

Candidate Brief for the position of

Learning Support Assistant (Part-Time, Fixed Term Contract, Term Time Only)

Newton
PREP

Newton Prep was rated as 'Excellent' across the board by ISI Inspectors in March 2022



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The School

Established in 1991, Newton Prep is a thriving school for children, aged 3-13. The School is unashamedly ambitious for its pupils who have access to outstanding facilities. We want them to achieve their academic potential whilst also engaging in sport, art, music and drama. In the School, there are currently over 650 pupils from Nursery to Year 8.

We want the children to involve themselves in the total life of the School, which includes after school clubs and activities and a wide range of trips. We celebrate the diversity of our pupils; we want our children to develop a strong sense of community, learning how to make a positive contribution to the community of Newton Prep and the world around them. The ethos and philosophy is one that is based on mutual respect and kindness shown to others.

Our Vision is to provide the children in our care with a first-rate education in the knowledge that time is precious and irreversible. The education we provide has a strong academic base and an imaginatively broad curriculum giving a rich learning experience for all children including provision for children with a range of abilities, including those with high aptitudes in specific subjects. Moreover, the Newton education has a lasting impact as children progress through their school years and throughout their lives, developing both intelligence and character. Our atmosphere is full of happiness and enthusiasm with a sense of purpose and achievement as both pupils and staff aim high. Good governance bolsters these aspirations. We focus on developing ambition in the children so that they move on to the most

appropriate senior school. Newton Prep is a model for best practice in all aspects of prep education.

The School places a strong emphasis on the education of the whole person. We attach great importance to the teaching of Art, Drama, Music and Sport as well as the more academic subjects. Our curriculum and extensive co-curricular programme, together with the House system, reflect the School's commitment to providing both high quality learning opportunities and strong pastoral support so that our pupils have the best opportunities to achieve their full potential and are successful in all areas of school life.

Fundamentally, we want Newton Prep children to enjoy their precious childhood years.

Location

Newton Prep is positioned in the heart of central London's newest vibrant and dynamic development. The area stretching from Nine Elms to Battersea is home to a bustling new 'town'. The iconic Battersea Power Station, now rebuilt, has transformed this part of the capital. With the opening of the Northern Line tube extension, the school enjoys exceptional connectivity, we are within five-minutes' reach of three different stations, served by four bus routes and even accessible by river!

-  Battersea Park  2 mins
-  Queenstown Road  5 mins
-  Battersea Power Station  5 mins
-  156, 344, 436, 44  1-3 mins
-  Battersea Power Station  15 mins



Summary of the Role

We are seeking to appoint a self-motivated and enthusiastic Learning Support Assistant to join our dynamic SEND Department in our outstanding school.

As a Learning Support Assistant, you will provide support to one of our pupils and enable them to access learning across the curriculum, using personalised approaches both with 1:1 and group learning activities.

The successful candidate will ideally have prior experience in a similar, or related, role. You will need to have an ability to work flexibly and with enthusiasm and a can-do attitude. You will work in partnership with class teachers and the SENDCO, to support learning in line with codes of practice, school policies and procedures.

The Learning Support Assistant is appointed by the Head and is responsible to the SENDCO.

Start date: January 2025



Main Duties & Responsibilities

The responsibilities of the Learning Support Assistant include:

- Facilitating pupil's learning in class using targeted strategies
- Support the pupil out of class as required
- Provide support with organisational skills
- Follow the advice and recommendations of professionals such as Occupational therapist and Educational Psychologists
- Support the pupil developing social communication skills, through targeted activities
- Running small literacy and numeracy support groups
- Planning and preparing materials and resources
- Planning and preparing, in conjunction with the SENDCo, a range of structured learning activities
- Undertaking some supervisory duties
i.e., gate duty, playground and lunchtime duties



Person Specification

The Learning Support Assistant needs to have:

- An appropriate qualification
- A good understanding of the learning needs of pupils with Autism and ADHD
- Experience of supporting pupils with ASD/ADHD
- Ability to cater for the individual learning needs of pupils with additional needs and develop and adapt learning materials accordingly
- Knowledge of the National Curriculum especially at Key Stage 2
- The ability to liaise effectively with teachers, parents and pupils
- Enhanced disclosure via the DBS
- Motivation to work with children and young people
- Ability to form and maintain suitable relationships and personal boundaries with children and young people
- Positive attitude to behaviour management



Summary of Terms & Conditions

The following information provides guidance, without prejudice, on the expected main terms and conditions of employment. A formal contract detailing the terms and conditions applicable to this position will be drawn up on receipt of your acceptance of your provisional offer of employment. Any offer of employment will be subject to satisfactory recruitment checks (including qualifications, references, ID, right to work, online searches and medical checks) that are satisfactory to the School as well as satisfactory checks from the DBS and Teacher Regulation Agency.

Salary

A competitive salary will be offered in accordance with the School's salary scale which will reflect the experience and qualifications of the successful candidate. Salaries are paid by BACS transfer on the last working day of each month in twelve equal payments.

Period of employment

Fixed Term Contract till July 2025 (term time only).

Working hours

This is a part-time position, (5) mornings per week: 8.30 am to 1.15 pm.

Probation

This post is subject to a probationary period of three months. During this probationary period either you or the School may terminate your employment by giving not less than one month's prior written notice. The School may, at its discretion, extend the probationary period for a further period in the event it is considered necessary.

Notice

Following the successful completion of your probationary period, your notice period will be not less than half a term.

Holiday

You will be entitled to 30 days holiday (pro rata) which must be taken during school holidays and your salary (specified above) has been enhanced to take into account your holiday entitlement. You will be required to attend any dismissal or disciplinary hearing during school holidays on being given reasonable notice.

Pension

The school operates a Group Personal Pension Scheme. The school will automatically enrol you in its Standard Life Pension Scheme (the Scheme). If you do not wish to be a member of the Scheme you may choose to opt out. Forms are available from the Scheme's website. The school will automatically re-enrol all staff who are not members of the Scheme on a three-yearly basis. Should you wish to continue to opt-out you will need to repeat the opt-out process.

The school will contribute an amount equal to 10% of your net salary into its Group Personal Pension Scheme subject to your contributing a minimum of 4.8% of net salary into the Scheme.

Fee remission

A discount of up to 50% is given on school fees for children attending Newton Prep (subject to satisfying the School's admission criteria). Please note this is not a contractual entitlement and the school reserves the right to vary the rate of remission or to withdraw it altogether.

Other benefits

Staff gym, free on-site parking, cycle-to-work scheme, free 'travel to work loan scheme', free school lunch, tea and coffee during term time, 24-hour counselling and legal advice service, free annual flu vaccination, training and development opportunities.



Application

Newton Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The School will carry out online searches on all successful candidates as part of the process of assessing suitability.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Please ensure that you include the names of two referees and details of employment since leaving school. As the position involves working with children the successful applicant must be willing to undergo child protection screening appropriate to the post (including checks with past employers) and will be subject to an Enhanced Disclosure and Barring Service check.

The closing date for applications is **9.00 am Friday 6th December 2024.**

Application is by form only, which can be downloaded [here](#) or from our website newtonprepschool.co.uk. Candidates should complete the School's Application Form and email it to the HR Assistant: hassistant@newtonprep.co.uk.

Alternatively forward it via post to the HR Assistant, Newton Prep, 149 Battersea Park Road, London, SW8 4BX. If you have any queries about the application process, please contact the HR Department on **0207 720 4091 Ext 1255**.

Interviews will be held week commencing **Monday 9th December 2024**. However, the School reserves the right to interview and appoint ahead of the advertised closing date, should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.





Newton
PREP

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Newton Prep Ltd