

King's House School

Learning Support Assistant Applicant Pack

Contents

- General Information
- Working at King's House
- Job Description
- Safeguarding
- How to Apply

General Information

King's House School was founded in Richmond in 1946 and has been a boys' prep school from that time on. The school operates on three sites in or around King's Road, which is on the very pleasant setting of Richmond Hill. The Senior Department (for boys from Year 4 to Year 8) is at 68 King's Road, the Junior Department on its own site just down the hill, and the relatively new Nursery around the corner in Princes Road. The school also has extensive playing fields just over Chiswick Bridge.

Most boys join the school in the Nursery (which is co-ed) or Reception but there are small intakes at Years 3, 4 and 7. Boys stay until 13 when they move on to a wide range of day and boarding schools, a number each year gaining awards.

The Nursery Department operates from its own site in a recently acquired and carefully restored building. The youngest children, the Caterpillars, are based on the top floor and the Butterflies (the rising 4s) on the ground floor. There is a very positive, caring atmosphere to the Nursery Department and the ground floor has an area set aside for Music. The Nursery has its own dedicated staff but the school PE, French and Music staff help out with sessions each week.

The Junior Department (JD) is housed in two Victorian buildings which have been sensitively redesigned and linked to provide an exciting and stimulating environment for the pupils. There is a two-form entry with about forty boys in the year group. This number grows to about 48 in Year 3 with three forms. The class teachers deliver the vast majority of the curriculum but boys do have lessons with specialist teachers for Music, French and PE and Games (at the playing fields) and in some years, ICT. All boys take swimming lessons at a local pool and Years 2 and 3 use the Senior Department (SD) facilities for some subjects.

Boys join the Senior Department for Year 4. This is the original school site and has been developed substantially since then. It is deceptively large area which includes the school's theatre, a recently-refurbished library, gym, astroturf pitch, two ICT rooms, two Science laboratories and a Music area. The boys are taught in three groups (or sets in some years) up until Year 8 with increasing exposure to subject specialist teachers, who will teach a range of year groups and sometimes more than one subject. The curriculum the boys follow prepares them for Common Entrance or Scholarship at the end of Year 8.

Throughout their time at King's House, the boys are encouraged to take part in art, drama, music and sporting activities. There are productions every year for all year groups,

concert and other performance opportunities for music, and numerous games fixtures and other sporting activities. There are also numerous outings for all year groups and residential trips as the boys get older. Overall, King's House offers its pupils a broad and balanced curriculum and prepares them well for their transition on to their next school.

Working at King's House

Staff at King's House are expected to show a commitment to the school and its ethos. The school has its own salary structure, and staff are automatically enrolled in the Group Pension Scheme for non-teaching staff. Staff benefit from a programme of professional development which includes appraisal and in-service training courses delivered by school staff or externally.

Learning Support Assistant

The Post

The vacant post will be in the King's House School Junior Department and will be undertaken on a job-share basis (Wed 11.45-3.30; Thurs & Fri 8.15-3.30) during term time. The Junior Department is on its own site close to the Senior Department and is two form entry; the Junior Department is for boys from Reception to Year 3 and the boys automatically transfer to the Senior Department for Years 4- 8.

This role will initially be from January 2018 to July 2018 and then on a 1 year renewable contract from September 2018 to July 2019, subject to agreement by both parties. The school is looking for someone who can commit to the role in order to provide consistency and continuity.

The main duties of the role include:

- Assisting in the preparation and delivery of lessons in the classroom
- Working closely with one pupil with cerebral palsy, supporting him in all aspects of learning and development
- Helping the teacher with the general care, welfare and discipline of the boys, including dealing with accidents
- Liaising with the parents of the designated pupil
- Maintaining a daily diary recording events of the day for the designated pupil
- Leading and supporting the designated pupil with his learning when he is working in a small group of boys and working with individual boys
- Producing written evaluations of work by the designated pupil and contributing to the designated pupil's portfolio of development, under the guidance of the Class Teacher
- Attending staff meetings and INSET at the beginning of terms, other occasional meetings designated by the Head of Junior Department or Head and parents' evenings
- Helping with the mounting and displaying work
- Supporting the designated pupil at playtimes and lunchtimes and in assemblies and hymn practice
- Promoting the welfare and happiness of all the pupils and especially of the designated pupil
- Contributing to the overall life of the school through attendance at school events and

- general commitment to the aims and ethos of the school
- Undertaking any additional tasks as required by the Head of Junior Department

Personal Qualities will include:

- Experience of working with children and a passion for children's learning
- An understanding of the difficulties faced by a pupil who has cerebral palsy
- A willingness to assist in the personal care of the designated pupil, including changing, feeding and manual handling
- An ability to cope with challenging behaviour
- An ability to relate to staff and parents
- A flexible approach to work
- A very good sense of humour

Safeguarding

King's House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo the child protection screening appropriate to the post, including checks with the Disclosure and Barring Service and references from previous employers

Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

How to Apply

Please send your completed application form and a covering letter (not to exceed 2 sides of A4) outlining your skills and experience to the Headmaster, King's House School, 68 King's Road, Richmond, TW10 6ES as soon as possible and no later than 27th September 2017. Alternatively, please email your application to recruitment@kingshouseschool.org. We hope to contact candidates for interview as soon as possible after the closing date.