



APPOINTMENT OF A

LEARNING SUPPORT TEACHING ASSISTANT

PART TIME TERM TIME - 2½ DAYS PER WEEK
FIXED TERM MATERNITY COVER





HAMPTON SCHOOL

Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for over 460 years.

We are a lively, friendly and caring School community, in which innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it. Hamptonians are expected to aspire to personal best while supporting those around them with kindness and respect.

The School's examination results and university entrance record consistently rank among the best achieved anywhere. Nearly all Hampton leavers go on to undergraduate courses at Russell Group or equivalent universities. Around 20 Hamptonians are offered places at Oxford and Cambridge annually and a significant number move on to global top-10 universities; we also support pupils who wish to study at universities in North America, some of whom secure academic and/or sporting scholarships.

Our alumni network is extremely strong and former pupils remain very committed indeed to their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between Hampton staff and their pupils.

Situated on a green field site in a leafy suburb of South West London, we are fortunate to have over 27 acres of playing fields within our spacious grounds and a generous investment programme ensures that pupils and staff benefit from first-class facilities across all areas of School life.

These include a state-of-the-art 3G sportsground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Music, Science, Technology, IT and Languages and a superb Sixth Form Study and Careers Centre. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned Boat Club.

The School was judged to be excellent (the highest possible recognition) across all categories by the Independent Schools Inspectorate (ISI) in May 2023. Inspectors found that Hamptonians' achievements are exceptional across academic and co-curricular areas of School life and concluded that 'outstanding analytical and thinking skills' lead to academic achievements 'far and above national and worldwide averages'. The ISI team also highlighted Hamptonians' excellent personal development and concluded that 'Pupils are open-minded and tolerant and have a clear sense of justice, successfully fulfilling the school's aims for them to make sense of the world, to want to make a difference for good, and to aspire to personal best while supporting those around them with kindness and respect'. A copy of the full ISI report can found on the School website and a summary booklet of the inspection team's key findings is linked [here](#).



LEARNING SUPPORT TEACHING ASSISTANT

Hampton is one of the country's foremost academically selective independent schools and this is an excellent opportunity to join a vibrant and successful department in a happy, high-achieving setting.

This is an exciting opportunity for a Learning Support Assistant to join Hampton School for maternity cover from September 2024. The successful candidate will be responsible for providing personalised intervention for pupils with special educational needs and disabilities, as well as providing broader support to pupils across the School.

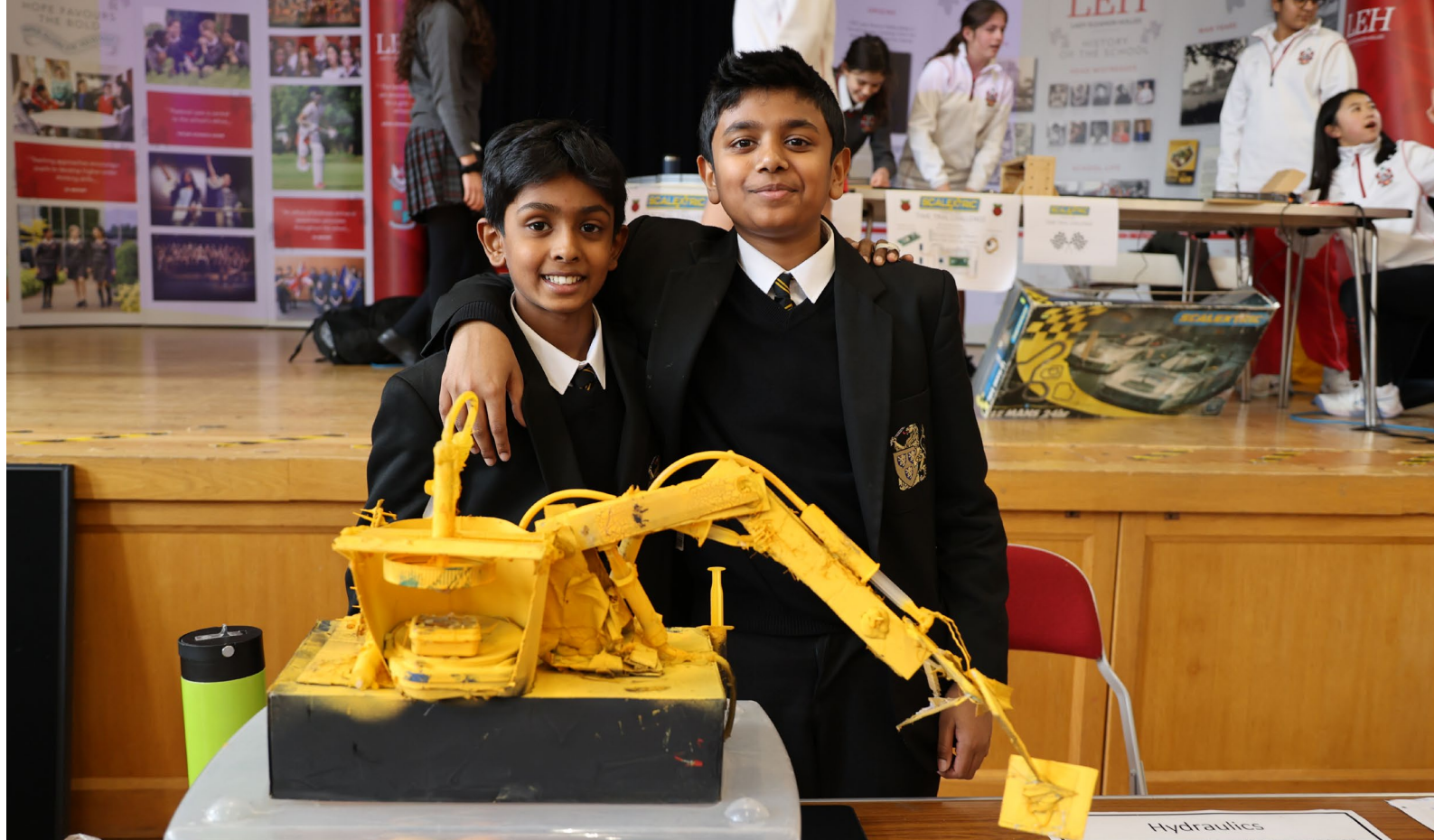
You will also provide administrative support with the examination access arrangements, general administration within the Department and you will also assist with cover across the School.

Previous experience or a keen interest in specialist teaching is desirable. The successful candidate will also be able to demonstrate a professional approach, be confident, nurturing and able to inspire our pupils. Strong working knowledge of IT and excellent communication skills will be essential.

Hampton is one of the country's foremost independent schools and Equity, diversity and inclusion are fundamental to our ethos and the School has a thriving partnerships programme.

The position is part-time, term time and the hours are 8.30am – 4.30pm during Hampton School term time.

The salary will be not less than £29,000 per annum (full-time equivalent) pro-rata, commensurate with years' experience and qualifications. Hampton also offers an attractive benefits package including free lunch, cycle to work scheme, fitness facilities and private health, subject to eligibility.



THE DEPARTMENT

The Learning Support Department consists of highly trained and experienced staff: the Head of Learning Support, three part-time teachers; and a Modern Languages teacher who offers additional French and Spanish support. We also have a Learning Support Administration Assistant.

It is a welcoming, friendly and well-resourced space. There is a large, bright classroom for teaching and learning, a specially designed Sensory Room for pupils to use when necessary. This has been carefully designed for all pupils to access and has created an exciting, interactive experience which supports the well-being of all of our pupils. There is a smaller room which also can be used for either a session or to unwind in.

We aim to tailor our support to the needs of pupils who are highly able to access an academic curriculum, but who may need extra help to fulfil their potential.

We can assist pupils in various ways:

- Specialist literacy lessons
- Handwriting advice and touch-typing
- Lunchtime workshops on a wide range of skills: study skills, revision, exam techniques, time management and organisation
- Individual mentoring sessions to support an identified educational need
- GCSE or A Level sessions to consolidate learning

At Hampton, we have experience in assisting pupils with a range of additional needs, including specific learning difficulties (SpLD): dyslexia, dyspraxia/developmental co-ordination disorder (DCD); autism or pervasive developmental disorder, anxiety, attention deficit hyperactivity disorder (ADHD) and visual, hearing or physical impairments.

Provision for pupils for whom English is an additional language (EAL) is also available.



KEY RESPONSIBILITIES

- To provide intervention to pupils with Special Education Needs and Disabilities (SEND) and assist with Access Arrangements (support may be delivered within the Learning Support classroom or to pupils in their lessons)
- To assess pupils who have long or short-term learning difficulties and work with colleagues to identify individual pupils' special educational needs /disabilities
- Working with individuals or small groups of pupils in Lower School (Key Stage 3): primarily focusing on literacy, attention difficulties, organisation and social skills. (These are the key areas of support needed for our pupils with SEND)
- To deliver Study Skills or handwriting/ touch typing sessions, an important aspect of the Learning Support Department's provision (lunchtime sessions are delivered each day)
- To support pupils with social, emotional and mental health
- To build and maintain a successful relationship with pupils, treating them consistently with respect and consideration
- To help promote independent learning, promote good record keeping and support pupils in organisational skills
- To provide support in exam techniques and essay writing. This support is offered to the older pupils, and we have a flexible learning environment; where they can make an appointment and have a tailored session to help them manage their time, exam techniques or general revision strategies
- Help to keep pupils on task and to build motivation, confidence and enhance self-esteem
- To model good practice
- Provide social communication support and facilitate pupil interaction with peers in the classroom and around school
- To attend INSET and meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs
- Any other duties as required by the Head of Learning Support
- To assist with cover (the supervision of classes and associated responsibilities) under the direction of the Deputy Head.



PERSON SPECIFICATION

The successful candidate will be able to demonstrate the following skills, qualifications and experience.

Essential Criteria:

A commitment to the safeguarding and wellbeing of pupils

A teaching qualification or appropriate qualification in Special Educational Needs or equivalent is desirable

Experience of working with children or young people with Special Education Needs and Disabilities (SEND), preferably ADHD and Autism and a keen interest in specialist teaching and diagnostic assessment is desirable

Awareness of Health and Safety issues (First Aid training will be provided if required)

Excellent communication skills, oral, written and in the use of ICT (Microsoft Office). All teaching staff will be supplied with a laptop computer

The ability to demonstrate characteristics of outstanding teaching practice

The ability to work as part of a team

A professional approach which inspires confidence in pupils and parents

Excellent communication and ICT skills

Calmness and efficiency, with the ability to work under pressure at times

Commitment to continuing professional

development through attendance at INSET

Keen eye for detail and administrative competence

Assiduous and willing to avoid the '9 to 4 approach'
Commitment to the all-round ethos of the School, including its co-curricular activities and pastoral approach

An understanding of the nature of independent education and of the high expectations within the sector

Be flexible and adaptable in order to meet the ever-changing needs and priorities

The ability and willingness to learn new skills

A willingness to assist and deal confidently with staff

The ability to work on your own initiative.

Desirable Criteria

A higher degree or experience of educational or subject-specific research

A minimum 2 years of relevant experience, ideally in an academically ambitious context

The ability to develop and maintain effective relationships with all members of the School community and outside agencies

An ability to offer skills in some part of the extra-curricular programme of the School

Enjoy rising to the challenge inherent in a school environment.



OTHER

- To act as Fire Marshal and First Aider as required. Training will be provided.
- Any other reasonable tasks required by the Headmaster and/or Bursar in association with the above role.
- *Please note that there may be some changes and additions to the above. This document is designed to provide applicants with a “flavour” of the position and responsibilities and is not necessarily comprehensive. However, the employee may be called on to perform other tasks as directed by the Headmaster or anyone acting on their behalf.*

TRAINING

- Where necessary, to undergo on the job training under the general direction of the Head of Department to increase competence, proficiency and safety awareness.
- To attend INSET training outside the school where appropriate to increase competence, proficiency and safety awareness.

HOURS & SALARY

The role of Learning Support Assistant is a support staff role within the School. The current vacancy is for 2½ days per week during Hampton School term time for a fixed term maternity cover.

Hampton has its own generous Support staff salary scale and benefits package.

The Hampton School Trust Governors currently offer the following non-contractual benefits to staff, subject to any terms and conditions and the School's eligibility requirements: private medical insurance (PHC); death-in-service benefit insurance policy; a Medicash healthcare cash plan; enrolment in an appropriate pension scheme, personal accident insurance, School fee remission, cycle to work scheme, lunch, sports facilities and counselling.

Please note that the above list is not exhaustive and non-contractual benefits are provided at the discretion of the Governors.



EQUAL OPPORTUNITIES

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals and to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements or access arrangements are required to attend an interview, please inform the School.

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. The School reserves the right to offer the post at any stage in the appointment process.

Further details of the School are available on the website.

This post involves working with children, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Please note that all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.



For an informal discussion about the role and requirements, please contact
Human Resources via [**recruitment@hamptonschool.org.uk**](mailto:recruitment@hamptonschool.org.uk) or
call **020 8979 5526**.

Further details about the post and an application form are
available on the School website's vacancies page.

Hampton School, Hanworth Road, Hampton, Middlesex, TW12 3HD

www.hamptonschool.org.uk