



FARLEIGH

**Learning Support Assistant**

**Candidate Information Pack**

*Full-time / part-time during term-time*

*Starting as soon as possible*



## Head's Welcome

### Welcome from Fr Simon Everson, Headmaster

Thank you very much for your interest in the position of Learning Support Assistant at Farleigh School.

Farleigh is an exceptional school of which we are very proud, with over 425 boys and girls, aged 2 to 13. It is a wonderful environment in which to work, with each and every member of staff playing their part in ensuring we have happy and energetic pupils. It is a magical place to be.

We have great colleagues and we are aspirational in seeking the very best for the young people in our care across the whole spectrum of school life. We enjoy their company and prepare them for an exciting future, encouraging them to be engaging, warm and thoughtful in the years to come. We are also extremely fortunate to have an incredibly loyal parent body who support and encourage us in so many ways.

I hope that you enjoy finding out a little bit more about the role of Learning Support Assistant.

If you would like an informal discussion about the position, please call Deborah Jones, the HR Manager, on 01264 710766.



## About Farleigh

Farleigh School is a highly successful and vibrant co-educational prep school for boarders and day pupils, aged 2 to 13, based in the beautiful Test Valley of Hampshire and set in 70 acres of open parkland and landscaped woodland. We are just off the A303, close to Andover, Stockbridge, Salisbury and Winchester.

A leading Catholic school which welcomes all faiths, or none, Farleigh combines excellent teaching, modern facilities and countless opportunities for children to grow in confidence and discover their talents.

Farleigh is committed to providing the very highest standard of teaching and pastoral care to ensure that every child is well looked after, happy and fulfilled. The school is aspirational in seeking the very best for the young people in its care and pupils go on to a wide range of leading senior schools.

At Farleigh, we pride ourselves on our team of skilled and dedicated staff. Each member plays a vital role in the running of the school and in creating a warm, friendly atmosphere for pupils and parents.

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to the relevant safeguarding and background checks, including an enhanced DBS check and references.

# Our Location & Surrounding Area



**Farleigh School**

**Red Rice**

**Andover**

**Hampshire**

**SP11 7PW**

**[www.farleighschool.com](http://www.farleighschool.com)**



## Learning Support Assistant

Farleigh School is seeking a caring and motivated Learning Support Assistant to join our Learning Support team, to work within our vibrant and well-resourced Prep school. The successful candidate will make a real difference to the children's educational journey by helping them access the curriculum, and thrive in a supportive learning environment. The role involves supporting pupils on a 1:1 basis and in small groups, helping them to access learning, develop independence and thrive academically, socially and emotionally.

We are seeking an individual to work full-time, term-time only, Monday to Friday from 8.00am to 3.30pm. We would consider part-time approaches and applicants are encouraged to state their desired working hours and pattern in their application.

The ideal candidate will have:

- An ability to establish positive and effective working relationships with pupils and colleagues.
- The capacity to develop an in-depth understanding of student's needs, in order to support them with effective approaches to learning and development.
- Commitment to participate fully in all areas of school life.
- Commitment to undertake additional training to support student needs.
- Experience of working within an educational setting.
- An ability to adapt practise and support pupils with a range of SEND needs.
- Experience as a Teaching Assistant or Learning Support Assistant (desirable)
- A HLTA, LSA, ELSA, TEFL or Speech and Language assistant qualification (desirable)



## **Job Description: Learning Support Assistant**

**Responsible to:** Head of Learning Support

### **Particular Tasks & Responsibilities:**

- Work closely with class teachers and the Head of LS to support pupils with SEND and emotional wellbeing needs.
- Work under the guidance of teachers and Head of LS to implement strategies outlined in a pupil's Individual Education Plan.
- Supporting students with individual or small-group learning activities and interventions, following teacher or specialist guidance.
- Support the pupil's academic, social and emotional development, promoting independence and confidence.
- Monitor and record pupils' progress, reporting regularly to teachers and Head of LS.
- Encourage positive interactions with peers and inclusion in school life.
- Be familiar with and adhere to the school's policies on child protection, anti-bullying, and health and safety, responding appropriately when necessary.
- Act as a positive role model for pupils.
- Work collaboratively with colleagues across the school to provide support and assistance where needed.
- Perform or undertake any other key responsibilities, which the Headmaster, Head of Learning Support or class teacher may reasonably assign or be commensurate with the level of responsibility.
- Maintain confidentiality and adhere to safeguarding policies at all times.
- Any other duties which may be assigned commensurate with the post and in keeping with the nature of the school environment.



# Salary, Benefits & Application Process

The successful candidate will receive a remuneration package which includes:

- A competitive salary based on the skills, experience and qualifications at time of appointment, inclusive of holiday pay
- Membership of the school's pension, life assurance and income protection schemes
- Access to Employee Assistance Programme with retail discounts
- Free school meals during working hours in term time
- Free car parking
- Supportive colleagues and an outstanding working environment
- A beautiful setting in which to work
- Opportunities to be involved in the wider school community
- Training and development opportunities

To apply for the role of Learning Support Assistant, please complete the support staff application form and return to Deborah Jones, the HR Manager at [hr@farleighschool.com](mailto:hr@farleighschool.com). Applications will be accepted until the position is filled, therefore early application is encouraged. **Farleigh School reserves the right to appoint at any time in the recruitment process.**

## **Safeguarding:**

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo appropriate Child Protection Screening, including references from past employers, an enhanced DBS disclosure and an online search in line with safer recruitment.

## **Equal Opportunities:**

Farleigh School is a co-educational organisation that believes strongly in equal opportunity for all.