



Mill Hill

Instilling values, inspiring minds

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# Mill Hill School

## Learning Support Assistant for September 2021 Candidate Information Pack



# INTRODUCTION

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We are looking for two enthusiastic Learning Support Assistants for September 2021. One for general support and one to provide support to a hearing-impaired pupil entering the Upper Sixth (Year 13).

Closing date: 9.00am on Wednesday 15 September 2021

## Key facts about Mill Hill School

### GCSE & A Level

WITH A WIDE RANGE  
OF OPTIONS

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### Day & Boarding

DAY, WEEKLY AND  
FULL BOARDING  
PLACES AVAILABLE

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### 2021 Academic Results

A-LEVEL: 65.7% A\*/A; 97% A\*-C  
GCSE: 25.7% 9; 73.2% 9-7

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### 120+

ACRES OF GROUNDS  
AND FACILITIES

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### Co-educational

FOR AGES 13-18

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### 10 miles

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

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### Part of the Mill Hill School Foundation

EDUCATING GIRLS AND  
BOYS FROM 3-18

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‘A vibrant, buzzing school, with a solid academic underpinning and an outstanding extra-curricular programme producing confident, articulate, mature young people, who start adult life solidly grounded, positive and well informed. ‘A very happy place to be,’ is the consensus of parents and pupils.’

– Good Schools Guide Review 2020



# THE SCHOOL

## **Mill Hill School**

Founded in 1807, Mill Hill School is an independent co-educational boarding and day school with 850 pupils aged between 13 and 18, of whom 310 are in the Sixth Form. The School is one of five in the Mill Hill School Foundation, which comprises Pre-preparatory, Preparatory Senior Schools as well as an on-site International School and Cobham Hall.

We are situated in a magnificent 120-acre parkland campus on the edge of the North London Green Belt, providing a wonderful environment in which to work. The School is very much a community, particularly given the central importance of boarding: we are unusual for a London school to be offering full and weekly boarding, with over 180 boarding pupils.

We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.

## **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 lifetime whilst balancing this with a readiness to embrace change.





# THE LEARNING SUPPORT DEPARTMENT

## Overview

The Learning Support Department and its aims are well integrated into the academic and pastoral life of the School. The School believes strongly that having a learning difficulty or disability should not be a barrier to achievement.

The Learning Support Department offers support for those pupils who have a learning difficulty or disability, including those with a Health and Care Plan. The department aims to offer such pupils the appropriate support tailored to their individual needs to ensure they achieve their full potential.

The Learning Support Department works in close partnership with other teachers and pupils' parents to ensure that pupils who have a learning difficulty are supported appropriately. The type of support offered to a pupil may include in-class support as well as individual and group sessions focusing on literacy, maths, study and organisational skills. Access arrangements for public examinations are determined and managed as appropriate.

## Staffing

Currently the department comprises the Head of Learning Support, one full-time and three part-time teachers, a trainee teacher and one learning support assistant.

## Teaching and Curriculum

At all levels, the department's key aim is to enhance the learning of those pupils on the Learning Support Register. The department's work comprises three principal strands: teaching individual and small-group support lessons to follow and reinforce aspects of the main curriculum and to teach study and organisational skills; to intervene in regular academic lessons to support particular pupils or groups of pupils; to provide information and awareness on pupils with learning support needs by liaising with teachers and pastoral staff.

## Accommodation and Resources

The Learning Support Department is located in the heart of the School in its own suite of rooms. The department has four well-resourced teaching rooms, one of which serves as the head of department's office and meeting room when she is not teaching. There is also a shared office for the learning support assistants.

## The Post

For the one-to-one support role the successful candidate will support a pupil who will be entering the Upper Sixth (Year 13) in September 2021. The pupil will be in receipt of an Education, Health and Care Plan (EHCP). The expected duration of the post will be until June 2022 when the pupil will complete their A Levels.

The successful candidate will assist the pupil in lessons, with a focus on note-taking, ensuring that the pupil understands the instructions and requirements of the lesson and assisting where necessary in communication with the teacher or other members of the class. The successful candidate will also assist the pupil during private study periods and at other times, particularly with the organisation of notes and liaising where necessary with teachers and other staff.

For the general role, the successful candidate will provide appropriate support ensuring pupils who have a learning difficulty are supported to ensure they achieve their full potential.

Both posts are term-time only and in the region of 30 hours per week.



# PERSON SPECIFICATION

**As the successful candidate, you will be able to demonstrate the following:**

- > An academic background sufficient to support a pupil working at A Level
- > Awareness, understanding and, ideally, experience of issues relating to safeguarding the health, welfare and safety of children
- > High personal and professional standards
- > Positive working relationships with colleagues and the ability to work as a member of a team
- > Excellent time management and organisational skills
- > Ability to take responsibility and to show initiative
- > Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- > Motivation to work with children and young people
- > Positive attitude to supporting good behaviour in the classroom





# HOW TO APPLY

1

If you would like to apply for this role, please download the application form from the **School website**. Our Guidance Notes for Applicants can also be found on the website.

[View Online Page](#)

2

Your application form should be completed in full and returned to **hr@millhill.org.uk** by **9.00am on Wednesday 15 September 2021**. 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.

3

Should you require any further assistance, please contact us via email **hr@millhill.org.uk**

The Mill Hill School Foundation and its staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. It is an offence for any 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.



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