



HOLMWOOD HOUSE  
SCHOOL



I am delighted to welcome you to Holmwood House School and Nursery, where I believe we provide a truly inspiring learning environment and boundless opportunities for discovery and exploration, that enables our pupils to develop their individuality, confidence and tenacity.

Holmwood House is an independent co-educational school with thriving Nursery, Early Years, Pre-Prep and Prep departments and has recently announced its expansion to 16. The school is set in beautiful grounds a few minutes from the centre of Colchester, giving over 300 boys and girls access to a huge range of academic, sporting, creative and scientific facilities.

We believe that the quality of our teaching, nursery, boarding and support staff is paramount. At Holmwood House we pride ourselves on having excellent staff who ensure our pupils are provided with the very best learning environment during their time here.

Thank you for taking the time to prepare your application and for your interest in Holmwood House. Further information can be found on our website: [www.holmwood.house](http://www.holmwood.house)

Edward Bond

**Head**



## HOLMWOOD HOUSE SCHOOL

### **Job Description and Person Specification**

<b>Job title:</b>	Learning Support Assistant (part-time 0.6 contract)
<b>Reporting to:</b>	Learning Support Coordinator, Head
<b>Start Date:</b>	ASAP
<b>Hours:</b>	Monday to Friday Term-time only (35 weeks) and INSET days 8am to 1pm Monday, Wednesday, Thursday and Friday and Tuesday 8am to 4pm
<b>Salary:</b>	Dependent on qualifications and experience. Meals and refreshments will be provided free of charge during term-time.

The Learning Support Assistant's (LSA) main role is to provide support for pupils with special educational needs. The LSA will ensure that the pupils can integrate as fully as possible in the activities generally undertaken by the other children in the class and make progress.

Duties will include running specific programmes and activities to assist the pupils' individual learning and social needs. The LSA will be responsible for implementing the targets on the pupils' Individual Education Plan (IEP) in liaison with the class teachers and the Learning Support Coordinator.

#### **General duties of all teaching staff:**

- To support pupils as directed by the Learning Support Coordinator, having due regard to the aims and policies of the school, current schemes of work and the relevant syllabuses.
- To share in the responsibility for the pastoral care, well-being and discipline of all pupils with reference to the school's commitment to Child Protection and Safeguarding Policies.
- To support and promote the ethos of the school, upholding the core values.
- To support school functions and activities whenever possible, and to take an active part in the extra-curricular life of the school and its pupils.

#### **Learning Support Assistant:**

- To provide learning support for pupils in class or in 1:1 situations.
- To develop knowledge of the particular needs of the children and seek advice from the Learning Support Coordinator, class teacher and outside agencies as required.
- To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, games, visual prompt cards etc.

- To make or modify resources as suggested and advised by the Learning Support Coordinator, Educational Psychologist or other outside agencies.
- To organise and maintain an inclusive learning environment across the whole school environment.
- Provide positive reinforcements, praise and rewards to pupils.
- Facilitate inclusion in small group activities with peers and support interaction between them.
- To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.
- To attend planning meetings with the Learning Support Coordinator to develop learning programmes and to assist in the delivery of the individual learning programmes on a daily basis to promote learning ,behaviour and communication skills.
- To provide regular feedback to the Learning Support Coordinator and, where necessary, relevant outside agencies about any pupil's difficulties and progress.
- To contribute to the pupils' annual review.
- To inspire pupils with an enthusiasm for and a love of learning.
- To encourage pupils to be actively involved in the learning process and in reviewing their own performance.
- To identify and adopt the most effective teaching and learning approaches and to keep abreast of contemporary educational issues relevant to the subjects and age range taught.
- To identify and teach study skills that will develop an individual's ability to work independently.

#### **Supervisory Duties and Pastoral Role:**

- To carry out break time or lunch supervision duties as directed by the Deputy Head.
- Maintain good order and discipline among the children and safeguard their health and safety in accordance with the school policy. Uphold the school's behaviour code.

#### **Liaison with parents:**

- Communicate and meet with parents as appropriate and respond positively, professionally and promptly to emails and messages from parents.
- To attend parent/teacher consultations as organised by the school.
- To be involved in marketing and effective communication by regularly providing information for the school's website, newsletter and social media.

#### **Professional expectations and development:**

- To attend School before the start of term for INSET and Preparation Days (and after the end of term, as required) to make necessary preparations as required by the Head.
- To take part in the school arrangements for staff Appraisal and Performance Review, undertake observed teaching sessions, complete the required documentation, provide

work for scrutiny and seek to fulfil the targets agreed as part of the performance review system.

- To attend on and off site training courses in order to develop teaching knowledge and skills.

In addition to the above, the member of staff will be required to undertake the following task(s):

- When necessary, to cover for absent colleagues, supervising classes as directed.
- To carry out any other tasks or duties, as appropriate commensurate with the salary and job title, as requested by the Head or as required by the school. This includes showing flexibility by teaching a class in a different year group if required in the future.

### **Person Specification**

- Experience of working with children with special educational needs
- GCSE, 'O' Level or equivalent qualifications in Maths and English.
- Ideally you will hold Spld Qualification Level 5, a relevant teaching qualification, NVQ2 or equivalent as recognised by the National Occupational Standards for Supporting Teaching and Learning (NOS-STL).
- Knowledge and understanding of the different social, cultural and physical needs of pupils.
- An interest in how children learn and behave.
- Provide appropriate role models of behaviour both in the classroom and around school
- Really care about children, particularly those who find learning and managing their behaviour difficult.
- Training in aspects of SEN, i.e. ELSA, dyslexia.
- Carry out tasks and responsibilities under the direction of the Learning Support Coordinator, Class Teacher, Deputy Head Teacher or Head Teacher.
- Plan and prioritise tasks and work under the pressure of a busy inclusive school.
- Be productive and show initiative.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any job offer would be conditional upon suitable references and DBS disclosure. The School's Safeguarding & Child Protection Policy can be found by clicking [here](#).

### **How to Apply**

If you would like to apply for the position of Learning Support Assistant you will need to complete an application form. The information you provide will be used as the first stage of the selection process to decide whether or not you will be shortlisted for an interview. It is very important that you complete your application as accurately and fully as possible, including all the information you think is relevant.

### **Completing an application form**

- Please read through all information provided before completing your application form;
- We require information about all applicants to be presented in a consistent format: **Please do not submit a CV;**
- Complete all sections; do not leave any blanks. Enter N/A if not applicable and provide as much information as possible;
- Continue on a separate sheet if you require more space to complete any section.

## References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from a current or most recent employer. Neither referee should be a relative or someone you know as a friend.

- Shortlisted applicants are advised that references may be taken up prior to interview. Unless you ask us not to, we will assume it is acceptable to contact your referees at any time.

Holmwood House School is an equal opportunities employer. A copy of the School's equal opportunities policy is available on request.

## Submitting an application

Applications should be submitted via the school's [online application form](#)

Application forms received electronically will be required to be signed by the candidate if they are selected for an interview.

Please be aware that if you have not heard from us within 21 days, unfortunately your application has been unsuccessful. Due to the response to advertised vacancies, we provide feedback only to those applicants who are interviewed.

The application forms of unsuccessful candidates will be held confidentially by the School and destroyed after three months.

## Interviews

We will contact shortlisted candidates with further information about the exact format of the interview process but candidates should expect to be interviewed by several members of staff and may be required to undertake some form of practical assessment.

If you are invited to attend an interview you will be required to provide the following:

- Evidence of eligibility to work. For all posts, we are legally obliged to confirm that the appointee is eligible to work in the UK before they start working with us.
- Original documents confirming any educational and professional qualifications referred to in your application form.

## Conditional offer of appointment

Your employment with the school will be subject to the school being satisfied with the following:

- the enhanced disclosure received from the Disclosure and Barring Service;
- that you are not barred from working with children;
- information about whether you have ever been the subject of a direction under section 142 of the Education Act 2002 which renders you unable or unsuitable to work at the School;
- verification of your medical fitness;
- verification of qualifications and identity;
- confirmation of your right to work in the United Kingdom;
- the two references received; and
- such other pre-employment checks as the School is required to complete in accordance with its statutory or regulatory obligations including such other overseas checks as necessary
- Completion of child protection training

### **Disclosure and Barring Service (DBS)**

As the school meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, any offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Candidates attending an interview are required to provide three forms of ID from the list below.

- Passport
- UK driving licence
- A UK Birth or adoption certificate
- EU photo identity card
- A utility bill, bank / building society or credit card statement that is less than three months old and which shows your name and current home address This must be an original document and cannot be printed from the internet.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. In the event that you are unsuccessful please be assured that photocopies of documents taken by the school will be destroyed immediately.

A full list can be found on the DBS website:

<https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide->

Holmwood House is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Where a candidate is found to be on the DBS Children's Barred List, or the DBS disclosure shows he / she has been disqualified from working with children by a Court; or found to have provided false information in, or in support of, his / her application; or the subject of serious expressions of concerns as to his / her suitability to work with children the facts will be reported to the Police and / or the DfES Children's Safeguarding Operation Unit.

If you have any queries about your application or the recruitment process, please contact Abigail Wills, Headmaster's PA, on 01206 574305 or email [headmaster@holmwood.house](mailto:headmaster@holmwood.house)