



ALDENHAM

— PREP SCHOOL —

Learning Support Assistant





A MESSAGE FROM THE HEAD OF FOUNDATION

I am delighted that you are interested in finding out more about this role within the Aldenham Foundation. I am proud to be part of an organisation which has as its core purpose preparing young people to thrive in and give back to the world in which they live.

All of my experience, as a teacher first and then as a Head has led me to believe that a child flourishes and succeeds at

school when they are known and valued as an individual by the adults around them, and when they feel a sense of connection to students older and younger than them; in other words, they should feel part of a community. The education we offer is one in which high academic expectations go hand in hand with a desire to see the whole person grow and flourish in a strong community that is both supportive and appropriately challenging.

I hope that you will want to find out more about working within the Aldenham Foundation, and look forward to meeting you soon.

Mrs Alex Hems - Head of Foundation

THE ALDENHAM FOUNDATION

The Aldenham Foundation has a shared governing body and is led by a Head of Foundation.

Aldenham School educates around 680 boys and girls (1-18 yrs) together with the Aldenham Prep School, which educates around 150 boys and girls (3- 11 yrs) on the Aldenham Campus.

The 20th Century and the new millennium have seen the developments continue and every challenge met. The size of the School has increased, the facilities have been updated, the academic timetable revised and extended and a wide range of activities added to the curriculum.

Mrs Sarah Galpin Head of Prep School



Our wonderful Prep School is based in the newly built and superbly resourced Vincent House.

At Aldenham Prep you become part of a family bringing out the best in staff and pupils.

School Aims

Aldenham Prep School is part of The Aldenham Foundation and shares its aims.

The Aldenham Foundation aims to provide a holistic vision of education in all its schools for which the following are essential features:

- To ensure that each individual pupil is nurtured and encouraged to make the most of their own special talents
- To encourage a love of learning in order to aspire to academic excellence and a broad education for all pupils
- To emphasise the importance of the social, moral and spiritual dimensions of community life in a multi-cultural society
- To provide a well planned, well organised environment giving children rich and stimulating experiences
- To foster good relationships and partnerships between pupils, parents, staff and the wider community



BACKGROUND TO

Aldenham School

Aldenham School was founded in 1597 and has remained on the same outstanding site ever since - surrounded by green fields, yet only 12 miles from Marble Arch. Aldenham has enjoyed a period of considerable growth over recent years and still retains a strong boarding ethos. Its reputation as an excellent environment for a high-quality all-round education owes much to its close knit and supportive community. Central to our educational aims is the fulfilment of every child's academic potential, but the building of confidence comes equally from participation in sport, music and drama and by meeting the challenge of living and working together within the disciplined community that is at the heart of Aldenham.

There are eight Houses constituting Aldenham Senior School: two co-ed Junior Houses for Years 7 and 8 which between them contain approximately 180 11-13 year old pupils, of whom up to 25 can be boarders; 2 senior (13-18) Day Houses, one for boys and the other for girls; a senior Boarding and Day house for girls; and 3 senior Boarding and Day Houses for boys. There are girls throughout the School making up around one third of the total number.

The School offers a wide variety of day and boarding options. The day pupils' programme operates from 8.30am until 5.30pm and staff are required to be on site throughout the school day. Boarders may either stay throughout the entire week as full boarders or can be flexi boarders. Flexi-boarding is an increasingly popular option. Around 180 pupils are either full boarders or flexi boarders. Boys and girls can move between these systems according to changes in family circumstances over their career in the School. It is interesting to note that a high proportion of the boarders live within a 20-mile radius.



The most recent full inspections of the School by ISI in November 2012 and December 2017 both produced exceptional outcomes with the highest grade of "excellent" being given in all categories. A full copy of the Inspection Report can be found on the School website.



Teaching loads are generous, with 51 out of 70 periods being the norm over two weeks, but colleagues are also required to contribute fully to the life of the School and to help with games, activities (4 lessons per week) and as tutors in the day and boarding houses. All teachers are also tutors, attached to one of the 8 houses and are responsible for delivering the tutorial programme, writing reports and overseeing the academic and pastoral welfare of their tutees. Drama, Music and the Duke of Edinburgh Scheme all thrive at Aldenham as well as “minor” sports such as sailing, fives and golf. The CCF is an active and well-resourced partnership with a local maintained School. The major boys’ sports are football, hockey and cricket which the School plays at a high level. The major sports for girls are hockey, netball and cricket. The School’s high profile in sport was emphasised by winning the - U15 ESFA Elite Schools Cup, U13 ISFA National Cup, U14, U15 & U18 Hertfordshire County Cup, U12 Plate County in 2023.

All pupils take a broad, but balanced curriculum up to GCSE of around 10 GCSE/iGCSE subjects in Year 11. The majority go on to the Sixth Form where a linear structure is used to enable most students to take three A-Levels, although some

will be offered the chance to take four. Beyond A-Level, the overwhelming majority go on to universities with a number taking gap years.

In recent years, there has been a major development and refurbishment programme. Most recently this has included the refurbishment of 10 science labs to a state-of-the art standard, and of the day and boarding house accommodation, which has been expanded and improved. The School’s buildings have undergone extensive renovation and refurbishment over recent years. The School’s newest building, The Wells Centre, includes a Sixth Form Centre as well as teaching areas for Psychology and Music. All teaching staff and students have their own Microsoft Surface device for use in and out of lessons. All teaching staff are expected to be accredited as Microsoft Educators within their first year at Aldenham. Significant ongoing investment and development of the ICT facilities allows extensive use of the Microsoft 365 environment for teaching, learning, management and administration. Computing, Dance, Design Technology (Graphics, Resistant Materials and Textiles), Drama, Government and Politics, Media Studies, Music Technology and Psychology all form part of a broad curriculum. A full-sized sports hall is at the centre of the games programme, which makes available an extremely wide variety of sports to boys and girls.

There are a number of regular school visits in the UK and abroad with many field trips, modern language visits to Europe, skiing, sports tours, as well as cultural visits to many parts of the world and expeditions to places far and wide.

Aldenham is traditionally a Christian foundation which now represents pupils, staff and families of all faiths and none. Pupils and staff are expected to be present at services once a week in the Chapel where the tenets of all faiths; kindness, tolerance and respect are reflected upon. A very wide range of racial and religious backgrounds are represented and welcomed within the School and a friendly and supportive atmosphere is our aim and our achievement within the school community.



ALDENHAM

— P R E P S C H O O L —

Aldenham Preparatory School (IAPS) offers day education for boys and girls from 3-11 to develop and thrive in a small, caring environment.

Aldenham Nursery opened its doors in 1992 and was a great success. Building on this success the Pre Prep Department opened in 2000 which has grown into thriving Prep School.

The new purpose built Vincent House opened its doors to pupils in March 2021. Housing children from Nursery to Year 6 this impressive facility reflects the modernity and professionalism of the school.

As part of Aldenham school founded in 1597 there is the opportunity for a smooth transition of education from 3-18 years.

Our Mission Statement states that:

‘At Aldenham Prep School, we provide a happy, nurturing and warm environment where quality learning takes place and the needs of each individual child are fulfilled.’

Learning Support Assistant

Reports to: Head of Learning Support

Summary and main purpose:

The Learning Support Assistant plays a key role in supporting high quality teaching and learning across Aldenham Prep School. Working closely with class teachers the post holder will deliver high quality interventions, lead small group sessions, provide 1:1 support for pupils with additional needs, and take on planning and preparation responsibilities that contribute to strong academic, pastoral and personal development. The LSA will uphold exemplary standards of care, safeguarding and professionalism, and will contribute positively to the wider life, ethos- and values of the school.

The key tasks of the role are:

A. Support for Teaching and Learning

- Deliver structured interventions, targeted support and small group- learning activities across the Prep School.
- Provide differentiated 1:1 support for pupils with SEND and additional needs, following guidance from the Head of Learning Support and class teachers.
- Assist with planning and preparation of learning activities and resources.
- Support assessment processes, including observations, feedback, marking and progress tracking.
- Reinforce expectations for behaviour, learning routines and school values.
- Contribute to creating engaging, inclusive learning environments that promote independence and confidence.
- Maintain accurate records of interventions, pupil progress, and support provided.
- Contribute to pupil progress meetings, provision mapping, and SEND documentation.
- Provide timely feedback to the Head of Learning Support and class teachers.

B. SEND and Inclusion

- Work closely with the Head of Learning Support to ensure strong academic and personal progress for pupils with SEND.
- Support the implementation of individual support plans, provision maps and specific pupil strategies.
- Liaise with external specialists where appropriate (e.g. Speech & Language Therapists), ensuring recommendations are delivered effectively.
- Support pupils' emotional regulation, resilience and wellbeing.

C. Pastoral Responsibilities

- Build positive, supportive relationships with pupils.
- Promote the Aldenham Foundation values of independence, curiosity and respect.
- Support pupils with social, emotional and behavioural needs.
- Implement behaviour strategies consistent with the school's policy.
- Communicate effectively with parents and carers as needed, maintaining professionalism and confidentiality.

D. Wider School Contribution

- Assist in the smooth running of the school day, including transitions, duties and routines.
- Contribute to the enrichment and co-curricular life of the school (e.g. clubs, trips, events).
- Participate in staff meetings, INSET days and training sessions.
- Contribute to the development of curriculum materials, policies and best practice.
- Assist in developing differentiated resources linked to the school curriculum across learning stages
- Adapt materials to support individual pupil learning profiles

E. Professional Conduct

- Promote and safeguard the welfare of pupils in accordance with the Safeguarding Policy and KCSIE.
- Maintain up to-date knowledge of safeguarding practices, attending annual training and updates.
- Recognise signs of safeguarding concerns and report immediately following school procedures.
- Always maintain confidentiality and professional boundaries.
- Maintain excellent communication with staff, parents and external professionals.
- Act as a positive role model and ambassador for the school.
- Engage in ongoing professional development.

The roles and specifics of the Job Description may develop or vary as the role becomes more established.

Person Specification

Qualifications	Essential	Desirable
HLTA status (Level 4) or willingness to achieve it	✓	
GCSE (or equivalent) in English & Maths	✓	
A relevant degree or professional qualification		✓
Training in SEND, literacy/numeracy interventions or similar		✓
Experience	Essential	Desirable
Working as a TA or HLTA in a primary, prep or early years setting	✓	
Experience providing small group support and/or 1:1 interventions	✓	
Experience supporting pupils with SEND	✓	
Experience in an independent school or prep school environment		✓
Experience liaising with external professionals and parents		✓
Skills & Attributes	Essential	Desirable
Strong understanding of primary curriculum & developmental stages	✓	
Awareness of effective behaviour management strategies	✓	
Understanding of safeguarding and child protection	✓	
Knowledge of supporting SEND learners, including differentiation	✓	
Strong organisational and time-management skills	✓	
Flexibility and adaptability to meet changing needs of pupils	✓	
Commitment to continuous professional development	✓	
Commitment to staying updated with best practice	✓	
Ability to collaborate effectively with colleagues and parents	✓	
Ability to inspire and motivate pupils	✓	
Personal Attributes	Essential	Desirable
Flexible approach and willingness to adapt to changing environment	✓	
Enthusiastic, creative and innovative approach	✓	
Professional demeanor and high ethical standards	✓	
Reflective practitioner committed to self-improvement	✓	
Resilient and able to handle challenges effectively	✓	
Good communication skills	✓	
Willingness to learn and improve process	✓	
Approachable personality	✓	
Self-driven, adaptable and ability to use initiative in situation	✓	
Cultural sensitivity and awareness	✓	
Collaborative and team-oriented mindset	✓	
Approachable and supportive attitude	✓	

Aldenham Prep School



APPLICATION AND

Recruitment Process

Aldenham School is committed to safeguarding, promoting British values, supporting the welfare of children and young people and the prevention of extremism and radicalisation and expects all staff and volunteers to share this commitment.

We act to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equalities Act 2010. Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Applications will be accepted by completion of an application form via My New Term on the vacancies page of our website www.aldenham.com/other-information/job-opportunities/. CVs alone will not be accepted.

Applicants will be required to undergo child protection screening, including reference checks with past employers and a Disclosure and Barring Service check.

Upon successful completion of the first application stage, we will formally invite you to attend an interview on site. You will then be informed of next steps should you qualify for the next stage.

Applications will be reviewed upon receipt and interviews arranged accordingly; early applications are therefore encouraged. We reserve the right to withdraw the advertisement once a suitable candidate is found.

If you have any questions regarding the recruitment process, please do not hesitate to contact us at vacancies@aldenham.com.



THE

Benefits

- Competitive pay.
- Free school meals during term time.
- Sports Centre – Staff have free access to the Sports Facilities at designated times.
- Eye Care – the Foundation contribute towards eye care costs.
- Cycle to work scheme.
- Free on-site parking.
- Investment in Training and Professional Development.
- Flu Vaccinations.





ALDENHAM

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Aldenham Prep School
Elstree, Hertfordshire, WD6 3AJ

+44 (0)1923 851664
prepschool@aldenham.co

www.aldenham.com

PART OF THE ALDENHAM FOUNDATION

