



KINGSBURY HIGH SCHOOL

spectemur agendo



**Learning Support Assistant
Candidate Information Pack
October 2023**

About Kingsbury High School

KHS is a vibrant learning environment with a strong community ethos.

As a large 12 form entry 11-18 split site school we are situated in an Inner London location, but with an out of London feel – surrounded by parkland with large playing fields and great local amenities, excellent transport links to enable easy access from central London and fringe areas. Our school is truly diverse in its makeup, whilst united as one family working to achieve the best for all our students.

Kingsbury High School has many strengths and a long history of success. There is a keen understanding of the importance of values and a sense of tradition, encapsulated by the School 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 respect themselves, others and the environment.

Our students gain excellent examination results in both GCSE and across the Sixth Form. In our most recent inspection Ofsted again rated the school as “good”. Equally, the school is very proud of the way it has achieved these outcomes and the rounded education it offers to its students. 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.

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. 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.



Alex Thomas

Headteacher

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

Our Staff Benefits

Free On-site Parking	Weekly Staff Treats	Cycle-to-work Scheme	Staff Tea / Coffee
Local Government Pension Scheme	Employee Assistance Program	Staff Social Events: Christmas Lunch Summer BBQ	Commitment to Continued Professional Development

Job Description

Reports to: Head of Inclusion (SENDCo)

Salary Scale: Scale 4: £22,369 - £24,054

Contract: Fixed Term— 1 year (with potential to extend)

Deadline for Applications: Friday 03rd November 2023

Proposed Start Date: January 2024

Main Purpose of Job

- 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.

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.
- 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.

Job Description: Continued

Duties and Responsibilities: Continued

- 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 (common to all support staff job descriptions)

- 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.
- Assist with first-aid for pupils and staff, including looking after sick pupils and liaising with parents and staff.
- Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of 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 pupils.
- Undertake these duties within agreed school objectives, policies and procedures and promote the Schools 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.

Notes: This Job Description 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

Person Specification

Knowledge , Skills and Ability

- 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 / Safer Recruitment

Kingsbury High School is committed to the safeguarding of children All employees are expected to comply with our School Child Protection and Safeguarding Policy.

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.

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)

Advert Close

All vacancies close at midnight unless otherwise stated.

How To Apply

To apply for this role directly, we ask that you complete the following documents:

- KHS Application Form—Support Staff
- KHS Self Declaration Form
- KHS Equal Opportunities Monitoring Form

Please send the completed documents with the job role you are applying for in the subject line of the email to:

khsvacancies@kingsburyhigh.org.uk

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 request, 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: 0208 206 3000

