



KING'S HOUSE SCHOOL  
RICHMOND

HLTA



## Welcome from the Head

Thank you for your interest in King's House School. I am very proud of our staff here at KHS, and we are a friendly and caring school with a strong sense of community, where pupils can thrive and flourish. The pastoral aspect of school life is at the heart of everything we do, and we pride ourselves on providing an inclusive environment that is both nurturing and challenging. I am proud of the supportive and collaborative culture at King's House, which helps staff and pupils to be the best they can be.

It is a joy to watch our pupils grow into confident young people, ambassadors for King's House when they leave us at 13+ to go onto a wide range of day and boarding Senior Schools. We value a broad and balanced academic education, enabling our pupils to develop their academic, social, sporting, emotional and artistic attributes.

We are committed to recruiting excellent staff across our teaching and non-teaching departments and King's House School Enterprises, with the opportunity to develop careers. You will be joining the school at an exciting time, when we are investing in our facilities to ensure an inspiring education for students for many years to come. In September 2024, the school moved to coeducation with girls currently in over half of our year groups.

I hope this provides you with a flavour of what life is like at King's House School, with a staff team who develop enthusiastic young people who can be relied upon to make a positive contribution in all areas of school life.

Mark Turner

Head



# King's House School

King's House School was founded in Richmond in 1946 and has been a boys' prep school since then until September 2024, when girls joined for the first time as we move to co-education. The school operates on three sites in or around Kings Road, which is on the very pleasant setting of Richmond Hill. The Senior Department (for pupils from Year 4 to Year 8) is at 68 Kings Road, the Junior Department on its own site just down the hill, and the Nursery around the corner on Princes Road. The school also has a 35-acre sports ground just over Barnes Bridge, where there are numerous pitches, athletics facilities, cricket nets, tennis courts, two 3G pitches and all-weather pitch.

All children in the Nursery are guaranteed a place in Reception, and there are also small intakes at Years 3, 4 and 7. Pupils generally stay until 13 when they move on to a wide range of single-sex, co-ed, day and boarding schools, with a number each year gaining scholarships.

The Nursery operates from its own site in a carefully restored building on Princes Road. The youngest children, in Hedgehog Class (rising 3s), are based on the top floor and Squirrels and Rabbits Class (rising 4s) on the ground floor. There is a very positive, caring atmosphere to the Nursery, and the ground floor has an additional Woodland Library also used for small group activities and specialist teaching. The Nursery has its own dedicated staff supplemented with specialists from the school PE, Music, Drama and Computing 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 to Reception with about forty children 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 pupils do have lessons with specialist teachers for Music, languages, PE and Games and Computing. All children take swimming lessons at a local pool from Years 1 - 3, and the Early Years and Key Stage 1 regular use The Nest, the outdoor learning area the Sports Ground. Pupils have Games lessons at the Grounds from Year 1 once a week, and twice a week from Year 3.

Pupils 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, a new design technology room 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. Pupils experience increasing exposure to subject specialist teachers, who will teach a range of year groups and sometimes more than one subject. The curriculum the pupils follow prepares them for Common Entrance at the end of Year 8.

Throughout their time at King's House, the pupils are encouraged to take part in art, drama, music and sporting activities. There are productions every year for all year groups, concerts and many more performance opportunities for music, as well as numerous games fixtures and sporting activities. There are also outings for all years to enrich the curriculum, and from Year 3 residential trips in the summer term.

King's House offers its pupils a broad and balanced curriculum and prepares them well for their transition on to their next school. We cherish each pupil as an individual and provide them with the skills and mental resilience to succeed in whatever path they choose to take. Small class sizes means that we can get to know each child and identify their unique strengths, interests and passions.



## The Role

The overall role of the HLTA for the Senior Department at King's House School is to help provide the pupils within the school with the support they need to promote their learning and well-being whilst being constantly mindful of their pastoral and safeguarding needs. The suitable candidate will need to plan, run, and reflect upon a range of interventions that will be academic (English) or focused on executive functioning.

How to apply: please complete the application form on our website  
<https://kingshouseschool.org/application-form/>

Closing Date: 28th February 2026

Start Date: ASAP

- Salary: £29,230 per annum
- Reporting to: Head of Learning Development (SENCO)
- Hours: Monday to Friday, 7:30am to 4:30pm
- Free school lunches during term time
- Contract type: Full-time, permanent, term-time only.
- Pension: generous contributions to our Defined Contribution Scheme

We welcome early applications and will consider holding interviews before the closing date for strong candidates.





# Job Description

## Responsibilities

To include but not limited to:

### Curriculum Development

- Contribute to, and help implement, the development plan for Learning Development
- Actively promote the teaching and learning of English across the year groups in accordance with the Teaching and Learning Policy
- Help ensure that documentation required for inspection is kept up to date
- Ensure there are adequate English resources for pupils under LD support, and help to review and update resources regularly
- Keep up to date with current developments in English through attendance at relevant training and give feedback to colleagues following CPD
- Support colleagues in the delivery of English in all year groups (Y4-Y8)

### Assessment and Monitoring

- Support Head of Learning Development with observations and making evidence-based recommendations
- Act as a sounding board to colleagues requiring advice and guidance on next steps for pupils with learning difficulties
- Assist in the administration of internal assessments for Years 4-8. This may include acting as reader or scribe.
- Assist in the implementation of systems of assessment that facilitate continuity between year groups and sections of the school

# Job Description

## Responsibilities

To include but not limited to:

Duties as a Learning Development Practitioner

- Support the general pastoral care and welfare of all pupils, promoting their happiness and well-being around the school
- Support the learning of pupils, within the Senior Department, through specialist in-class support or working with individuals in class and outside class
- Plan and run learning development groups
- Review and amend learning development groups based on progress and further CPD completed.
- Produce APDR plans and recommendations for pupils. Ensure next steps are recorded weekly and shared with staff as appropriate.
- Support and teach individuals and small groups with their learning in class as needed
- Inspire pupils with an enthusiasm and a love of learning.
- Deliver work for in-class support in accordance with the plans and guidance from the teacher
- Take account of pupils' prior levels of attainment when teaching or assisting them
- Maintain good discipline and take responsibility for initial disciplinary sanctions (in accordance with school's policy)
- Set high expectations for pupils' behaviour
- Set appropriate expectations for each pupil's learning
- Promote effective learning by pupils through the development of mature work habits and a range of learning skills and methods
- Undertake other tasks as allocated at the discretion of the Head of Learning Development or SKT to ensure the smooth running of the school





## Job Description

### Responsibilities

To include but not limited to:

#### Professional Duties

- Support and promote the aims and ethos of the school
- Treat all members of the community, colleagues (teaching and non-teaching) and pupils, with respect and consideration
- treat all pupils fairly, consistently and without prejudice
- Set a good example to pupils in terms of dress
- Adhere to contracted hours of work – 7.30am - 4.30pm
- Carry out break and supervisory duties as designated
- Promote the aims of the school when attending and participating in events such as assemblies, Visitor Mornings and sports, music and drama events
- Take responsibility for own professional development and participate in training when provided
- Reflect on own practice and contribute to the process of continuous improvement of the school
- Contribute to the school's extra-curricular programme according to the needs of the school and own personal interests and expertise and/or participate similarly in the games programme
- Contribute to the corporate life of the school
- Read and adhere to all the school policies as outlined in the school handbook (online) and contribute to the development of new policies
- Undertake all responsibilities as prescribed within school policies
- Ensure that all deadlines are met as published
- Undertake professional duties as may be reasonably assigned such as break or lunch duties, including playground and in the school office.
- Be proactive and take responsibility for matters relating to health and safety and all other legislative requirements
- Take on opportunities for additional roles and responsibilities
- Attend school outings and take part in residential trips as needed
- Be first aid trained if possible and undertake any other professional training as may be needed
- Take on and cover duties for other members of staff in the department when absences occur to ensure that the day-to-day running of the school is not disrupted.

# Person Specification

The ideal candidate will have some or all of the following:

## Essential

- SEN experience - specifically learning difficulties (desirable)
- HLTA qualification or higher (desirable)
- Experience with planning and delivering interventions based around the KS2 and KS3 Programme of Study for English
- Ability to teach new concepts as agreed with the class teacher or Head of Learning and Development
- English GCSE or above
- This role would be suitable for a Graduate looking to pursue a career in teaching





## 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 is an equal opportunities employer that believes in equal opportunities for all, celebrates, and welcomes diversity. Employment decisions throughout the school are made without regard to any status protected by law.

If you require any reasonable adjustments at any stage of the application process, please feel free to contact our HR Manager via email: [towersey-veal.g@kingshouseschool.org](mailto:towersey-veal.g@kingshouseschool.org) or detail the adjustments in your application.



020 8940 1878 [info@kingshouseschool.org](mailto:info@kingshouseschool.org)

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