

Learning Support Assistant

Job description and person specification

Required ASAP



Summary

We have a unique opportunity for a **loving, caring, enthusiastic and happy Learning Support Assistant** to join our amazing team in our uniquely friendly and supportive environment.

The position is to support, on a one-on-one basis, a lovely five-year old child with an EHCP through to the end of this academic year. Targets include supporting the child to manage their expectations and transitions throughout the day, modelling social interactions, using bespoke materials to help them access their learning and finding opportunities to extend and challenge them. There is also a requirement to run interventions [with them one-on-one] and support them with external practitioners, such as SaLT.

As an integral member of the class' teaching team, the role also requires supporting the class teacher and the other children in delivering our bespoke, fun curriculum.

Applicants should hold a relevant Teaching Assistant qualification to at least Level 2 (and more likely Level 3 or above) and have extensive experience of working with young children who have SEND, adapting and differentiating the curriculum to their needs and style.

As the post is available now, a start as soon as possible would be ideal. There may be an opportunity to extend it past the end of this academic year. The probation period is six months.

The actual salary will depend on the successful candidate's experience, qualifications and agreed working hours. The 2026-27 actual annual Term-Time Only starting salary ranges from £22,840-£24,370. It is for Term-Time Only (34-35 working weeks + 4.6 weeks paid holiday) for our standard full-time hours of 8.30-15.45 Monday-Friday (the comparable annual Full-Time Equivalent salary would be £29,625-£31,615). The 30-minute lunch break and the 15-minute morning break are paid.

In addition to working term-time, the successful candidate will preferably also be available to work, for additional enhanced remuneration, until 4.45pm on two to four afternoons per week to support the child at after-school clubs. If of interest, there are further earning opportunities by working some of our holiday provision weeks. Holiday provision is optional for parents and reserved for our on-roll Kindergarten and Pre-Reception children. It is for 7-8 weeks a year, and a willingness to sign up to work for about 4 of these weeks would, although not essential, be highly welcome.

School background

Herne Hill School is a well-established independent Pre-Preparatory and Pre-School in South London. It is the largest stand-alone independent school in the country focusing exclusively for two-year-olds through to Year 2.

Since its foundation in 1976, it has had only one purpose: providing young children with the best possible start for a successful and balanced academic life. There are nearly 300 pupils on roll, split into the Kindergarten at our

new, dedicated and state-of-the art site at 99 Herne Hill, which then feeds into Pre-Reception, Reception, Year 1 and ultimately Year 2 classes at our main site at 127 Herne Hill.

There are approximately 70 staff members (about 25 teachers and peripatetic instructors, 40 teaching assistants and five support staff), who are overseen by the Headteacher, Ngaire Telford, and the Director/Proprietor, Dominik Magyar. Everyone works towards fulfilling our common purpose:

“At Herne Hill School, we prepare young children for life ...
by providing the finest individual education ...
... based on a bedrock of love and care.”

The school's ethos of *Love · Care · Excellence* encapsulates our commitment to excellence and our belief that love and care are prerequisites for a top-quality education. The school's atmosphere lives this philosophy. It is a caring, friendly, fun, supportive and well-resourced environment conducive to optimal learning and development.

Our website and the last ISI inspection report, which can also be found there, provide a good overview of our values, approach to teaching and learning and *modus operandi*.

Candidates who would like to see more detailed information on the school's provision and daily life can email our Registrar Catherine Ross at enquiries@hernehillschool.co.uk to request access to the password-protected Prospective Parent Area on our website.

Job description

The main duties and responsibilities for the one-on-one pupil support role include:

- Developing a strong bond with the assigned child and supporting them with their education as well as behavioural, emotional and social development
- Working with the Class Teacher (and the SENDCo, Learning Support Assistants, parents and others as appropriate/required) to interpret the EHCP's expected outcomes at the end of pre-reception and turn these into meaningful/appropriate targets, teaching strategies, interventions and activities
- Being creative and proactive in making suitable adaptations to teaching and learning resources
- Regularly reviewing and adapting these to ensure that the provision remains effective and appropriate to the child's needs
- Contributing to record keeping and report writing on the child's progress and evolving needs
- Communicating effectively and frequently with the parents

Additionally, the duties and responsibilities that apply to all of our Teaching Assistants, including for this role, are as follows:

- Supporting the Class Teacher by:
 - Helping with the preparation and maintenance of an effective and safe learning environment
 - Contributing to the preparation of learning activities, supporting their delivery and monitoring their success and pupils' response, feeding back information as appropriate
 - Contributing to the maintenance of pupil and classroom records and the teacher's effective communication with parents
- Supporting children and their learning by:
 - Establishing fair, respectful, trusting, supportive and constructive relationships with them
 - Safeguarding and promoting their welfare through all possible means, including the provision of a safe, secure and trusting environment

- Supervising them in various activities, including playtimes, lunchtimes and during other outdoor school activities
- Being involved in a range of care activities
- Having high developmental and behavioural expectations of all children and a commitment to help them achieve their full potential, giving them constructive feedback as appropriate
- Motivating and encouraging them to develop their own ideas and creativity and promoting their creativity
- Promoting their self-esteem, independence, positive values, behaviours and attitudes
- Monitoring and assessing their progress and taking appropriate action
- Being an excellent behavioural role model to them, especially by demonstrably living out the School's nine golden rules

Further duties and responsibilities we expect all of our employees to also meet include:

- Understanding and living out the HHS ethos of *Love · Care · Excellence* and its implications for day-to-day interactions with children and adults
- Promoting good staff morale, setting an example of professional behaviour and getting along well with others on the team by demonstrating strong commitment to team culture, always placing overall team success above self
- Taking an active role in developing your own professional skills and expertise and helping the development of others
- Participating in appraisal reviews of yourself and others
- Participating in meetings and school events
- Contributing to the development, image and wellbeing of the whole school

Person specification

While we will consider a range of applicant profiles, our ideal candidates will:

- Have a passion for SEND and keep abreast of developments and learning in SEND provision
- Hold at least a Level 2 Early Years Teaching Assistant or other relevant qualification
- Have knowledge of the EYFS and/or Key Stage 1 National Curriculum, with hands-on experience in working within these age ranges, including as a key person
- Have experience of working with young children who have SEND, adapting and differentiating the curriculum to their needs and style as appropriate
- Love working with young children and be able to find ways to engage their imagination and enthusiasm for learning
- Share our commitment to excellence, high standards and expectations as well as our belief that love and care are prerequisites for a top-quality education
- Have a particularly warm, kind and caring personality, with an ability to remain calm, reassuring and patient, which enables establishing a close, professional and nurturing relationship with a one-to-one pupil and thereby bring out their best in meeting all of their ambitious learning objectives
- Be fully committed to safeguarding and promoting the welfare and safety of children
- Have drive, energy and enthusiasm
- Be flexible, adaptive, innovative and creative
- Command a strong presence and have a positive outlook on life with a good sense of humour
- Be a constructive team player who will successfully work with fellow staff members
- Have excellent interpersonal skills with adults and children
- Be organised and efficient

Safeguarding and child protection

- Herne Hill School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share that commitment. The School's safeguarding policy is available on our website.
- Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.
- The School will perform all required pre-employment checks on successful candidates, including with the Disclosure and Barring Service (DBS) and, where appropriate, a check of the Barred List maintained by the DBS. Any offer of employment will be conditional on obtaining satisfactory results for all checks.
- It is an offence to apply for the role if a candidate is barred from engaging in regulated activity relevant to children.

How to apply

Please download the application form from our website or other recruiting websites. Once completed, email it to enquiries@hernehillschool.co.uk, addressed to Ms Carla Diego, SENDCo and DSL.

There is no specified application deadline as the post is currently vacant. As a consequence, early applications are highly encouraged and will be processed as received.

We are looking forward to hearing from you!