



# KING'S HOUSE SCHOOL

## RICHMOND

### Learning Support Assistant

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#### 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 Nursery around the corner in Princes Road. The school also has extensive playing fields just over Chiswick Bridge, where there are numerous pitches including a new full-size 3G one.

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 scholarships.

The Nursery operates from its own site in a carefully restored building on Princes Road. 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 and the ground floor has an area set aside for Music. The Nursery has its own dedicated staff supplemented with specialists from the school PE, Music and IT departments.

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 and in some years, Computing. All boys take swimming lessons at a local pool and Years 2 and 3 use the Senior Department (SD) facilities for some subjects.

Boys move to the Senior Department site for Year 4. This is the original school site and has been developed substantially since then. It is a deceptively large area which includes the school's theatre, gym, astro turf pitch, two Computer rooms, two Science laboratories and Music area. There are three forms in each year group. Forms are mixed-ability in Years 4-6, with some subjects setted, and streamed in Years 7 and 8. Boys experience 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 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.

### **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.

### **Equal Opportunities Employer**

King's House School are an equal opportunities employer who celebrate diversity and believe in equal opportunities for all. Employment decisions throughout the school are made without regard to any status protected by law.

### **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 Will Cullen, HR Manager, King's House School, 68 King's Road, Richmond, TW10 6ES as soon as possible and no later than Friday 17<sup>th</sup> September 2021. Alternatively, please email your application to [recruitment@kingshouseschool.org](mailto:recruitment@kingshouseschool.org). We welcome early applications and will consider holding interviews before the closing date for strong candidates.

## Job Description

### Overall Aim

To support the needs of a child with Special Educational Needs and visual impairment. The vacant post will 25 hours per week.

### Duties:

#### Resource Modification

- Modifying printed and electronic materials for daily curriculum resources and assessments

#### In-class support in core lessons:

- Support in lessons to anticipate aspects of a lesson that may create barriers, help pupil access concepts and visual information used in lessons and facilitate his understanding, learning and development
- Reinforce any missed learning due to the additional time taken to access print
- Act as a reader and scribe when pupil needs a visual rest break
- Support to keep up with the pace of the lesson
- Plan tasks and adapt activities, including the integration of technology, to promote cognition, learning and independence in all areas of the curriculum
- Liaise closely with the Head of Learning Support and other professionals in conjunction with the Class Teachers
- Undertake formal and informal assessment of the child, as directed by the teacher, and help to keep the necessary records up to date

#### General Support

- Assist in reporting the progress of the individual child to parents and colleagues as necessary, always respecting confidentiality
- Organise and facilitate daily opportunities to practise touch typing skills
- Familiarise self with policies and procedures and use them within daily routines
- Ensure the health, safety and wellbeing of the child and report any hazards noticed
- Help pupil develop to take some responsibility for his own needs
- Establish maintain positive home-school links

#### General duties

- Attend staff meetings and Inset at the beginning of terms, other occasional meetings as deemed appropriate by the Head including parent consultations where appropriate
- Contribute to the overall life of the school through attendance at school events and general commitment to the aims and ethos of the school
- Undertake any additional tasks as required by the Head

### Person Specification:

- Experience working with children with visual impairment (preferable)
- Experience of working with children and a passion for children's learning
- An understanding of the difficulties faced by a pupil who has special educational needs
- Strong IT skills
- An ability to relate to staff and parents
- A flexible approach to work
- To have a warm, consistent and caring approach towards child development in order to promote inclusivity

**Terms and Conditions**

- Salary: £11-13 per hour based on experience
- Part-time post working term-time only, five hours per day
- Contribution to Stakeholder Pension Scheme
- Free school lunches during term time