



KINGSBURY HIGH SCHOOL

Spectemur Agendo



LEARNING SUPPORT ASSISTANT

Candidate Information Pack

MAY 2025

SPECTEMUR AGENDO



Introduction

KHS is a large and successful 11-18 split site school with a vibrant learning environment and a strong community ethos. Students and staff recently celebrated the release of a glowing inspection report (February 2024) which praises the school for its, “vibrant, inclusive culture”. The report reflects the school’s noticeable development over the last few years, with particular emphasis on high expectations, the strength of relationships between pupils and staff and the exceptional educational experience offered in Sixth Form.

Kingsbury High School has a long history of success. There is a keen understanding of the importance of values and a sense of tradition, encapsulated by our motto, *Spectemur Agendo*. It dates back to the founding of our predecessor school, the Kingsbury County, in the 1920s, and it is Latin for, “let us be judged by our actions”. As Headteacher I seek to lead the school with this at the heart and ask students to follow the Kingsbury Way: to respect themselves, others and the environment. In November 2022 the school achieved ‘Gold’ status on the UN Rights Respecting School Award reflecting our commitment to children and young people.



Alex Thomas, **Headteacher**

A great school is a combination of different things. We are equally proud of the many opportunities we provide for our students beyond the curriculum and how we develop students as individuals ready for adult life. Students know our aim is to develop in all of our students the love of learning, intellectual curiosity, skills and qualities of character needed to become successful, happy and engaged members of society. Our key values are: Aspiration; Integrity; Respect; Responsibility and Resilience. Through these, we aim to combine both academic success and the development of the broader aspects of each student’s character.

Our website: <https://www.kingsburyhigh.org.uk/>

Our X/Twitter feed: @kingsburyhigh.

SPECTEMUR AGENDO



About Kingsbury High School

Kingsbury High School is located in Brent, one of the most diverse boroughs in England and Wales. It is surrounded by parkland with large playing fields and great local amenities, excellent transport links to enable easy access from central London and fringe areas. There is an upper and lower school; staff and some classes commute between them throughout the day. We recognise our place in the community and are a key part of the partnership, Kingsbury Schools Together with our local primary schools and The Village (special) school.

Our school is truly diverse in its makeup, whilst united as one family working to achieve the best for all our students. At KHS there are higher proportions of students than nationally: with English as an additional



language (72%); living in socially deprived households; and disadvantaged (Year 7-11: 27% eligible for the pupil premium, January 2024). The majority of the roll is minority ethnic although there are no groups significantly more represented than others. Boys are in the majority in all year groups. The proportion of families that identify as having a religious faith is significant with over 40% Muslim. Kingsbury has a stable roll of around 360 sixth formers and the majority of its intake is from minority ethnic groups and a significant proportion is LAC/FSM.

Student attainment on entry is below average for all year groups and the Sixth Form. The proportion on the SEN register is relatively low however there are a significant number of ECHPs. Over the last 18 months there has been a significant increase in numbers open to social care.

KHS has an Alternative Resourced Provision (ARP) for students with hearing impairment (currently 3 students) and a developing onsite alternative provision: Article 28. Part of the Lower School site is shared with a local special provision, The Village School.

A high value is placed at the school on ethos and values and Kingsbury High School is a UNICEF Rights Respecting School: Gold (November 2022).

Student Outcomes

Our students gain excellent examination results at 16 years and across the Sixth Form. The percentage of students achieving English and mathematics is above national (for grade 4+ and 5+) and Attainment 8 is above the national average. Progress 8 for 2023 was +0.48 (84th percentile) and disadvantaged students' P8 was +0.14 (with a narrowed attainment gap compared to 2019).

The A-level ALPs grade has been 1-3 for the last six years and in 2023, 33% of grades were A*-A and 66% A*-B (both above the national average). Our APS was in the top 10% of schools and %AAB in top 5%. For vocational courses, ALPs is grade 4 and 88% of students achieved a Distinction/Distinction* (an increase on 70% in 2022), with 57% gaining a Distinction (APS top 11% schools). Progression to university (including to Oxbridge and medicine) is very strong.

Our Commitment to Staff Benefits

Commitment—The DfE Wellbeing Charter was adopted by Governors in 2022/23; a Wellbeing Forum meets monthly; and KHS is working towards the *Wellbeing Award*

Work-life balance—KHS discourages emails and working out of hours; provides wellbeing advice (via a Virtual Staff Room, VSR and HR); and appraisal is supported via bespoke time off timetable

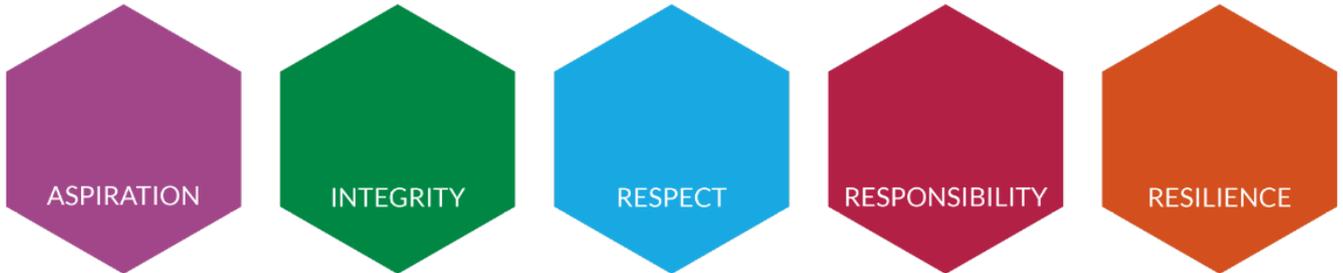
Communication—Transparency and signposting is supported via the VSR and a weekly bulletin

Support—A coaching programme supports teacher development; Education Support (EAP) is available for all; and training for leaders on wellbeing and mental health (via MIND) is provided

Human Resources—Induction programme for all staff; a HR function with a supportive attitude towards personal issues - medical; child-related; personal

Feedback loop—at faculty, team and individual level via: TES Pulse; SLT on the sofa; a Joint Consultative Committee with Governors and Professional associations; and regular consultation.

Our Ethos and Values: *The Kingsbury Way*



Our aim is to develop in all of our students the love of learning, intellectual curiosity, skills and qualities of character needed to become successful, happy and engaged members of society.

Aspiration	Integrity	Respect	Responsibility	Resilience
<p><i>Being optimistic about the future.</i></p> <p><i>Being ambitious in everything we do.</i></p> <p><i>Being unwavering in our expectation that all can succeed and meet their potential.</i></p>	<p><i>Being honest about our strengths and weaknesses.</i></p> <p><i>Being open about decisions and doing what we say we will do.</i></p> <p><i>Being prepared to apologise if we get things wrong.</i></p>	<p><i>Being considerate of the views of, and our impact on, different groups and the community.</i></p> <p><i>Being proud about what makes each one of us different.</i></p>	<p><i>Being accountable for our actions.</i></p> <p><i>Being clear about what we expect.</i></p> <p><i>Being aware of our impact on the environment.</i></p>	<p><i>Being explicit in developing physical and emotional wellbeing.</i></p> <p><i>Being prepared to go 'the extra mile'!</i></p>

Our Staff Benefits

Free On-site Parking	Staff Tea / Coffee	Monthly Staff Treats	New Starter Tea Party
Cycle-to-work Scheme	Electric Vehicle Salary Sacrifice Scheme	Local Government / Teachers Pension Scheme	Blue Light Card for Discounts/Cashback
Flu Jab Vouchers	Employee Assistance Program	Staff Social Events: Christmas Lunch Summer BBQ	Commitment to Continued Professional Development

SPECTEMUR AGENDO



Job Description: Learning Support Assistant

Reports to: Head of Inclusion (SENDCo)

Salary Scale: Scale 3 Point 6 – FTE £25,183

Contract: Permanent/Full Time

Hours: Monday, Wednesday, Thursday, Friday – 08.30 – 16.00

Tuesday - 08.15 – 16.45

Deadline for Applications: Sunday 8th June 2025

Proposed Start Date: September 2025

Please note that early applications are encouraged as we will be reviewing them as they come in. KHS reserves the right to appoint in this role before the closing date. First stage interviews may take place virtually as suitable applications are received.

JOB PURPOSE

- To carry out work, care and/or support programmes for pupils, under the SENCO.
- To enable access to learning for pupils and assist the teacher in the management of SEND (E and K coded) pupils and the classroom.
- To deliver an effective level of support, assist in meeting the needs of students with different learning needs as well as English as an additional need.
- Prepare and deliver small group interventions for a group of identified pupils; this may include any targeted interventions as instructed by SENCO/Head of EAL.
- To contribute to the overall ethos, work and aims of the school.

KEY DUTIES AND RESPONSIBILITIES

- Attend to the personal needs of pupils and implement related personal programmes, including social, health, physical, hygiene, and first-aid and welfare matters.
- Supervise and provide support to pupils ensuring their safety and access to learning activities.
- Support pupils to understand instructions, and in respect of local and national learning strategies such as literacy, and numeracy, Key Stage 3 and Key Stage 4, as directed by the teacher, SENCO and/or Head of EAL.
- To liaise with subject teachers in order to become familiar with the SOW and lesson plans and be well prepared to support the pupils with SEND (E and K) and EAL.
- To liaise with Head of EAL, the SENDCO and the subject teachers to support SEND pupils (E and K) and EAL pupils.
- Establish good relationships with pupils, acting as a role model, being aware of and responding appropriately to their individual needs, and encouraging pupils to interact with others and engage in activities with others.
- Prepare the classroom as directed for lessons, clear afterwards and assist with the display of pupils' work.

SPECTEMUR AGENDO



- Undertake pupil record-keeping as requested by the teacher and the SENDCO.
- Keep a record of targeted intervention classes , including EAL.
- Keep a daily record of in-class support on the relevant school's software, such as class charts or provision map.
- Contribute to SEND and EAL student passport and IEP (individual Educational Plan) writing and reviews as requested by the SNEDCO and Head of EAL.
- Maintain awareness of pupil problems, progress and achievements, and report to the SENDCO as agreed and/or appropriate.
- Gather and report information from and/or to parents/carers as directed by the SENCO.
- Prepare and maintain equipment and resources as directed by the teacher, and assist pupils in their use, including basic ICT equipment.
- Support the teacher in managing pupil behaviour, reporting conflict and incidents in accordance with the school's policies and procedures.
- Promote the inclusion and acceptance of all pupils.
- Assist with supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and pupils on trips and school activities as required.

GENERAL RESPONSIBILITIES

- To undertake general duties, administration and any reasonable task as directed by the Line Manager or Headteacher and to carry out such other tasks as are essential to fulfil the job's core purpose.
- Participate in training and development activities and programmes, and attend and participate in meetings, as required.
- Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of safeguarding and child protection; health, safety and security, confidentiality, and data protection.
- Contribute to the school's commitment to equality of access to opportunities to learn and develop for all students.
- Undertake these duties within agreed school objectives, policies and procedures and promote the School's Equal Opportunities Policy.
- To present a positive impression of the school in all encounters with visitors or on school visits.
- To respond calmly to the challenges of school life.

This Job Description, including the working pattern, is subject to amendment and will be reviewed from time to time and modified in the light of the post-holder's career development and changing needs of the school.

SPECTEMUR AGENDO



Person Specification: Learning Support Assistant

Knowledge and Experience

- Experience of working with or caring for young people.
- Experience of working with pupils who have additional/special educational needs (SEND), especially those with EHCP as well as English as an additional language (EAL).
- Awareness of different areas of special educational needs.
- Awareness of how to support SEND and EAL pupils in class or during withdrawal sessions.
- Ability to absorb and understand a wide range of information concerning the functions of the school.
- Ability to build and form working relationships with pupils, parents/carers and colleagues, to work flexibly across professional and operational boundaries and to work as a member of a team.
- Awareness of Health and Safety procedures in schools.
- The ability to communicate effectively both orally and in writing appropriate to the need with pupils, teachers and parents/carers.
- A good working knowledge of computer-based office systems, e.g. word processing, email, internet, PowerPoint.
- Literacy and Numeracy skills appropriate to the learning levels of the target pupil groups.
- Knowledge of basic first aid procedures.
- Good educational qualifications - GCSE / 'O' Level standard.

Equal Opportunities and Safeguarding

- A commitment to Equal Opportunities and an understanding of the implications of working in a fully inclusive school.
- A commitment to safeguarding and promoting the welfare of our students.
- A clear understanding of current educational issues and developments and their likely impact on teaching and learning.

Safeguarding

A commitment to, and understanding of, safeguarding and promoting the welfare of our students

SPECTEMUR AGENDO



Safeguarding / Safer Recruitment

KHS is committed to the safeguarding of children/students. All employees are expected to comply with our School Child Protection and Safeguarding Policy and the Staff Code of Conduct.

Safer recruitment

Kingsbury High School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Any roles which involve working with children, young people or vulnerable adults, or roles in which the duties will involve access to sensitive information relating to children, young people or vulnerable adults, the School will take up references prior to interview.

You should provide details of referees including your current and previous employers, covering the last 5 years.

Candidates can request for us not to send a reference request to their current employer prior to interview by emailing us at khsvacancies@kingsburyhigh.org.uk

As part of our Safer Recruitment Policy, a full employment history is also required for this role. Please provide a full employment history, together with a satisfactory written explanation of any gaps in employment. Unless otherwise stated, a Basic DBS check will be undertaken as part of the pre-employment checks for successful candidates.



Dhruvshaal, Head Boy and Sahanaa, Head Girl

Diversity Statement

Kingsbury High School values the diversity of its community and aims to have a workforce that reflects this. We therefore encourage applications from all sections of the community.

High Volume Applications

Kingsbury High School reserves the right to close any vacancy earlier than the advertised closing date should there be a high volume of applications received.

DBS

This role requires an Enhanced DBS (This post is exempt from the Rehabilitation of Offenders Act, 1974)

Induction

All new members of staff are expected to complete the induction programme, including required health and safety courses, and display their understanding of the Code of Conduct and Keeping Children Safe in Education (KCSiE).

SPECTEMUR AGENDO



How To Apply

Kingsbury High School have partnered with My New Term to manage our staffing vacancies and onboarding.

To apply for this, or any other role directly, we ask that you apply via the My New Term platform, by clicking the relevant job title on the [Staff Vacancies](#) page. If you are already registered, please ensure that all information on your profile is current and up to date, especially information regarding your right to work and qualifications.

If you are not registered to My New Term, and need any assistance with using the website, please do not hesitate to contact the My New Term team via the live chat bubble on their job search page or you can contact the KHS HR team.

If you would like to have a phone call or school visit prior to submitting your application you can make the request via email to us. Please note that we will aim to do our best to accommodate your availability, but this may not always be possible.

If you have any queries about this or any other KHS vacancy,

please do not hesitate to contact us on:

Email: khsvacancies@kingsburyhigh.org.uk

Phone: 020 8206 3000

