



**Halliford
School**
SHEPPERTON



**Applicant Information
Special Educational Needs
Learning Support Assistant
from September 2022**

Welcome from the Headmaster

Dear Applicant

Thank you for the interest you have shown in Halliford School and our position of Learning Support Assistant. May I take this opportunity to welcome you to our wonderful school and I hope that what you will read on the following pages will encourage you to come and see for yourself what a magnificent place Halliford School is to learn and to work at.

As the Headmaster, I am working with the students and staff here to create a school where we strive for excellence in all that we do. My job, along with my colleagues on the senior leadership team, is to support and empower our dedicated members of staff, as they strive to provide an education that enables each of our students to become the very best version of themselves that they can possibly be. In appointing new staff, we are seeking to find exceptional talent and to work with our staff to foster a culture of energy and vitality for learning, where possibilities for our students are endless.

This is an exciting and dynamic role in a school where we truly value the potential of each and every one of our students. Whilst an academically selective school, we welcome students with a range of Specific Learning Difficulties and Disabilities and seek to provide them with the support they need to make excellent progress. We also currently have three students at the school with an EHCP.

We adopt a quality first approach to teaching, with all students taught in class with well qualified and trained members of staff. We also work very closely with our parents to help them to support their children's needs effectively. As a school we are a close community where respect for one another as an individual is key.

At Halliford School we recognise that every child is unique and that the key to reaching their true potential lies in an education that is as full as it is diverse. Our approach of striving for academic excellence is perfectly complemented by a dedication to developing a wide variety of other interests, helping our young people to build their aspirations, and instilling in them confidence and resilience for the future.

As young Hallifordians we recognise that a child's potential could lie anywhere – so we ensure that every student is exposed to a vast array of opportunities and experiences. We then pride ourselves on identifying and honing their strengths to make the most of their natural abilities, while working hard with them to develop any areas that might need further improvement. We are able to offer small class sizes which enable personalised teaching and learning strategies, suitable for our boys. We also recognise that the environment in which a child learns is just as important as what they learn. Renowned for our outstanding pastoral care, we work hard to create a community where our students and staff can come together, where they are encouraged to flourish, where they can feel safe and comfortable, confident and proud, stimulated and inspired and, most of all, happy.

There are currently around 450 students on roll. The school teaches boys in Years 7 – Upper Sixth, and since 2007 has taken girls into Sixth Form. In November 2014, the school was accepted into membership of HMC. The School has seen expansion since the year September 2000 and has an impressive array of facilities, including a dedicated theatre, classroom block, technology building, multi-purpose sports hall, gymnasium and sports pitches, both at school and on a nearby separate site. A few years ago, the School completed the magnificent Philip Cottam Centre which houses: Music, Art, Sixth Form Centre and Café, along with recently refurbished kitchens and dining room. The newly built Woodward Building contains an impressive Learning Resource Centre on the ground floor and six spacious new classrooms and associated facilities on the first and second floors. It was opened by our Chair of Governors, Mr Ken Woodward in November 2021. The Learning Support Department is at the heart of the Learning Resource Centre and offers state of the art facilities to all students.

Since September 2021 we have been marking our Centenary with an exciting programme of events.

Applications for places to join the School have been incredibly strong over the last three years and this September will see the School open with record numbers on roll, particularly in the Sixth Form and with an increased number of girls.

More details about the school can be found on our website at: www.hallifordschool.co.uk

We are proud of many excellent results achieved by our students and see some magnificent university destinations for our Upper Sixth students, including Oxbridge.

The staff room at Halliford is welcoming and supportive of new colleagues. Our boys are full of energy and enthusiasm, and we work in an environment founded on the principle of mutual respect. We are a busy school, and our staff offer a great number of opportunities to the students, and we seek to offer our staff rich opportunities for personal and professional development and training.

I warmly invite you to consider joining us to be a part of this wonderful school on our exciting journey and I look forward to hopefully inviting you to interview.

Good luck!



Mr J Davies, Headmaster



The Position

We are looking for a talented, and energetic individual to join our Special Educational Needs department as a Learning Support Assistant. You will work closely with our Special Educational Needs Co-ordinator as part of a small team to assist our students to make the best possible progress and embrace the educational and pastoral opportunities that are available to them. We seek to provide our students with the best possible opportunity to succeed academically and pastorally whatever their needs or abilities.

Halliford is a thriving School with a particularly friendly and supportive staff and student community. The successful candidate will be encouraged to also consider participating in the School's extensive pastoral and co-curricular programme. This post would be suitable for an NQT / ECT or those without a teaching qualification. We would also consider those looking to further expand their skills in supporting SEND students. There is also the possibility for a part-time position if appropriate.

The Pastoral Structure

The School has four Houses to which each student belongs. Each student has a House Tutor who they meet with twice a day for registration. There are then four Heads of House who are responsible for a team of tutors in Year 8 – 11, who manage the day-to-day pastoral and academic lives of their tutees. Currently there is a Head of Year 7 who, together with a group of four tutors, looks after the students specifically in this year group, to give them the best possible start to their time at Halliford. The Head of Sixth Form then assumes responsibility for the tutors in the Sixth Form. We also have the additional benefit of a School Matron and a School Counsellor.

Mission Statement

Halliford is a school based on strong family values where we know and respect every student as an individual. We encourage and support Hallifordians to flourish and become the best version of themselves that they can possibly be. We aim for excellence by being academically ambitious, but at the same time academically sensitive.

We inspire Hallifordians within a community that is founded on high quality teaching and learning, outstanding pastoral care and first-class sporting, cultural and co-curricular opportunities.

Process of Application

We trust that this brochure will provide you with helpful information on which to make a decision regarding your application for this post. Along with this pack, you should have received a copy of the application form, which you are asked to complete in full and as accurately as possible, paying attention to the Job Description and Person Specification.

If you have any queries regarding the application process, please do not hesitate to contact Mrs Elspeth Sanders, Bursar who will be delighted to assist you.

Telephone: 01932 234934

Email: bursar@hallifordschool.co.uk

Completed application forms, together with a supporting letter of application (no more than one side of A4) should be e-mailed to Mrs Sanders, the Bursar, to arrive no later than 12 noon on Monday 23rd May. However, please feel free to apply as soon as possible, as applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date.

Email: bursar@hallifordschool.co.uk

On the day of interviews, all applicants will be asked to bring with them proof of identity and address along with any original certificates pertaining to their qualifications. Full details regarding the interview day will be sent to those candidates on the short-list.

Following the interview, the successful applicant will be invited to accept the position by telephone, but only once a contract has been agreed and signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based upon a short delay.

The Learning Support Department

The Learning Support Department currently consists of a full-time SENCo along with two Learning Support Assistants and a specialist external dyslexia intervention teacher. We also have a member of the academic staff, qualified as a specialist assessor, who supports the SENCo in assessing students for their access arrangements.

Like all schools, we currently support students within the Halliford School community with a range of additional needs, including Dyslexia, Dyspraxia, Attention Deficit Hyperactivity Disorder (ADHD/ADD) and Autistic Spectrum Disorder (ASD). We currently have 3 students with an EHCP.

The majority of students at Halliford School succeed without requiring any additional support thanks to well trained staff, who use a quality first approach to teaching. The Learning Support Department are on hand to support colleagues with their teaching and they produce individual learning profiles for all students identified as having additional needs.

All students are screened for literacy difficulties in Years 7, 9 and 12. In addition, those already identified as requiring additional support are assessed in-house for their continued entitlement to access arrangements in their examinations.

All students are issued with a Microsoft Go device, as such, many of our students utilise the technology to help them overcome their disability, for example, typing or dictating their work or utilising the “read aloud” functionality.

For those students who require additional support, the Learning Support Department provides help in a variety of ways:

- Individual dyslexia lessons
- 1:1 support / small group support in English / Mathematics
- Study skills, examination techniques and organisational development
- Small group support with skills such as touch typing and revision skills.

Facilities

The department recently moved to purpose-built accommodation within the new Learning Resource Centre.

There is a small classroom with interactive board, two soundproof reading pods for 1:1 intervention sessions and a spacious office. The department also makes extensive use of the further facilities available within the Learning Resource Centre.



Halliford School

Job Description – Special Educational Needs Learning Support Assistant

Salary

The post holder will be paid on the appropriate point of the Halliford School Pay Scale. We have our own pay scale, which is significantly above the maintained sector.

Lines of Responsibility

The Learning Support Assistant is directly responsible to the SENCo and will also liaise carefully with the Deputy Head Academic on curriculum matters and the Senior Deputy Head on Pastoral and student welfare matters.

Job Content

Strategic Purpose

The key purpose of the role is to work closely with the SENCo and all colleagues in the successful delivery of the School's SEN policy and to help raise the achievement of those students on the SEND register.

Key Responsibilities

The exact nature of this position will depend very much upon the skill set of the successful applicant, but it is likely to include some of the following areas in supporting and complementing the work of the SENCo and her team

- To aid students to learn as effectively as possible both in group situations and on their own by, for example:
 - Clarifying and explaining instructions.
 - Ensuring students are able to use equipment and materials provided.
 - Motivating and encouraging students as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to their needs.
 - Using praise and assistance to encourage students to concentrate and complete tasks to the best of their ability.
 - Liaising with class teachers, SENCO and other professionals about Individual Education Plan and where appropriate EHCP review meetings, contributing to the planning and delivery as appropriate.
 - Liaising with parents.
 - Providing additional nurture to individuals when requested by the class teacher or SENCO.
 - Supporting students with self-regulating strategies.
 - Helping to make appropriate resources to support students.
 - Advocating for students when necessary and supporting them to develop independent learning skills.

- Monitor students' responses to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.

- Provide positive encouragement, feedback and praise to reinforce and sustain student efforts and develop independence and self-esteem.
- Support students in developing social skills both in and out of the classroom.
- Promote and support the use of ICT in learning activities and with specific programmes including voice activated software and keyboard skills and touch typing.
- Provide regular feedback on students learning and emotional wellbeing to the SENCo, including feedback on the effectiveness of strategies adopted.
- Under the direction of the SENCo, carry out and report on systematic observations of students to gather evidence of their knowledge, understanding and skills upon which judgements can be made about their stage of development.
- Understand and apply school policies as required.
- Take part in training activities offered by the school to further knowledge and skills of working with students with different needs.
- Provide students with support during unstructured time e.g. break and lunchtime.
- Accompany students on educational visits, as appropriate.
- Provide individual support, as required, during examination sessions.
- Provide general administrative support for the SENCo.

Co-Curricular

- To take a full and active role in the co-curricular programme on offer at the School.
- To organise and participate in educational visits as appropriate.
- To participate in the School Open Days and Entrance Examination days.
- To participate once a week as a member of the staff duty team.

Professional Duties

- Support and foster the aims of Halliford School.
- Make themselves familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by their Head of Department or SMT, punctually and efficiently.
- Notify their Line Manager and the Senior Deputy Head as early as possible if they are going to be absent from School and set rigorous, appropriate work.

Performance Management and Professional Development

The Learning Support Assistant will be part of the School's Performance Management Scheme. S/he will be assigned an appraiser (usually the SENCo) who will set agreed targets and monitor professional development. In addition, all new members of staff are provided with a comprehensive programme of induction in the first year with a full review in the summer term.

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child protection.

The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment).

The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

Special Educational Needs Learning Support Assistant

Applicants should:	Essential	Desirable	Primary means of assessment
Learning Support Experience in a School	✓		Application Form
Experience of working with young people with SEND		✓	Application Form
Experience of developing effective classroom practice with Teaching Staff	✓		Supporting Letter / Application Form
Educated to at least GCSE level 'C' or equivalent in English and Mathematics	✓		Supporting Letter / Application Form
Have an understanding of Individual Education Plans and of Special Educational Needs and Disabilities		✓	Supporting Letter / Application Form
Have a good understanding of assessment and public Examinations, including access arrangements		✓	Supporting Letter
Have high expectations of students	✓		Interview
Be able to communicate effectively with students age 11 – 18	✓		Interview
Be able to communicate effectively with colleagues and parents	✓		Interview
Work well as part of a small and dedicated team	✓		Interview
Act upon and listen to advice from colleagues	✓		Interview
Have a good range of teaching strategies	✓		Interview
Be able to effectively use data to help students achieve their full potential		✓	Supporting Letter
Demonstrate knowledge of how to plan for effective Learning	✓		Interview
Ability to prioritise effectively	✓		Interview
A professional approach, which inspires confidence in students and parents.	✓		Interview
A commitment to ongoing personal training and development	✓		Interview
Have a sound understanding of Safeguarding within Schools / working alongside young people	✓		Interview
Excellent written and ICT skills (Microsoft Office)		✓	Interview
Be willing to participate in the wider co-curricular life of the School		✓	Interview
A good sense of humour	✓		Interview

Shepperton and South West London

Halliford School is situated alongside the banks of the River Thames in a beautiful setting. The school was founded in 1921 as an independent grammar school on the present site. The building closest to its road is the oldest, a tall-storied Georgian House set in six acres beside the River Thames that was once home to Emma Hart (later Emma, Lady Hamilton) when she lived with Charles Francis Greville, before she married and then became Lord Nelson's mistress.

The village of Shepperton is equidistant between the towns of Chertsey and Sunbury-on-Thames. The village is mentioned in the Domesday Book, where it was an agricultural village.

Probably most well-known for the local film studios, the village is home of approximately 10,000 people and boasts a magnificent high street with all the individual shops and restaurants so often lacking from most modern towns. The School works hard to support local businesses and is proud to source the vast majority of our food and provisions from local businesses.

There are many local restaurants and riverside walks and thriving sports clubs and cultural opportunities on offer. The boroughs of Spelthorne, Kingston, Staines and Richmond-upon-Thames offer a vast array of accommodation options ideal for young people and those with a family.

The village is the final stop on a branch line from London Waterloo with services stopping at Vauxhall, Clapham Junction, Wimbledon, Kingston, Teddington, Hampton and Sunbury. The journey time to London is 50 minutes. There is also a further faster route to London from nearby Walton-on-Thames with fast trains taking 25 minutes to reach London Waterloo. The School operates a shuttle bus along with other local services buses to Walton-on-Thames. London Heathrow is approximately 15 minutes by car and 45 minutes by local bus. The M3 and M25 are a few minutes' drive from the School.



Additional Information

Non-contractual benefits to Staff Pension

Membership of the Support Staff Royal London Non-Contributory Pension Scheme.

School Fee Reduction

Children of support staff at Halliford School may, subject to passing the entrance examination, be eligible for a 50% remission on fees at the discretion of the Governing Body. This is prorated according to working days.

Meals and Refreshments

All staff are entitled to eat free of charge each day during term time, in either the main Dining Room or in the Sixth Form Café, where delicious home cooked meals are served each lunchtime. In addition, hot drinks and biscuits are provided daily in the staff common room with cakes on special occasions. Speciality teas and coffee are also available daily from the Sixth Form Café.

Sports Facilities

Members of staff are able to use the School gym and fitness facilities, subject to approval from the Director of Sport.

Private Vehicles

Free on-site parking is available to all staff, subject to availability. In addition, subject to approval, staff can use their private vehicles for school journeys during working hours. The insurance will be under the school's insurance scheme and staff may claim suitable mileage.

Professional Development and Postgraduate Study

Staff are encouraged and supported to undertake a wide variety of professional development opportunities both within and beyond the School. Those staff wishing to undertake professional qualifications may seek financial support from the Governing Body.

Other Benefits including

- Ability to register with cyclescheme.co.uk
- Personal accident insurance through the school insurers
- 24-hour counselling helpline service
- Enhanced sickness
- Staff socials
- Staff wellbeing support
- Opportunities to join worldwide educational trips
- Provision of a Microsoft Surface Go

Disclosure and other pre-employment checks

Halliford School is committed to safeguarding the welfare of all students at the School.

Therefore, this appointment will be subject to a successful enhanced disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available from the Headmaster's PA. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience of qualifications. A medical questionnaire will be required by to be completed by the successful candidate.

Further Information

If you have any queries regarding the application process, please do not hesitate to contact

Mrs Elspeth Sanders, Bursar who will be delighted to assist you:

Telephone: 01932 234934

E-mail: bursar@hallifordschool.co.uk

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