



**HAMPSTEAD SCHOOL**  
Learning together Achieving together



## **INDEPENDENT & WORK RELATED LEARNING ASSISTANT**

- Job Profile & Person Specification –Independent & Work Related Learning Assistant
- Application Form – *please download from the School's website*  
[www.hampsteadschool.org.uk/page/?title=Job+Vacancies&pid=18](http://www.hampsteadschool.org.uk/page/?title=Job+Vacancies&pid=18)



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Dear Colleague

Thank you for your interest in this exciting post here at Hampstead School.

Please look at the following documents:

- Copy of the Advert
- Job Profile and Person Specification
- Application Form download our website [www.hampsteadschool.org.uk](http://www.hampsteadschool.org.uk)
- More information about the school can be found on our website: [www.hampsteadschool.org.uk](http://www.hampsteadschool.org.uk) .

### **The School and its Community**

Hampstead School is a London Borough of Camden maintained comprehensive School with 1300 students (including 250 in the Sixth Form). The school, with an admission number of 210, is very popular locally and oversubscribed. Founded in 1961 as a mixed comprehensive school, visitors often comment on the mutual respect which is evident amongst students and between students and staff, being the first secondary school in London awarded the UNICEF Rights Respecting School Award at the highest level.

The diversity of our students is a real strength of the school. Over 80% of students are of ethnic minority origin, with over 60 different languages spoken in the school. Around half our students have English as an Additional Language, with a significant number eligible for the Pupil Premium.

The school has just been rebuilt over the past two years as part of the Priority Schools Building Programme.

### **Our Ethos**

Our best-ever examination results at A Level in 2017 reflect what Challenge Partners recognised as our “*exceptional climate for learning*”, underpinned, as ever, by the quality of relationships at all levels, evident every day. A laser-like focus on the highest expectations of achievement and a belief that every student can and will achieve, whatever it takes, means that Hampstead School’s reputation for creativity and inspiration is firmly rooted in rigour. The school is currently in a very strong position, with learners achieving above national expectations across the core and overall and record numbers in our Sixth Form.

Innovation is central at Hampstead School, reflected in just some of our successes and initiatives over the last couple of years:

- One of only seven UK schools recognised as an inaugural “Achievement for All” Ambassador School, building on our Lead Quality Mark in supporting our most vulnerable learners to attain in line with their peers
- Pearson/Communications Trust “Outstanding School of the Year” 2015

- Arts Mark Award (Gold) from the Arts Council for England
- Sportsmark
- Healthy Schools status
- International School Full Award
- Geography Quality Mark
- Sustainable Schools Award (Gold)
- Cultural Diversity Quality Standard (Gold)
- Stonewall Award
- National Champions in the Model United Nations national debating competition
- Our work with New Arrivals recognised as best practice and disseminated to all schools in a DVD.
- A residency school for the Future Leaders programme over many years, developing the headteachers of the future, as well as involvement in Teaching Leaders and Teach First.
- Investors in People
- International visitors seeking good practice from Denmark, Pakistan, India, China, Norway (where we undertake support work), USA and Japan among others and residency teachers annually from Connecticut
- Diana Awards from the Prime Minister for our anti bullying and peer mentoring schemes
- Part of the National Association for Able Children in Education (NACE),

and so it goes on.


In 2017, Hampstead School is a very successful, dynamic and happy school.

We are very proud of what we have achieved, never complacent and with a genuine and positive determination to become exceptional in all areas. We relish our challenges, being fortunate in our excellent, committed and enthusiastic staff, all of whom work together for the benefit of our students. A sign of our success is that, within a stable staff, nearly all who leave do so for career promotion. Consequently, this creates great opportunities to appoint new colleagues with new ideas, enthusiasm, determination, moral purpose, skills and positivity.

*“Staff really like working at the school. They feel valued and very well supported. Leaders have ensured that they have very good opportunities for training and development, to which they contribute. Many staff have moved on to promoted posts internally and elsewhere. This is an exciting, dynamic place to work, and its vitality greatly benefits the pupils.”*  
(Ofsted October 2016).

I am very excited about developing the school further and working with colleagues with differing strengths, but who all share an unwavering passion for education, and a commitment to improving the life chances of all our students.

If you are one of these talented people, I'd love to hear from you.



Jacques Szemalikowski  
Head



**HAMPSTEAD SCHOOL**  
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**Independent & Work Related Learning Assistant**

**Term time plus 2 weeks (41 weeks per year), 35hpw, 8am to 4pm with some flexi time**

**Scale 4 £19404**

**Start Date: 30<sup>th</sup> October 2017**

We require a highly motivated, efficient and enthusiastic person to fill this post within our successful mixed secondary school.

**We need you to:**

- Be passionate about assisting in the running and development of our Independent Learning Centre (which includes our library)
- Be a flexible team player with excellent organisational and communication skills
- Have a genuine commitment to help contribute to improving the outcomes for young people through literacy and Careers Education
- Be willing to develop this role within the context of the changing needs in education.

*“Staff really like working at the school. They feel valued and very well supported. This is an exciting, dynamic place to work, and its vitality greatly benefits the pupils”. (Ofsted Sept.2016)*

*“Fizzes with activity” (Good Schools Guide)*

*“An exceptional climate for learning” (Challenge Partners)*

Details and application form can be downloaded from our website.

**Closing Date :** Wednesday 18<sup>th</sup> October 2017

**Interview Date:** Friday 20<sup>th</sup> October 2017

The School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced DBS check. Checks will be made with previous employers.

**11 – 19 Mixed Comprehensive N.O.R: 1280 (240 in Sixth Form)**

Westbere Road, London, NW2 3RT - Head: Jacques Szemalikowski

Tel: 020 7794 8133

Email: [vacancies@hampsteadschool.org.uk](mailto:vacancies@hampsteadschool.org.uk)

Website: [www.hampsteadschool.org.uk](http://www.hampsteadschool.org.uk)





## JOB PROFILE

Hampstead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

<b>POST TITLE:</b>	<b>Independent &amp; Work Related Learning Assistant.</b>
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To assist the Head of Progression &amp; Independent Learning with the whole school provision of Work Related Learning and key operational deliveries within the Independent Learning Centre. (ILC)</li> </ul>
<b>Working Time:</b>	<ul style="list-style-type: none"> <li>08:00 to 16:00 – 35 hpw, 41 weeks per year (Term Time Only + 2 weeks)</li> </ul>
<b>Disclosure Level</b>	<ul style="list-style-type: none"> <li>Enhanced</li> </ul>
<b>Direct Reporting :</b>	<ul style="list-style-type: none"> <li>Head of Progression &amp; Independent Learning</li> </ul>
<b>Core Duties:</b>	<ul style="list-style-type: none"> <li>To work with other staff in supervising and supporting students using the ILC.</li> <li>To assist in the creation of opportunities for the development of literacy, research, and employability skills as well as independent learning.</li> <li>To ensure that books and other resources are shelved correctly and to track overdue/missing resources.</li> <li>To utilise the library management software to ensure that the library stock is catalogued effectively and to produce termly reports regarding student usage.</li> <li>To monitor and produce reports on the provision of Accelerated Reader classes.</li> <li>To produce displays relevant to the national curriculum and current events/issues.</li> <li>To promote the use of the ILC by students and staff.</li> <li>To assist with securing and allocating work experience in KS4 &amp; KS5.</li> <li>To assist with the smooth running of the Media Resources Office when required.</li> <li>To assist with school events held in the ILC.</li> <li>To compile and maintain a list of all Extra Curricular Activities provided in school.</li> </ul>
<b>Operational &amp; Strategic Planning</b>	<ul style="list-style-type: none"> <li>To contribute effectively to the development of the ILC</li> <li>To contribute towards promoting student literacy and articulacy within the school.</li> <li>To contribute to ensuring the school maintains the Investor in Career Award.</li> </ul>
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>To ensure the provision of an optimal learning environment in the ILC</li> <li>To ensure that the ILC is kept in order at all times.</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>To support the Senior Leadership Team (SLT) with the delivery of administrative needs</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>To observe high professional standards</li> <li>To ensure students adhere to the rules of the school and those specific to the ILC.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>To ensure effective communication with teaching/associate staff.</li> </ul>
<b>Communications &amp; Service Orientation:</b>	<ul style="list-style-type: none"> <li>To ensure effective communication with school community</li> <li>To communicate and co-operate with persons or bodies outside the school and to actively promote the school's vision and ethos when doing so</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>To liaise with Tutors/Heads of Year to promote reading clubs, author visits and book fairs to students</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>To help manage the resources of the ILC</li> </ul>

**Additional Duties:**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To be generally responsible for safeguarding and promoting the welfare of students
- To ensure courtesy to colleagues and in modelling the school ethos to visitors and callers.

**Other:**

- Whilst every effort has been made to explain the main duties and responsibilities of the post each individual task undertaken may not have been identified
- To undertake any other duty as reasonably requested in the pursuit of service delivery

Employees will be expected to comply with the Code of Conduct for School Staff and to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

The school will endeavor to make any necessary reasonable adjustment to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Other Specific Duties:**

- To continue personal development as agreed with your line manager
- To be generally responsible for safeguarding and promoting the welfare of students
- To take the lead in courtesy to colleagues and in modelling the school ethos to visitors and callers.

**Functional Links**

You will liaise with staff at all levels as well as parents and relevant external organisations.

**Health & Safety**

You are required to make positive efforts to maintain your own personal safety and that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice. You are also required to be aware of and comply with policies on health and safety.

*This job profile is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.*

October 2017



**Independent & Work Related Learning Assistant Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good level of general education</li> <li>• Enhanced CRB check associated with ability to promote safeguarding of children</li> </ul>	First Aid
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Monitoring of systems and protocols</li> <li>• Microsoft Office Programs</li> <li>• Team working</li> <li>• Working with children and adolescents</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of ALICE software</li> <li>• Knowledge of Accelerated Reader Programme</li> </ul>
<b>Ability/ Skills</b>	<ul style="list-style-type: none"> <li>• Experience of making effective use of ICT</li> <li>• Strong interpersonal skills</li> <li>• Excellent verbal and written communication skills</li> <li>• Experience of working in a library environment</li> <li>• Diplomacy and tact to be able to deal with the above</li> <li>• Excellent organisational and time management skills</li> <li>• Attention to detail</li> <li>• Ability to build effective working relationships at all levels</li> <li>• Experience of working effectively with other professionals, students, and parents</li> <li>• Ability to prepare and maintain accurate and complete manual and computerised records</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to acquire new skills as appropriate</li> <li>• Ability to work independently and to prioritise work</li> <li>• Knowledge of SIMS or education based Management Information System</li> </ul>
<b>Equal Opportunities</b>	Commitment to Equal Opportunities and the community ethos of the school.	
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• A sense of perspective and manifest enthusiasm</li> <li>• Ability to work hard and prioritise within competing deadlines</li> <li>• A commitment to teamwork and collaboration.</li> <li>• Exemplary record of attendance and punctuality</li> <li>• Pro-action and initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Resourcefulness, flexibility and adaptability</li> <li>• Ability to work effectively with young people</li> </ul>