stimulating academic environment and numerous activities outside the classroom encourage learning and personal growth. We are committed to the development of every pupil and believe that our friendly and supportive community helps this to happen. We seek as a Foundation to instil a love for learning which will last a life time whilst balancing this with a readiness to embrace change.



THE SCHOOL

Belmont

Belmont is the co-educational preparatory day school to Mill Hill and one of four schools that comprise the Mill Hill School Foundation. The school is set in 30 acres of the Mill Hill conservation area on the edge of the green belt and is over-subscribed. Some 540 pupils are on roll, aged from 7 to 13. Belmont has an excellent academic reputation and provides a happy and friendly environment in which pupils enjoy learning; the extra-curricular programme is extensive and of high quality.

Entry at 7+ is automatic from the pre-prep and selective for external candidates. Entry at 11+ is selective and gives automatic transfer to Mill Hill, the senior school, at 13+. Approximately 90% of pupils transfer; the remaining pupils are successful in gaining entry to other selective independent schools in north London and beyond. The school achieves high academic standards including in entrance exams to senior schools, with a significant number of pupils regularly achieving academic, music, art, design, drama and sports awards. The School has a strong reputation for outstanding pastoral care and the personal development of every child.

The Mill Hill Foundation places the safeguarding of all pupils as a fundamental priority.

Further details about the School can be found on the website at: millhill.org.uk/belmont



JOB DESCRIPTION

Main responsibilities

- Approach the teaching and learning of children in an efficient and informed manner by adopting relevant strategies that support the work of the teacher to increase the achievement of pupils, including those with special educational needs and disabilities. In particular:
 - The use of effective questioning and interactions that will develop thinking skills and support the development of independent thought and actions.
 - Warm and respectful interactions with children to encourage and motivate them
 - Effective techniques to encourage positive and active speaking and listening skills
- Promote, support and facilitate inclusion by encouraging the participation of all pupils in their learning and extracurricular activities
- Use effective behaviour management strategies consistently and calmly, in line with the school's policy and procedures
- Contribute to effective assessment and planning by supporting the monitoring and recording of pupils' progress through observation and identification of next steps in learning
- Provide effective feedback to pupils in relation to progress and achievement
- Communicate effectively and sensitively with pupils to adapt to their needs and support learning
- Act as a role model to pupils in demeanour and approach to tasks
- Set appropriately high expectations for pupils and not put limits on their potential
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities

- Promote independence and employ strategies to recognise and reward self-reliance
- Work with the teacher to maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources
- Liaise sensitively and effectively with parents as agreed with the teacher & US/LS SenCo where necessary or appropriate
- Support the teacher with routine administration tasks
- Create resources that supplement the learning programme

Knowledge and Understanding Teaching, Learning and Pastoral Care

- Be prepared to acquire any additional appropriate skills, qualifications and/or experience required for the teaching assistant role, with support from the school
- Demonstrate skills in understanding the needs of all pupils and know how to adapt and deliver tasks or instructions to support and meet individual needs
- Share responsibility for ensuring knowledge and understanding is up to date by reflecting on practice, liaising with school leaders and accessing relevant professional development to improve personal effectiveness
- Demonstrate a level of subject and curriculum knowledge relevant to the role and apply this effectively in supporting teachers and pupils
- Understand the role and responsibilities within the classroom and whole school context recognising that these may extend beyond a direct support role

Personal and professional conduct and supporting the School

- Have proper and professional regard for the ethos, policies and practices of our school
- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting any concerns to the relevant senior person
- Be conscious and take pride in status as a professional person in our environment
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Have regard for the need to safeguard pupils' wellbeing by following the relevant statutory guidance along with school policies and practice
- Uphold values consistent with those required from teachers by respecting individual differences and cultural diversity
- Be committed to improving practice through self-evaluation and awareness
- Contribute to the overall ethos, work and aims of the school
- Participate in training and other learning activities and performance development as required
- Supervise pupils on educational visits, trips and out of school activities as required, following correct policy and procedure
- Be committed to continual school improvement

Working with others/relationships

- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them
- Work with class teachers and keep other professionals accurately informed of progress or concerns they may have about the pupils they work with
- Be responsible for sharing knowledge to inform planning and decision making
- Work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Communicate knowledge and understanding of pupils to other school staff and education, health and social care professionals so that informed decision making can take place on suitable intervention and provision
- Attend and participate in regular meetings

PERSON SPECIFICATION

Skills

- An excellent practitioner who relates well to children and understands child development
- A Level 3 or equivalent Teaching Assistant qualification is advantageous
- Experience and understanding, or an awareness of a range of special educational needs

Personal attributes

- Excellent collaborative and team work skills.
- A flexible, proactive and willing attitude
- An enthusiastic and positive demeanour
- A professional approach to the workplace and relationships with colleagues, parents and pupils
- Excellent organisational skills.
- A sense of humour
- Warmth

HOW TO APPLY

1

If you would like to apply for this role, please complete an application form in full using the Apply button below.

APPLY

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9:00am on Tuesday 30 May 2023**.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill School Foundation is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill School Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



Instilling values, inspiring minds
millhill.org.uk

Grimsdell

Mill Hill Pre-Preparatory School
Winterstoke House
Wills Grove
Mill Hill
London NW7 1QR

Belmont
Mill Hill Preparatory School
The Ridgeway
Mill Hill Village
London NW7 4ED

millhill.org.uk

Follow us @**MillHillPrePrep** @**MillHillBelmont**

