

Junior School Learning Support Assistant

Full time, immediate start available

Haberdashers' Girls' School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidates will be subject to an enhanced DBS record check.

Haberdashers' Girls' School is one of the eleven schools of the Worshipful Company of Haberdashers. We share a rich history, tracing our roots back to the 17th Century when we established the principles that guide us to this day - we give talented and ambitious young people, irrespective of background, the opportunities they need to succeed in life. Our priority is the education of the whole person in a truly exceptional learning environment with outstanding facilities. Our support staff play a vital role in the delivery of high quality academic and pastoral care for each and every student.

Role:	Learning Support Assistant (Full Time)
Hours:	37.5 h per week, 8am to 3.45pm (3 days); 8.00 am to 4.45 pm (Wednesday); 8.00am to 4.00 pm (1 day) with 30 mins unpaid each day for lunch. This is a Term Time only role (35 weeks per year to include INSET and entrance exams) plus 1 week during the holidays (at least 2 days to be worked in the summer holidays)
Salary:	Full time equivalent up to £22,099 gross per annum Actual salary of up to £18,000 based 0.81 FTE The salary will be depending on skills, experience and qualifications.
Reporting to:	Phase Leader

Junior School Details

Vision	<p>We believe in a holistic school culture which prioritises the education of the whole person through creative, broad-based and independent learning. We value the pupils' personal, social, spiritual and physical development as much as their academic development.</p> <p>When a child joins us at either 4 or 7, she becomes a Habs pupil, not only while in the Junior School but until she leaves us to go to university at 18. We share the whole school mission to prepare our pupils for life beyond school, proud to play our part in the early years of their journey to becoming</p>
---------------	--



	<p>independent, resilient, resourceful young women who have the confidence and skills to fulfil their dreams and ambitions.</p> <p>The younger pupils benefit enormously from the role modelling, leadership and support of their older 'sisters' in the Senior School. They enjoy the continuity and peace of mind of a seamless transition between the two sections of the school at 11+. They also have the unique advantage in this part of the world of good neighbours in Habs Boys' School with whom to share learning opportunities while retaining the benefits of a single sex school environment.</p> <p>We are proud to be a diverse community in which people's difference and individuality, as learners as much as human beings, are cherished and celebrated. Above all, we know that, whether learning through play, solving problems or overcoming challenges, our pupils enjoy their learning and genuinely have fun at school.</p>
<p>Junior School Description</p>	<p>The Junior School is a vibrant and friendly community of approximately 320 girls aged between 4 and 11 and just over 40 teaching and support staff. The school has undergone regular rebuilding and refurbishment in order to maintain large, well-appointed classrooms all with interactive whiteboards, and bright, airy corridors. Facilities and resources are excellent, including dedicated rooms for Art, Music and Languages; a science laboratory and an ICT suite; a Reception/ KS1 Library Bus and a dedicated KS2 Library within a Learning Resources Centre. Sport is also generously catered for in a gymnasium, a dance studio, a swimming pool, a sports hall, netball and tennis courts and extensive playing fields. There is also a Performance Space and a large school hall, spaces shared with the senior school. Use of iPads is integrated into the pupils' learning at all ages and each pupil has an iPad, supplied by the school, which they may use in any of their lessons at the discretion and/ or under the direction of the teacher.</p> <p>There are several well-equipped play areas enjoyed by all the pupils including an adventure playground and a meadow area. We also have Forest School in which Reception and KS1 pupils enjoy lessons regardless of the weather. The school, set in a beautiful rural environment, also benefits from extensive playing fields.</p> <p>The Junior School is two-form entry, with classes of 20 in Reception and Key Stage 1, rising to 25 in Key Stage 2. There is Learning Support Assistant provision across the school, the amount depending on the age of the pupils. Non-contact time is allocated weekly for planning. There is part or wholly specialist teaching in Art/ Design Technology, Computing/IT, Individual Needs, Mathematics, Music, Modern Languages, Physical Education and Science. Visitors, excursions and special events enrich the curriculum throughout the year. There is an extensive extra-curricular programme after school every day. Senior School pupils and parents of Junior School pupils volunteer help in the Junior School, either in class, on trips, running clubs and activities, or by giving talks and presentations.</p>

	<p>A rich variety of faiths and cultures is represented in the pupil body who come to the school from north London, Hertfordshire and Buckinghamshire. Partnership with parents is strong with a thriving Parents' Association called the St Catherine Parents' Guild organising many social and fund-raising activities and events. There is an excellent relationship between the Junior School and the neighbouring Haberdashers' Boys' Prep School with whom links continue to develop and grow.</p> <p>Entry at 4+ and 7+ is selective and oversubscribed; other than in exceptional or changed family circumstances however, all pupils move into the Senior School after Year 6.</p>
<p>Job Description</p>	<p>The main function of the Learning Support Assistant is to support the children with their learning. The Learning Support Assistant will work under the direction of the class teacher - whether in the whole class or on their own, with a small group or an individual – assisting in the delivery of the educational programme and curriculum. S/he will work as part of a team to ensure that the well-being, behaviour and personal development of pupils enhances their learning opportunities and life skills. S/he will maintain a high standard of professionalism in all aspects of appearance and behaviour and will be aware of the requirement for absolute confidentiality in relation to pupils and parents.</p> <p>All applicants must have experience of supporting children in both Key Stage 1 and Key Stage 2.</p>
<p>Job Responsibilities</p>	<p>Support for pupils</p> <ul style="list-style-type: none"> • to foster the participation of pupils in the social and academic practices of the school • to enable pupils to become more independent learners • to help raise the standards of achievement of all pupils • with other assistants, to be on call when minor first aid is needed (training will be provided) <p>Liaison with Teachers</p> <ul style="list-style-type: none"> • to liaise in planning and develop feedback mechanism with teachers • to deal with behaviour management issues under teacher guidance • to assist with general classroom responsibilities • to attend staff meetings and training where appropriate • to discuss with, and report back to the teacher on the planning and teacher's assessments of pupils' work <p>Support for curriculum</p> <ul style="list-style-type: none"> • to keep up to date with Health and Safety and Child Protection legislation • to work in all areas of the curriculum • ability to attend residential trips as required <p>Support for the school</p> <ul style="list-style-type: none"> • to carry out some supervisory duties of the pupils during break and lunch times

	<ul style="list-style-type: none"> • to attend the relevant Induction Evening annually¹ • to attend Parents' Evenings during the year¹ • in negotiation with the school, to work at least 2 days either after the end of the Summer Term or prior to the pre-term days in September • to be part of the school team in furthering the ethos of the school • to attend all induction and training days
Extra-Curricular Opportunities	To run a club or activity as part of an extensive programme which changes termly. (either lunch time or after school)

4. Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • At least 5 GCSEs, or their equivalent, including English Language and Mathematics, Grade C minimum. 	<ul style="list-style-type: none"> • Level 3 NVQ in Childcare and Education or Level 3 NVQ in Early Years Care and Education. • Higher Level Teaching Assistant qualification. • Full Driving Licence. • First Aid Training. • A levels.
Skills	<ul style="list-style-type: none"> • Ability to support learning of children in KS1 and KS2. • Good pastoral support. • Ability to work well within a team. • Good written and verbal communication. • Good ICT skills. 	<ul style="list-style-type: none"> • Knowledge of using iPads to as part of Teaching and Learning provision.
Qualities	<ul style="list-style-type: none"> • Love of supporting pupils' learning. • Valuing a growth mindset, nurturing independence, risk taking and resilience in pupils' learning and personal and social development. • Readiness to support extra-curricular activities after school and at other times. • Good organisation and planning. • Flexibility and resilience. • Ability to inspire and motivate. • Sense of perspective and a good sense of humour 	<ul style="list-style-type: none"> • Interest in developments in Teaching and Learning. • Consideration of the wider school community. • Innovate approach to educating the whole pupil.

5. Opportunities for Professional Development

- Generous external INSET budget
- Internal programme of Learning Lunches and Twilight INSETs
- Staff Journal Club
- Support in gaining relevant qualifications such as ISQAM, Masters, PhD, QTS, as resources allow
- Working with the Haberdashers' family of schools, including Haberdashers' Boys' School, Elstree, and Haberdashers' Monmouth School for Girls.
- Working with locally linked maintained schools.

6. Additional Information

Staff are drawn from a large catchment area which includes North London, Hertfordshire and Buckinghamshire. There is a strong sense of community amongst the staff, who are all members of the Staff Association which organises a number of social events throughout the year. Staff are able to use of the school's swimming pool, fitness suite, badminton and tennis courts, as well as free school lunches in term time and free use of the School's coach service where spaces are available. Haberdashers' Girls' School terms are shorter than in the maintained sector.

The School is committed to supporting the continued professional development of its staff. As well as attending external INSET courses, a full and varied programme is offered in-house. Half termly optional Learning Lunches and Twilight INSETs cover a vast array of academic, pastoral and career advancement training.

7. Benefits

Currently the School offers a wide range of benefits to staff, including:

- A strong commitment to professional development, with a substantial budget for whole school training and individual courses;
- Enrolment into the School's pension scheme, with 12% employer contribution, based on 5% individual contribution;
- Group Life Assurance (4 x salary);
- Free lunches, other meals and refreshments;
- Free parking on the School campus;
- Free coach travel on the service provided by the School (subject to availability);
- Tax free bicycles for work through the Cycle to Work Scheme;
- Free use of the state-of-the-art gym including fitness suite, swimming pool and squash courts;
- Employee Assistance Programme.