



# HARLINGTON SCHOOL

*Harlington School: A caring, forward thinking professional learning community, that develops exceptional educators and kind hearted, hard-working and well-rounded young people, all with a passion for equality and scholarship.*

**Information pertaining to the Post of Learning Support Assistant  
Salary Scale 2 - £18,858.55 – Scale 4 - £19,547.74 Actual (depending on experience)**



## Safeguarding

Harlington School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All job offers are provisional until such time as the school has undertaken appropriate safeguarding checks and is satisfied that successful candidates are suitable to work with children and young people.

Welcome prospective colleague, to quite possibly your next role and a life changing experience for both yourself and our children. Thank you for showing an interest in joining our team and working alongside us here at Harlington School. If successful you will be joining a dynamic, diverse and passionately committed team of highly professional staff. All of our staff place our children at the heart of everything we do.

Our vision is to enable each and everyone within our School community to 'Be the BEST version of themselves'. Be it ourselves as staff or our students, we believe in being the best in ourselves so that we can bring positive solutions to make the world a better place. In an ever-changing world we aim to keep moving forward and to be part of the positive solutions...

We look after our staff here, using coaching and joint collaboration model for improving professional practice and pedagogy. Middle and senior leaders work hard to support staff with behaviour management to ensure you have the skills and support to teach without interruption. We see professional development for all associate and teaching staff as the foundations of our success. Whatever post you are applying for, you will be incredibly well supported in your professional development to become an outstanding practitioner. We are highly regarded by ITT providers for the quality of training that we offer to colleagues at the beginning of their careers, and for more experienced colleagues, professional development is a key priority; colleagues are frequently promoted after working with us. Associate staff are equally supported to develop their professional practice, with industry 'gold standard' accreditations, and we have a stable staffing with low annual turnover.

Harlington School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children and young people, and ensuring that they are protected from harm. All positions are subject to an enhanced DBS check and we take pride in being an equal opportunities employer.

Harlington has undergone significant transformational change over the last few years coupled with significant improvement in progress outcomes and examination results. Anticipating moving into our new building in September 2024, we are a happy, successful and popular oversubscribed school, with waiting lists in every year group. Much of this has been due to the successful inclusive culture fostered over many years by the staff and students at Harlington.

Our teaching and student facing staff aim to deliver quality first teaching approaches that builds both the keys to successful academic outcomes alongside the stability and resilience to thrive as an independent successful contributing adult. Our associate staff work tirelessly to deliver a professional, outstanding quality of practice with the children at the heart of their work, understanding that regardless of role our priority always remains the safety, wellbeing and improving the life chances of our children. It is these common goals and the ability to see challenges as opportunities rather than barriers that enables our collective and unified response, built over many years of dedication to the children of our Harlington School community.

Where we support, coach and promote successfully from within, we are also in the position to recruit transformational staff who can support, build on and enable our continued growth and change. We look for individuals with the capacity and drive to succeed, see solutions rather than problems, and are glass half full individuals with the ability to recognise that regardless of role, our children are paramount and that they have solutions to enable a better tomorrow.

We work hard, but the rewards are immense. We aim to maintain a work life balance so that in protecting each other we enable us to be at our best professionally and committed in the time we are here. We have a supportive culture where staff wellbeing is augmented by our commitment in constant improvement to keep moving forward.

We welcome contact prior to application – please contact us if you would like to see us in action, and we'll do our best, within the current COVID protocols to give you a flavour of what it is like to work here. I would like to wish you every success in your future career, and look forward to receiving your application if you choose to apply for this position.

Yours sincerely,

Mr A D'Onofrio  
Headteacher

## **Information about the selection and interview process**

### **Appointment Procedure**

We'd like you to get to know us as well as participating in interview activities, although this is a challenge during the pandemic. Candidates invited for interview will be provided with an opportunity to tour the school and meet the staff they will be working with, if the COVID restrictions permit this. The appointment procedure will be based on the following activities:

- Shortlisting based upon skills and experience that meet the person specification and job description
- Suitable References and safeguarding checks occurring prior to, during and after the interview process.
- Lesson Observation and discussion/reflection meeting, or Zoom interview to explore your current practice with you.
- Interview panel (possibly via Zoom) if calibre of teaching and reflection is good, in line with the experience of the candidate.

This is a rolling advert, we will interview high calibre candidates when we receive their application, and take down the advert when we have appointed. Please note that we shall be following up references after shortlisting has taken place. Please ensure that you complete all sections of the application form. Gaps in employment history will be explored with you at interview, and we ask that you bring copies of your qualification certification with you – thank you.

**Interviews:** Rolling, as and when high calibre applicants apply.

### **Days and Hours**

Term time only: 39 weeks (which includes 5 training days) 35 hours per week.

### **Salary**

Salary Scale 2 - £18,858.55 – Scale 4 - £19,547.74 Actual, depending on experience

If staff are successfully recruited via an agency, we expect that a proportion of the finders' fee will be reimbursed to the school if you leave (except by mutual consent) within 2 academic years.

### **Information about the school**

Harlington School is a large school in the southernmost part of the London Borough of Hillingdon. After a period of very high student mobility, the school is now successful and oversubscribed.

We are a Foundation, mixed ability comprehensive school, with a small Specialist Resource Provision for children with Physical and Sensory Disabilities. The School has been in the top quintile nationally for FSME6, EAL and mobility for a number of years, but since 2016, we have moved nearer to the national average for deprivation, although we are still in the 4th quintile. Prior attainment on entry is below the national average in all year groups, but the number of highly able students is increasing year on year. Our staff and students are passionate, friendly and diverse, hailing from across the globe. More than 60 languages are spoken at the school, and we are renowned for our inclusive, supportive culture. Our admissions policy includes priority placement for the children of staff. Currently we employ approximately 140 staff, including teachers, associate staff and apprentices. We also host up to 20 Beginner Teachers every year, from a number of ITT providers including the Hillingdon SCITT, a number of universities and we also train colleagues from Teach First.

The school has a number of links with other schools, and external accreditations. We are an IQM Flagship School, an ArtsMark Gold School and are pleased to be in receipt of the Schools' Wellbeing Award. In September 2018 we were featured in the Parliamentary Review: <https://www.theparliamentaryreview.co.uk/organisations/harlington-school>

In our most recent OfSTED Section 8 inspection in April 2018, the school was judged as continuing to be Good.

<https://reports.ofsted.gov.uk/provider/23/102451>

### **New to the teaching profession?**

Your training and development needs are fully supported in your ECT years and beyond. We have a full time professional tutor in addition to your faculty mentor, to guide and support you and there is a weekly ECT training programme in addition to other professional development programmes. Loadings are reduced, and we give you a classroom that is located near to more experienced staff in the faculty. Wherever possible we look at not only the number of periods you teach but also the number of classes that you are responsible for, in your first year.

We actively promote collaborative and reflective practice, and support colleagues who are new to the profession in developing positive relationships and effective behaviour management strategies, as well as developing effective techniques to reduce workload. We know that the first couple of years in the profession are hard work as you develop your craft, and we encourage you to share in your successes, but also not be afraid to ask for help if you need it.

We offer the opportunity of paid employment for the last three weeks of the summer term prior to September contracts commencement, and an interest free loan of £1500 in your first year. Additional remuneration is considered within our pay policy for shortage subjects.

**Teaching Staff: Learning, Assessment and Professional Development**

Teaching is good at Harlington as a result of a whole school commitment to continual discussion and improvement of the teaching craft. We have reduced teacher loadings for many teachers to create a weekly Joint Planning Time for subject areas during the school day, and we have used our training day provision to create regular Teacher Development meeting slots after school. We have a Teaching Team comprising of Lead Practitioners and a Professional Tutor who are highly regarded for their support and CPD programmes for all staff. Staff who are relatively new to the profession are given time, energy and care to support their training. We very rarely ask teachers to teach outside of their specialism, and we are investing heavily in developing a trust based, coaching model. As a result, teaching quality has further strengthened since OfSTED judged it to be good in 2015, and this was reconfirmed in the recent 2018 Section 8 visit. We are highly regarded by Teach First and a number of universities, who place large numbers of Beginner Teachers on placement with us. Staff are encouraged and supported to gain additional qualifications, and we currently have staff undertaking National Professional teaching accreditations, as well as Lead Practitioner and Masters' Degrees. There are 'step up' programmes for emerging middle and senior leaders, and coaching opportunities for the Middle and Senior Leadership Team. Preparation for Headship is established, with 4 colleagues either undergoing or have completed NPQH, the 'Head for a Day' Programme.

Flexible working is well established at the school, including an established job share between the Headteacher and Associate Headteacher.

We are developing our virtual learning platform, migrating to Microsoft Teams this year for student communications, remote learning and pedagogy to provide a wider range of curriculum resources to students. We are actively moving away from 'marking' to 'feedback', and developing best practice in moderating students' work when evaluating progress.

**Associate Staff: Ethos, Values and Professional Development**

Associate staff are expected to be committed to supporting and educating young people, whether or not their job involves working directly with the students. Everything that we do is to provide a high quality educational experience for our students. Associate staff are encouraged to develop their own professional development and have equal access to the staff development budget. We are currently supporting entry level and higher level apprenticeships in finance and learning support, and we have a great track record in supporting staff into teacher training from a learning support assistant background. Industry accreditations such as CLEAPPS and HAS training is also encouraged and supported.

## **Information about the Learning Development Department**

### **Learning Development Overview:**

Harlington School supports the inclusion of all students including those with Special Educational Needs. The school supports students with a wide variety of physical, sensory, learning, emotional and mental health needs. These include SEN needs and Education, Health Care Plan (EHCP). The school also has a dedicated Specialist Resource Provision (SRP) funded by the Local Authority to cater for the needs of up to 7 students with Physical and /or Sensory Disabilities.

We are building our provisions to support a more diverse range of needs across our student profile and are looking forward to developing our therapies for students with Autistic Spectrum Disorder.

It is our intention that all students regardless of their individual needs are given the opportunity to thrive within all aspects of our school alongside their peers.

### **Support:**

At Harlington, SEND students are mainly supported in class, across the curriculum. We feel that students need to know what they are aiming for (their targets) and what they are going to be learning, as well as how well they did and how they can improve in each subject area to attain their best achievements.

Our Learning Development Department team also provide Speech and Languages Therapies, Literacy Interventions and Social and Emotional Communication skills. We look to the talents and experience of our team to constantly review and develop our work utilising best practice through training and research based programmes within class support and one to one provisions.

Currently we deliver Ruth Miskin, Lego Therapy and accelerated reading programmes, as well as delivering occupational health, physio and SALT programmes in line with external specialist service level agreements. We have Braille facilities, and all Welfare Learning Support Assistants undertake moving and handling training on an annual basis.

We celebrate children's successes within classes, team assemblies and whole school 'Celebration of Achievement Awards'. SEND children are always involved in termly awards and annual prize giving events.

### **Staffing:**

Currently the department is made up of a full time SENDCo, 2 Lead Teaching Assistants, 6 Welfare Assistants for our SRP and 15 Learning Support Assistants.

Further information can be found on the Harlington School website under SEN information.

Lucy Metcalfe  
SENDCo



### How to find us

Harlington School is situated at the southern end of the London Borough of Hillingdon, near the M4 and Heathrow Airport.

We have good access to London to our east by road, rail and underground. There is also easy access to the countryside of Berkshire, Buckinghamshire and Hertfordshire via the M4 and M25.



### BY BUS

U4 Uxbridge – Prologis Park via Hayes & Harlington Station.

### BY RAIL

Hayes & Harlington Station from Paddington, Ealing, Reading and Slough  
Possibly embed Geo-Location QR Code and Transport for London Journey Planner.

### BY CAR

Exit M4 Junction 4, following signs towards Hayes.

If you wish to use your Sat Nav to find us, use postcode UB3 1PB. Please park in the car park accessed from Dudley Place.