

CANDIDATE PACK FOR:  
LEARNING SUPPORT ASSISTANT



[burlingtonhouseschool.com](http://burlingtonhouseschool.com)



**BURLINGTON**  
HOUSE SCHOOL

“Burlington House is fast becoming London’s gold-standard for specialist education. It has built on the sure foundations of the dyslexia-specialist teaching of The Moat School, with a creative curriculum and expert training, to create a supportive through-school for a range of specific learning needs.”

#### Beyond London:

1. Bredon School
2. Heathermount School
3. Ripplevale School

#### London Schools:

- 1a. Abingdon House School
- 1b. Abingdon House School  
South Kensington Prep
- 1c. Abingdon House School  
Purley
- 2a. Burlington House  
Prep
- 2b. Burlington House  
Senior
- 2c. Burlington House  
Sixth Form
- 2d. Burlington House  
Tooting Common
3. Chelsea Hall School
- 4a. The Holmewood School  
Lower
- 4b. The Holmewood School  
Upper



The schools in the Cavendish Education group currently educate over 1200 children and young people. The schools based around the UK share a strong sense of community and collaborate to help all our pupils reach their highest potential.

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## Burlington House School

Burlington House School is a thriving independent day school for boys and girls aged 7 to 21 years old. It specialises in supporting pupils with dyslexia, dyspraxia and other associated learning needs to achieve their potential. Located in Hammersmith & Fulham.

Offering small classes and a caring, nurturing environment, the school allows all children regardless of their educational start point, to make progress. Pupils follow the National Curriculum and study towards GCSE and BTEC qualifications with a view to progressing on to further and higher education, or in to employment. Burlington House School Sixth Form focuses not only on A-Level and BTEC qualifications but also accommodates a varied work experience programme for all its pupils.

The school is conveniently located close to Putney Bridge station and is next to the historic Fulham Palace. It is minutes from Fulham FC football ground, as well as Bishop’s Park where the school runs regular extracurricular activities. The Sixth Form located off King Street in Hammersmith is moments away from the Thames and Ravenscourt Park.

Our Prep school is located just 8 minutes walk from the main school site on Fulham high street and opened in September 2022.

## The Cavendish Education Group

In Sept 2017, Burlington House School (Formerly The Moat School) joined the Cavendish Education Group - a family of eleven schools focused exclusively on enabling children and young people with unique learning profiles (dyslexia, dyspraxia, autism and social and communication needs) to be the very best they can be.

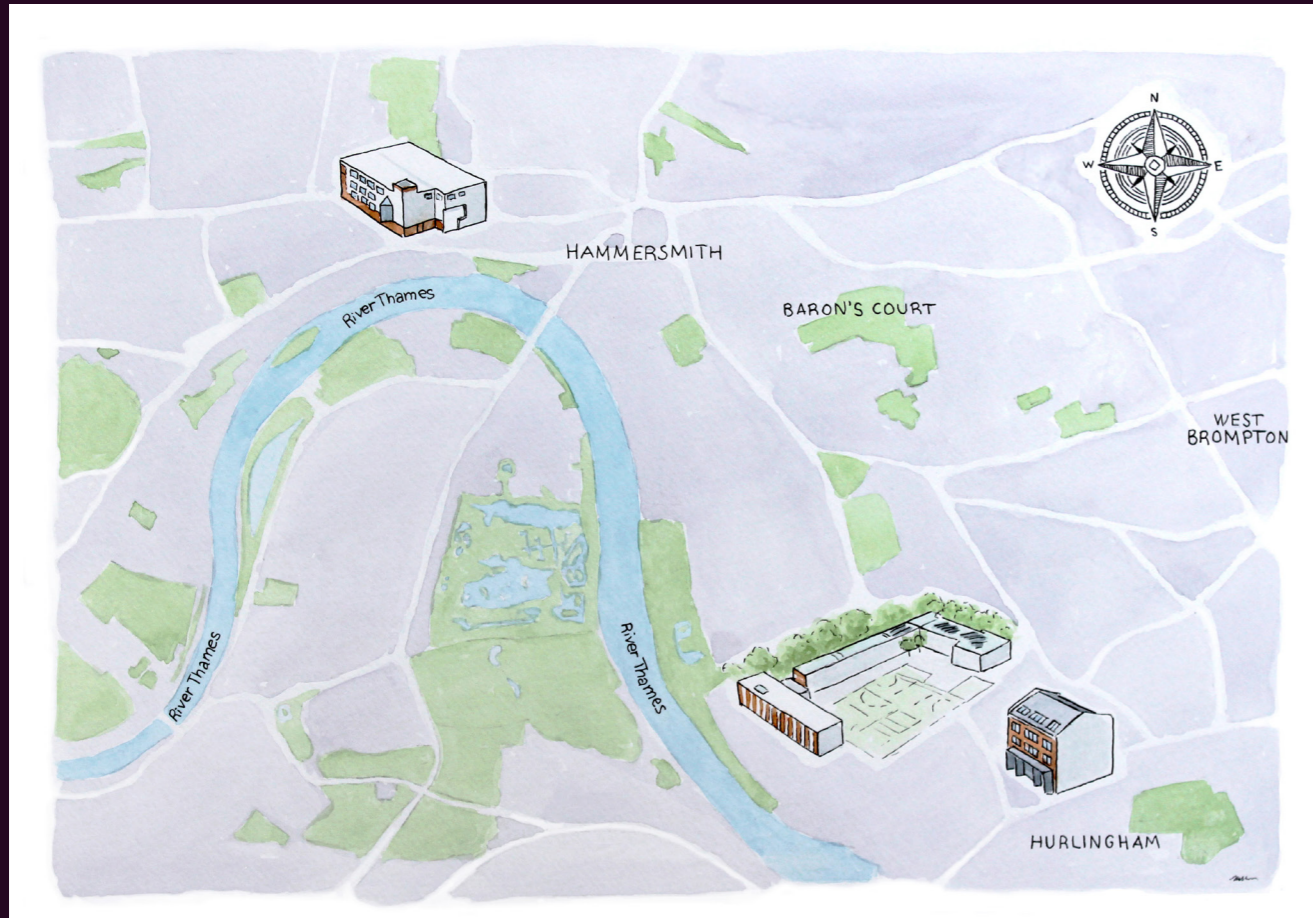
The schools in the Cavendish Group do not focus on the things a child can’t do - rather, they focus on an individual’s strengths, talents and interests, and wholeheartedly believe that ‘if a child can’t learn the way we teach, then we must teach the way they learn’.

Each school has its own distinctive character, atmosphere and facilities, but they all provide a well-rounded, differentiated and skilfully-supported academic curriculum. Sport, technology, the arts, outdoor education and life skills all feature highly in enrichment activities.

**Cavendish schools inspire children and young people to have:**

**the confidence to be themselves,  
the competence to achieve,  
the creativity to shine, and  
the character to succeed.**





**Burlington House School, Prep,  
Senior and Sixth Form are located in  
Fulham and Hammersmith and connected by  
a short riverside walk or cycle.**



**Tes Schools Awards 2022**  
Shortlisted  
Specialist Provision School of the Year



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## Job Description

Burlington House School (formerly known as The Moat School) is a successful Independent Prep, Secondary and Sixth Form School for children with Dyslexia and associated SpLDs. We are looking for committed and enthusiastic Learning Support Assistants to work with our pupils alongside our specialist class teachers in KS2, KS3 or KS4.

Burlington House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. You will be required to undertake an enhanced DBS check.

Learning Support Assistants at Burlington House School are assigned to work with a group of 10 (or fewer) pupils who are members of a Form Group. LSAs work with both pastoral and academic staff to enhance and enrich the learning experience of the pupils. The context for this work is varied, encompassing both the classroom and educational experiences beyond the classroom. All LSAs are encouraged and enabled to take part in additional training to become qualified in supporting the needs of learners with SpLDs. Many are graduates looking to enter the teaching profession.

This opportunity is perfect for someone who wants to make a real difference to young people's lives, as well as develop their professional standing in the fastest-growing group of specialist schools in the sector. If you are passionate about pupil success and want to join the premier provider of specialist education in London - then we want to hear from you!



**Tes Schools Awards 2023**  
Shortlisted  
Independent Prep School of the Year



## Job Description

### Working with pupils

- To assist pupils access to curriculum materials
- To read, scribe and adapt work to enable access
- To support instructions and enhance pupils understanding in the classroom setting
- To promote good behaviour
- To participate in target setting and monitoring
- To creatively support the established learning objectives
- To support access arrangements in examinations
- To ensure good practice at all times in relation to safeguarding pupils
- To attend all morning assemblies

### Working with teachers

- To engage in creating materials
- To assist in the administration and delivery of lessons
- To take a role in pastoral support network
- To attend and participate in the registration and administration of your form

### Reporting and recording

- To assist in the recording and reporting on the development, progress and attainment of pupils
- To keep accurate and up to date records
- To communicate and consult with the parents of pupils

### Working with therapeutic staff

- To liaise with our team of therapeutic staff
- To assist in the delivery of specific programmes for pupils
- To monitor and provide feedback on strategies

## Person Specification

### Extra-curricular involvement

- To become involved in the life of the school
- To take on a supportive role in extra-curricular activities including both sporting, Duke of Edinburgh, Creative and Performing Arts
- To attend promotional and commemorative events out of usual school hours
- To provide Access Arrangements assistance during examinations

### Environment and resources

- To assist in the creation and maintenance of high quality displays
- To assist in maintaining the resources in the learning environment
- To promote good ICT skills and support the full use of our extensive network
- To participate in playground, lunch and break supervision duties

### Special Interests

- To share and develop areas of special interest within the school; extra-curricular, therapeutic or otherwise
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“The small class sizes mean you are really able to make a difference to each pupil. You can really see the progress and it's a pleasure to to see their success”



“The location by the park is wonderful”



“The great thing about working at BHS are the relationships that are cultivated with the students and between the staff.”



## Staff Benefits

Your time at Burlington House School will include a broad variety of benefits including:

- Cycle to work scheme
- Free full eye test & £49 voucher to be used at Specsavers
- Employee Assistance Programme with [Health Assured](#) which supports staff & immediate family with wellbeing / legal / financial advice, including face to face counselling sessions.
- Opportunity to join a Life Assurance scheme
- Part of a larger education group with opportunities to move internally as well as peer to peer support
- Enhanced family friendly paid leave
- Opportunity to progress and complete job related training, learning & development with access to SpLD and ASD specialist training for all staff
- Free lunch during Term time

## Principal's Welcome

Myself and all the staff are very pleased you are interested in joining the Burlington team. We are a small school that's part of a big community and we would be delighted for you to help us grow even more.

Of course our main focus is to help and inspire the young people who pass through our doors, but we also take immense pride in supporting our staff inside and outside of school. I hope to see you in the corridors soon.

Best wishes

