KING'S HOUSE SCHOOL
RICHMOND

Learning Support Assistant

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 Copmuting 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

An exciting opportunity has arisen to join Learning Development Team to assist in promoting the learning and personal development of the pupil to whom you are assigned, to enable them to make best use of the educational opportunities available to them.

How to apply: please complete the application form on our website

https://kingshouseschool.org/application-form/

Closing Date: 2nd November 2026

Start Date: ASAP

- Salary: £17.13 per hour
    - Salary dependent on start date. Please email towersey-veal.g@kingshouseschool.org for an approximate
- Reporting to: Head of Learning Development/Head of the Junior Department
- Free school lunches during term time
- Contract type: Part-time, Term Time only, Fixed Term Contract (until 7th July 2027)
    - We would consider a job share for the right candidate/s
- Hours: 8:30am to 3:30pm, Monday to Friday

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:

Duties as a Learning Support Assistant

- To develop an understanding of the particular needs of the child and work with direction from the Teacher, Head of Junior Department and Head of Learning Development (SENCO) as required
- To aid the pupil to learn as effectively as possible both in group situations and on his/her own by, for example:
    - Clarifying and explaining instructions
    - Ensuring the pupil is able to use equipment and materials provided
    - Motivating and encouraging the pupil as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupil's needs
    - Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc.
    - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
    - Consistently and effectively implementing agreed behaviour management strategies
    - Helping to make appropriate resources to support the pupil
- Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- Under the direction of the teacher, carry out and report on systematic observations of the pupil to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
- To support the health and safety of the pupil in all indoor and outdoor areas of the school
- To provide personal care as appropriate and in-line with the Staff Code of Conduct

Job Description

Responsibilities

General Support

- To establish supportive relationships with the pupil concerned and to support the pupil in developing social skills both in and out of the Classroom
- Liaising with class teacher, SENCO and other professionals about provision maps, contributing to the planning and delivery as appropriate
- Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
- To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
- To be aware of confidential issues linked to home/pupil/teacher/school
- To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem.
- Undertake formal and informal assessment of the child, as directed by the teacher, and help to keep the necessary records up to date and to provide regular feedback on the pupil's learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted
- To mark pupils' work under the direction of the class teacher
- To provide individual support, as required, during examination sessions
- To contribute towards reviews of the pupil's progress as appropriate
- To support the use of ICT in learning activities and with specific programmes to support learning.
- Where appropriate, to know and apply positive handling techniques
- To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc.
- To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties
- To accompany teachers and pupils on educational visits

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 or Head of the Junior Department

Person Specification

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

- Experience of working with children who have Social Communication Difficulties
- Experience of use of Sensory tools (desirable)
- Experience of working with children in Key Stage 2
- An ability to relate to staff and parents
- A flexible approach to work and not phased by unprecedented situations
- To have a warm, consistent and caring approach towards child development to promote inclusivity
- To be able to communicate clearly and effectively with class teacher and parents when necessary.

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 or detail the adjustments in your application.

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