

CANDIDATE PACK

Learning Support Assistant

EXPANDING HEARTS AND MINDS

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Our intent is to provide an aspirational and enriching education, motivated by our Christian foundation to extend the love of God within a supportive, inclusive community, where each person is known, valued and enabled to flourish; to explore and develop their God given talents, to engage with the world of today and to build a resilient and visionary hope for tomorrow rooted in joy, integrity wisdom and compassion.

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Employee benefits

“ Your school houses some of the most kind, dedicated and committed staff I have ever met “ Teacher



**THE GREEN SCHOOL
TRUST**

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INTRODUCTION

A warm welcome from the CEO & Executive Headteacher

Dear Candidate,

Thank you for your interest in joining The Green School Trust.

We are proud to be a community of schools driven by a shared belief that every child deserves an exceptional education, rich in opportunity, ambition and care. At the heart of our Trust is a commitment to nurturing not only academic success, but also character, creativity and a lifelong love of learning.

Working within The Green School Trust means becoming part of a collaborative and supportive network of professionals who are passionate about making a difference. We value integrity, teamwork and innovation, and we invest in our staff through high-quality professional development and meaningful opportunities for growth.

Our schools serve diverse and vibrant communities, and we celebrate the individuality of every student and member of staff. We are looking for colleagues who share our high expectations, our inclusive ethos and our determination to ensure that every young person can succeed.

If you are considering applying, I encourage you to explore our values, visit our schools where possible, and reflect on how your skills and aspirations align with our mission. We are always excited to meet talented individuals who are ready to contribute positively to our Trust.

Thank you for considering The Green School Trust as the next step in your professional journey. We look forward to receiving your application.

Yours sincerely

Ms Heidi Swidenbank

CEO & Executive Headteacher The Green School Trust

Learning Support Assistant

JOB DESCRIPTION

JOB TITLE:	Learning Support Assistant
SCALE:	5
LINE MANAGER:	SENDCo
LINE MANAGEMENT OF:	None
TEAM MEMBERSHIP:	Inclusion Team

Main purpose of the post

- To support students in their learning and personal growth so that they make the best possible progress
- To support other members of staff in ensuring that students with additional needs are appropriately supported and engaged in their learning and integrated into the school community
- To support students in their learning and personal growth so that they make the best possible progress
 - To meet the learning and/or SEMH needs of students with additional needs through a creative, inclusive and child focussed approach
 - To lead student interventions under the guidance of the SENDCO/HLTA/Curriculum & Subject Leaders and other members of staff
 - To meet with students regularly to ascertain their needs and whether they are being met
 - To inspire students to have high aspirations
 - To be a positive role model
 - To be someone who students feel they can turn to for guidance and mentoring
 - To contact parents/carers to inform them of student achievements or concerns



JOB DESCRIPTION CONTINUED

To support other members of staff in ensuring that students with additional needs are appropriately supported and engaged in their learning and integrated into the school community

- To work with members of staff to ensure that students with special educational needs make excellent progress
- To assist members of staff in the delivery of effective interventions, primarily focussed on improving literacy/numeracy skills or other requirements of an EHCP
- To work with the Inclusion team to identify need and implement support
- To lead student interventions under the guidance of the SENDCO/HLTA/Curriculum & Subject Leaders
- To attend team meetings
- To support enrichment activities
- To be involved in putting exam access arrangements into place
- To undertake a duty each day

General Responsibilities

- To support in the delivery of the Trust's provision across the Trust's schools as directed by Executive Headteacher in line with the ethos of the Trust
- To uphold the staff Code of Conduct and ensure that personal and professional conduct is in line with the ethos of the Trust.
- To be aware of and to adhere to child protection policy and procedures.
- To be responsible for own continuing self-development, undertaking training as appropriate.
- To engage in the Trust's Appraisal process
- To undertake any other reasonable duties that may be required by the Executive Headteacher or Head of School

This job description is designed to outline the main duties and responsibility associated with the post but is not intended to be an exhaustive list of all duties performed. It may be subject to modification or amendment at any time after consultation between the post-holder and Executive Headteacher. These responsibilities are subject to the general duties and responsibilities contained within the statement of contract.

Wider duties

- Undertake playground, corridor or lunch / break or before / after school duty supervision as directed.
- Provide first aid to pupils and staff in line with school procedures (training to be provided if required).
- Support wider school events, trips and activities including attending them.
- Be a first aider and fire marshall.
- Adhere to school policies, safeguarding procedures and statutory regulations

Health & Safety

- Fulfil responsibilities under Health & Safety legislation and Trust policy.
- Implement any additional managerial health and safety responsibilities where applicable.

Equality, Diversity and Inclusion

- Promote equality of opportunity for staff and pupils.
- Ensure services are delivered fairly and without discrimination.
- Develop personal and team understanding of equality and diversity issues.

JOB DESCRIPTION CONTINUED

Safeguarding

- Promote and safeguard the welfare of children and young people.
- Maintain confidentiality in line with Trust procedures.
- Adhere to safeguarding and child protection policies. Maintain awareness of relevant legislation.

Confidentiality

To maintain confidentiality at all times.

Flexibility

This job description outlines the main responsibilities of the post. Staff may be located at either site depending on need.

In addition, the job description may be reviewed and amended in consultation with the post holder to reflect the changing needs of The Green School Trust.

All staff are required to comply with Trust policies and procedures.



Learning Support Assistant

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
1. Education and Qualifications	<ul style="list-style-type: none"> GCSE/A Level grades that demonstrate proficiency in English/Maths 	<ul style="list-style-type: none"> Good degree Whilst open to all applicants, this role might suit aspirant teachers, youth workers or associated professionals. 	Application Form Interview
2. Experience	<ul style="list-style-type: none"> Ability to relate well to young people An understanding of the role of professionals working in the school environment Basic understanding of child development and learning Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work Evidence of good organisational skills Good interpersonal skills Good communication skills Ability to write clear concise reports Good IT and keyboard skills Ability to work as part of a team Ability to work with minimum supervision Ability to maintain confidentiality 	<ul style="list-style-type: none"> Experience of working with students with special educational needs Experience of working with students for whom English is a second language An understanding of the national curriculum Ability to communicate effectively with parents and outside bodies 	Application Form Interview References
3. Job Related Knowledge and Skills	<ul style="list-style-type: none"> Basic ICT skills including Microsoft Windows XP or newer, Microsoft Office 2010 and the internet 	<ul style="list-style-type: none"> Knowledge of SEN legislation Knowledge of SIMS in particular of the Reporting, Assessment and Attendance modules would be an advantage Experience of progress tracking systems such as 4 Matrix 	Application Form Interview

Learning Support Assistant

<p>4. Personal Attributes</p>	<ul style="list-style-type: none"> • A commitment to helping students with special educational needs thrive in a mainstream school environment • A willingness to 'go the extra mile' for students • An openness to learning new skills and a willingness to undertake appropriate training • Flexible attitude in carrying out different types of work • Accuracy and attention to detail including quality and consistency • To believe in the importance of team work and a collaborative approach, and be able to build supportive working relationships with colleagues • Commitment to safeguard & promote the welfare of children • Good timekeeping and organisational skills • Reliable and punctual • To have self-motivation and personal drive to complete tasks to the required timescales and quality standards • Be flexible to adapt to changing workload demands and new school challenges • To be interested in students as individuals, how they learn and be committed to the comprehensive ideal 	<p>Application Form Interview References</p>
<p>5. Other Attributes</p>	<ul style="list-style-type: none"> • Professional persona 	<p>Application Form Interview References</p>

Our Vision and Values



Our vision

- To provide an excellent, aspirational, and enriching education for those of all faiths and none, where each member of our community is known, valued, safe and enabled to flourish
- Enable all members of our community to live life in all its fullness, explore and develop their God given talents and to celebrate their achievements, creativity, diversity and uniqueness
- Support our students to live hope filled lives in harmony with others, have a positive impact on society and prepare them well for their future pathways;
- Embrace our SERVICE values
- Empower our students and staff to let their light shine

Our values

- SERVICE - we put others before ourselves with kindness
- EXCELLENCE - we have high standards for ourselves and others in all that we do
- RESPECT - we treat others how we would like to be treated
- VALUE - we recognise the unique worth of each other, ourselves and the environment and care for each accordingly
- INTEGRITY - we are honest and trustworthy
- COMMUNITY - we contribute, collaborate and make a positive difference to our school and the wider community
- EQUITY - we work to remove disadvantage, prejudice, bias and intolerance of any kind, and enable all to flourish

School aims



This year we intend to build on restore, respond and reconnect. Our aim is to engage, enrich and enlighten

ENGAGE

- Teachers are highly engaged with research and evidence based practice to deliver expert teaching that inspires and supports all learners to achieve
- Students and staff are actively engaged in fostering positive, healthy, safe relationships
- Students commit to their own academic and personal development and are enabled to flourish

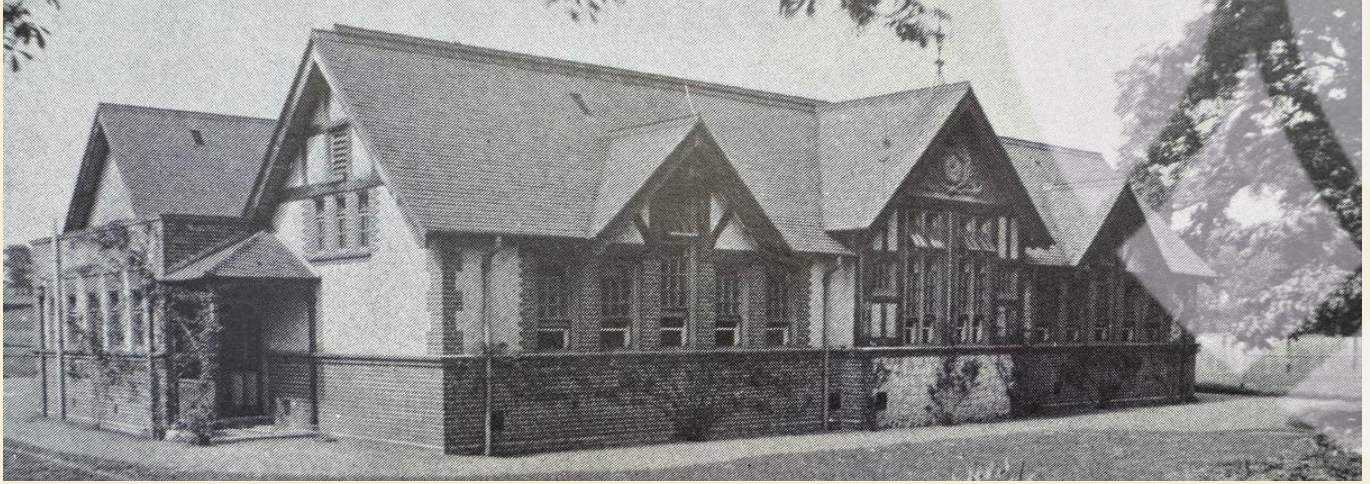
ENRICH

- Staff build a deep, knowledge-rich curriculum embracing diversity, equity and equality
- Staff offer a broad and inclusive co-curricular provision to extend knowledge and skills beyond the classroom, in which students actively participate
- Student Leadership opportunities enable students to become inspirational role models making contributions to the school and to the wider community.

ENLIGHTEN

- Students develop self-efficacy through their engagement and interactions with staff, peers and their own learning.
- Students grow in self-awareness, self-control and self-direction by recognising appropriate and safe behaviour in relationships and conduct as individuals and within student cohorts
- A safe and open forum is created to explore topical, current and difficult subject matter, which all members of the school community approach with tolerance and open mindedness.

Our History



The Green School has a long history dating back to 1796 making us proud to be one of the oldest schools in the area. Originally a Sunday school, it was endowed by some of the more wealthy residents of Isleworth such as the Duchess of Northumberland in 1864, and operated as an elementary school until 1904 when the trustees decided to conduct it as The Green School for Girls.

In 1906 it moved to its current site at Busch Corner on land given by the Duke of Northumberland who owns Syon Park. Despite bomb damage during the Second World war, the original building has survived with new additional buildings to the East and West of the site. This includes the Art, Maths and Science block and new Sixth Form Building which was completed in 2019. In 2017, The Green School for Boys was opened at a site on the opposite side of Busch Corner, adjacent to Syon Park.

The school now operates as an academy trust incorporating both the boys and the girls school as well a co-educational sixth form which is located across both sites. The Green School continues to provide an excellent education for boys and girls from both Isleworth and the surrounding areas as it has done for centuries.

Isleworth and the surrounding area

The Green School Trust benefits from superb location in South West London and is in close proximity to major transport links as well as historic buildings, ancient parkland, miles of riverside and a range of dining, shopping and entertainment venues.

Transport

The schools are located within an 8 minute walk from Syon Lane station which is served by South West Trains and terminates at London Waterloo station. Other stations including Twickenham, Gunnersbury, Osterley and Boston Manor can all be accessed within a short bus ride. This connects the school to the Piccadilly Line, District Line and London Overground Services. By car it is possible to access both the M4 and Heathrow Airport within 15 minutes, the M25 within 20 minutes and central London within 30 minutes (outside of rush hour).

Historic Parkland

The Green School for Boys is adjacent to Syon House and Park which boasts acres of parkland dating back 600 years. The school has views across this park making it a pleasant and tranquil place to work. Both schools are walking distance from the riverside walks of Old Isleworth and Brentford where you can pick up both the Thames Path and the Grand Union Canal walking routes.

There are numerous other sites of historic and natural interest in close proximity to the school including Boston Manor and Park, Gunnersbury Manor and Park, Kew Gardens, Richmond Park and Osterley House and Park.

Dining, Shopping and Entertainment

The school is in close proximity to Hounslow Town Centre (2 miles), Richmond Town Centre (3 miles), Twickenham (4 miles), Kingston (6.5 miles) and Westfield White City (6.5 miles). These locations all boast a range of restaurants, cafes, pubs and bars as well as shops and cinemas. It is also less than a mile from the newly opened Brentford Riverside development which incorporates a range of independent businesses including shops, cafes, restaurants and will soon have a drive in cinema.

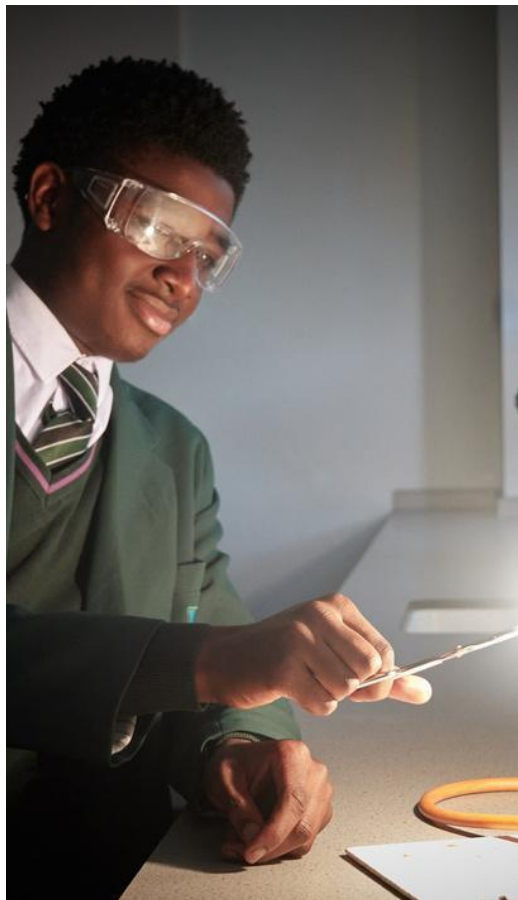
Benefits of working at The Green School Trust



We offer:

- An exciting opportunity to lead a reflective, aspirational school founded on christian values
- The chance to contribute to the development of the Green School Trust
- Strategic and operational support across the Trust
- Structured professional development within the school and across the Trust
- A focus on wellbeing and valuing staff as professionals and people
- A supportive family friendly ethos
- An Employee Assistance Programme with Health Assured free to all staff
- A progressive IT learning environment with individual staff devices provided
- A two week October half term and early finish in the summer term
- An excellent location with Syon Lane main line (direct to central London) and good bus services to Richmond, Twickenham, Chiswick, Hounslow and Ealing on the doorstep.

A full programme of support for all new staff is provided. CPD and the development of leadership skills is an important part of the school culture and candidates who wish to progress their careers are encouraged to apply. As a Church of England Trust we welcome applicants from all faiths or none but we do ask that applicants support the Christian ethos of our schools.



CONTACT US

Follow us on  

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