



# West House

INDEPENDENT PREPARATORY SCHOOL FOR BOYS

# West House School

## Application Pack

## SEN Learning Support Assistant



# The School

## The History of the School

Situated in the leafy oasis of the Calthorpe Estate, West House School has occupied the same site since its foundation in 1895. Since that time, the school has evolved significantly, to become an independent preparatory school for boys aged 4 – 11 years, with a co-educational Early Years setting offering care for children aged from 6 months. West House is a member of The Independent Association of Preparatory Schools and, as such, upholds the requirement to provide a ‘world class education’.

With five acres of beautiful grounds, less than two miles from Birmingham city centre, the school lies at the heart of a thriving community. It is surrounded by many outstanding cultural and recreational facilities. These enrich the lives of all pupils and form an important aspect of educating the whole child.

Pupils and staff alike are guided by the West House Way, a set of values that help pupils develop understanding rather than tolerance, and to recognise the power of hard work, determination and resilience. West House School prides itself on providing a balanced approach to educating pupils for life in the middle of this century, recognising that education is about so much more than a narrow measurement of academic achievement alone. At the heart of the school’s ethos lies the view that children should be allowed to be children and that they are at their most productive when an appreciation of the balance between work and play is achieved.

West House is a non-denominational school. It is divided into three departments – Prep (Years 3-6), Pre-Prep (Years 1 and 2) and the Early Years Foundation Stage (Nursery – Reception). The school employs 80 full-time and part-time academic staff and accommodates approximately 293 pupils.

Pupils are prepared for a wide range of senior schools and standards at 11+ are consistently high, with most Year 6 boys transferring to local grammar schools, King Edward’s School, Birmingham and Solihull School. However, the school aims to provide a balanced education in which music, drama, art and sport play a significant role.

Further details about the school can be found at [www.westhouseprep.com](http://www.westhouseprep.com)



# The role

**West House School is seeking an enthusiastic and experienced SEN Learning Support Assistant to carry out 1 to 1, individual and group work to support a child with an EHCP in Year 1. The ideal candidate will have a relevant qualification in SEN, Teaching Assistant work and/or Early Years work, and will be passionate about delivering high quality SEN support to children with additional needs.**

The role holder will report to the Head of Pre-Prep and EYFS and will work closely with the School SENCO.

## **Job Description**

### SEN Learning Support Assistant

- Provide 1 to 1 support, individual and group working to support the needs of a pupil as outlined in their EHCP, preparing and delivering appropriate activities and interventions to enable them to reach their full potential.
- Provide support to the wider department to enhance ratios to enable delivery of the EHCP requirements.
- Implement strategies in collaboration with the EYFS SENCO to support the child with routines, transitions and behaviours.
- Help to establish and maintain positive relationships with the child and his family, valuing parental involvement.
- Keep and share observations and assessments of the child and keep accurate records of their achievement and progress.
- Keep the pupil's files and assessment records up to date and accurate.
- Liaise with outside agencies as necessary to ensure the delivery of the EHCP requirements.
- Deliver any other specific requirements of the EHCP or other Learning Support work as directed.

### Other Key Tasks

- To provide assistance to other pupils as directed.
- To provide a service that respects the life experiences of the pupils and celebrates diversity in terms of language, culture, ability, race and religion.
- To work effectively as part of a team.
- To work within the agreed framework of policies and procedures set out within the school.
- To support students and volunteers on placements.
- To assist in the management of material resources.
- To take part in day-to-day administration.
- To photocopy as required.
- To assist with record keeping, administration and general filing.
- To assist with classroom displays.
- To help promote the use of ICT in all aspects of teaching and learning.

### General Duties

- To carry out duties and responsibilities of the post with regard to the Equal Opportunities Policy and the needs of the school.
- To act as an ambassador of the school and to maintain a positive image of its aims and objectives.
- To liaise with colleagues, line manager and the Headmaster on a regular basis.
- To carry out playtime and lunchtime duties.
- To assist in concerts, productions and celebrations within the department.
- To attend Open Days as required.
- To attend staff meetings, staff development and training as appropriate.
- To carry out any other duties which will be seen to enhance the children's learning and care in the school.

# The role

- To assist in the supervision of out-of-school care as required.
- To liaise with outside agencies as appropriate.
- To keep all information regarding the school, pupils and staff completely confidential at all times.

This job description is not exhaustive. Other task and responsibilities may be allocated as necessary and reasonable from time to time.

## Person Specification

Qualifications (tested at application)	Essential	Desirable
Relevant Level 3 qualification in SEN Support, Teaching Assistant Work and/or EYFS work.	✓	
SENCO qualification		✓
Current safeguarding training (within the last three years)	✓	
Educated to GCSE level (or equivalent) including English and Maths at grade C or above	✓	
Current Full Paediatric First Aid qualification		✓

Knowledge and Experience (tested at application and interview)	Essential	Desirable
A proven record of high-quality delivery of SEN and Learning Support	✓	
Knowledge and experience of working with children with an EHCP	✓	
Outstanding knowledge and understanding of the EYFS Statutory Framework.	✓	
Experience of working with children with SEN	✓	
Experience of working in a relevant setting	✓	
Experience of working with children in a voluntary capacity		✓
Experience of working with children in a variety of age groups		✓

# The role

<b>Skills and Abilities (tested at application, interview and test)</b>	<b>Essential</b>	<b>Desirable</b>
Competent ICT skills	✓	
Outstanding communication/interpersonal skills	✓	
Proven ability to work as part of a team	✓	
An ability to prioritise and carry out specific requests in a timely manner	✓	
Problem solving skills	✓	

<b>Attitudes and beliefs</b>	<b>Essential</b>	<b>Desirable</b>
A flexible attitude	✓	
A commitment to CPD	✓	
Humour, patience, stamina, loyalty and humility	✓	

# Key terms and how to apply

**Salary:** £12.93 – £13.42 per hour, £20,362.54 - £21,133.11 per annum (actual).

**Hours:** Term-time only, Monday to Friday 37.5 hours per week between 8.00am and 4.00pm with a 30-minute unpaid lunch break each day.

**Type of position:** Fixed term, term-time only between 1<sup>st</sup> September 2026 and 31<sup>st</sup> August 2027.

**Holidays:** Entitlement to 6 weeks of paid annual leave including bank holidays.

**Benefits:** Eligible for discount on school fees for pupils at West House School Nursery, West House School (for boys) and Edgbaston High School for Girls (subject to normal admissions procedures), eligible to join a Contributory Pension Scheme, free lunch and refreshments, free parking, Employee Assistance Programme including Wider Wallet discount scheme, Bike2Work scheme, enhanced Maternity scheme.

**Start date:** 1<sup>st</sup> September 2026.

## How to apply

Apply via My New Term: <https://mynewterm.com/school/West-House-School/103575>

The deadline for applications is **Monday 6<sup>th</sup> July 2026**.

If you have any queries about the role, or would like to discuss it in more detail, please contact Jo Ollier, HR Manager, by email: [jollier@westhouseprep.com](mailto:jollier@westhouseprep.com)

*West House School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All successful candidates will be required to undergo all statutory checks including an enhanced DBS check. A copy of the Recruitment, Selection and Disclosure Policy is available on the website.*

*This post involves working with children and is exempt from the Rehabilitation of the Offenders Act 1974 and all subsequent amendments. All convictions, police cautions or "bind overs", including any that would otherwise be considered "spent" under the Act must be disclosed, and will be taken into account in deciding whether to make an appointment.*

