

**BRENTSIDE HIGH SCHOOL**

LEARNING AND ACHIEVING TOGETHER



**Learning Support Assistant  
Recruitment Pack**



## Message from the Headteacher

Dear Prospective Candidate,

I am delighted that you have shown an interest in the post of Learning Support Assistant at Brentside High School and I hope that the information in this pack will encourage you to apply for the position. We seek to appoint a capable Learning Support Assistant who will contribute strongly to the provision for our young people; this is an exciting and rewarding opportunity for the successful applicant.

Our school's journey has been one of sustained improvement over time, developing from an undersubscribed school, with below average achievement, housed in poor quality buildings, to the strong school we see today; with achievement over time significantly above that of students nationally and now housed in our impressive main school building with an additional, same-site building added in recent years to meet the demand for places.

I believe that our school is unique and that our diversity of experience, belief and culture enriches our classrooms, which are vibrant and responsive. We know that as a school we change lives, and our staff body is committed to taking every opportunity to do so. We work hard to remove students' barriers to learning and benefit from a wide range of partnerships beyond the school. Our support for students goes beyond the academic, but is also reflected in our students' successes. For the past nine years our students' achievement at Year 11 has been above that of students nationally. In addition, for very many years, all of our Year 11 students have completed Key Stage Four with a suite of qualifications, reflecting our inclusive ethos and practice. Our A Level results are usually within the top 10% nationally, though we are particularly proud of two recent years which saw results in the top 2% according to DfE data. We are a high achieving school, and we work hard to ensure this.

We believe that our students have the right to a rich, broad and balanced curriculum. 85%-95% of our students study an EBacc curriculum at Key Stage Four. All students also select an art (visual or performance) at GCSE. This reflects the high value we place on the arts and on other high-quality qualifications such as humanities and modern foreign languages.

The successful candidate can be assured of significant support from the Learning Support Team and the wider staff body. We have a stable, experienced and skilled staff team. The post holder will also benefit from belonging to established networks. This post is highly valued.

If you would like to speak with a member of our staff team or to visit the school prior to application, please contact Tara Roach, on [t.roach@brentsidehigh.ealing.sch.uk](mailto:t.roach@brentsidehigh.ealing.sch.uk). Completed applications should be received by 12 Noon on Tuesday, 7 May 2024.

Yours faithfully

Charlotte Hames  
Headteacher



## Our school

### OUR MISSION

**Brentside High School challenges all to achieve excellence as lifelong learners with the highest expectations of themselves and others. No exceptions, no excuses.**

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“Brentside High School lives up to its vision of high expectations for all with ‘no exceptions no excuses.’ Equality of opportunity sits at the heart of that ambition and is demonstrated through progress made by all groups of students.”  
(Ofsted February 2020)

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### The school and its community

Brentside High School is a large 11-19 mixed comprehensive school serving a culturally and socially diverse community in Ealing. The school is popular and oversubscribed and successfully serves the needs of our local community. Our students are complimentary about the school and also very proud to be part of our learning community. There are currently just over 1600 students and 160 staff

Our student population is very diverse and representative of the local community. There is no majority ethnic group in the school but White British, Black Caribbean, Asian and White European are all well represented. The diversity of our students is a real strength of the school. The student population is fully comprehensive and nearly 40% of students qualify for pupil premium funding.

Brentside is currently rated by Ofsted as a ‘Good’ school. We engage in a range of partnerships including supporting other schools. Being outward looking is important to us, as we firmly believe that by

working in collaboration with other schools and institutions, the experience that we offer to our students is greatly enhanced.

On entry into Year 7 the ability profile of most cohorts is in line with national norms. However, the progress made by our students at both Key Stage 4 and Key Stage 5 is significantly above average. This occurs because of the positive ‘attitude to learning’ displayed by our students and our staff.

### LEARNING AND ACHIEVING TOGETHER

Our school motto ‘Learning and Achieving Together’ underpins everything we do in school from ensuring that all our students are encouraged to achieve their full potential, in and out of the classroom, to the continuing professional development of our highly qualified staff.

Our students are very proud of their school and really are happy, positive and friendly young people that we are proud to serve. We instil into them the realisation that the route to a happy, fulfilling and successful life is through high quality education.





## **Curriculum**

All learners have access to a broad and balanced curriculum, rich in depth and supportive of individual students' needs and aspirations. We believe in social equality and see a breadth of knowledge and skills as key to enabling our students to be confident, informed and capable.

We are ambitious for our students and believe that all should have access to high quality qualifications and to creativity; we pride ourselves on the breadth of our arts provision and also on our EBacc curriculum, enabling all students to study a broad, quality curriculum throughout Key Stage 3 and Key Stage 4, before specialising at Key Stage 5.

Between 75% and 95% of our students study the full EBacc curriculum, with between 5% and 25% of our students studying additional literacy and numeracy or specific subject development lessons.

## **Sixth form**

The school has an active and vibrant Sixth Form offering a wide range of courses to students between the ages of 16 and 19.

The majority of students work towards level 3 (Advanced level) qualifications which will allow them to progress to university. These are A level, CTEC or BTEC certificates and diplomas. In addition, level 3 students study citizenship, PSHE and PE as part of their enrichment curriculum and can study for the extended project qualification (EPQ) as an additional AS qualification.



## Safeguarding Statement

### Principle

Brentside High School recognises that the welfare of the child is paramount and takes seriously its responsibility to safeguard and promote the welfare of the students in its care. The school believes that all children and young people have the right to grow up in a safe and caring environment, which includes the right to protection from all types of abuse.

The students in our care have the right to expect adults in positions of responsibility to do everything possible to foster these rights. They have the right to be safeguarded from harm or exploitation whatever their:

- race, religion, first language or ethnicity
- gender or sexuality
- age
- health or disability
- political or immigration status

Governors and staff in this school understand the importance of working in partnership with children, their parents/carers and other agencies in order to promote children's welfare.

### Purpose

The purpose of the policies which are linked to this statement is to:

- afford protection for the students at Brentside
- enable staff and volunteers to safeguard and promote the welfare of children
- promote a culture which makes this school a safer place to learn

### Scope

All policies apply to the Headteacher, all staff (including supply and peripatetic staff), volunteers, governors or anyone working on behalf of Brentside High School

We will endeavour to safeguard children and young people by:

- valuing them, listening to and respecting them
- involving them in decisions which affect them
- making sure all staff and volunteers are aware of and committed to the safeguarding policy and child protection procedures
- sharing information about concerns with agencies who need to know, and involving children and their parents/carers appropriately
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- adopting a code of conduct for all staff and volunteers
- providing effective management through induction, support and training
- ensuring staff and volunteers understand about 'whistle blowing'
- dealing appropriately with allegations/concerns about staff or volunteers, in accordance with Government guidance



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## **BRENTSIDE HIGH SCHOOL** **Learning Support Assistant (Event Led)**

Salary Scale Pt 10 – 14 (£29,280 – £31,104 pro rata)

Term Time Only (39 weeks pa, 31.5 hours pw)

Actual Salary £22,764 - £24,182

Brentside is a vibrant, multi-cultural school with an excellent Learning Support Department.

We are looking for enthusiastic applicants (preferably with a degree) for a variety of roles within our committed and friendly department. We value the professional development of our staff.

Successful candidates will:

- be positive, flexible and patient
- help every student to achieve his/her potential, including students with Learning Difficulties and those with English as an Additional Language
- be able to build and maintain good relationships with teachers, students and parents
- be committed to promoting equal opportunities and ensuring the safety of all students
- have a good command of the English language and an understanding of grammar
- have a willingness to learn

The core hours for this post are 08:30 to 15:10 plus an extra 45.5 hours worked at some stage during the academic year before or after school in either learning support clubs or meetings.

The school is committed to safeguarding children and the successful candidate will be required to apply for an enhanced disclosure from the DBS. Further information regarding this can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

In addition, as part of the shortlisting process, we may conduct an online search as part of due diligence checks in the recruitment process.

To apply for this position, please download our application form from our website [www.brentsidehigh.ealing.sch.uk](http://www.brentsidehigh.ealing.sch.uk) or send an email to [t.roach@brentsidehigh.ealing.sch.uk](mailto:t.roach@brentsidehigh.ealing.sch.uk)

**Closing date: Tuesday, 7 May 2024**



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## **LEARNING SUPPORT ASSISTANT**

### **JOB DESCRIPTION**

1. Attend school/department meetings at the direction of the SENCO class/subject teacher for the purpose of reporting on and receiving information.
2. Participate in the preparation and presentation of formal and informal reviews and to contribute verbally to discussions.
3. Attend meetings concerning individual students, at the direction of the SENCO, class/subject teacher.
4. Under the direction of the SENCO, class/subject teacher to exchange and review information on the day to day management of the student(s).
5. Be aware of the students' individual needs and the targets and strategies on students' individual education plans. Keep written records on the day to day progress of students as directed.
6. Under the direction of the SENCO, class/subject teacher, to liaise with parents/carers and agencies involved in supporting the pupil(s) eg. Educational Psychologist, Education Social Worker, Speech Therapist, Occupational Therapist.
7. Facilitate and contribute to the students' learning and to help students access the curriculum:
  - Clarify and explain classroom instructions
  - Assist in areas such as language, behaviour, reading, spelling, handwriting, presentation, mathematics
  - Help students to concentrate on and finish work set
  - Meeting physical needs as required whilst encouraging independence
  - Ensure students are able to use equipment and materials provided
8. Support speech therapy and occupational therapy programmes under the guidance of professional staff.
9. To participate in the allocation of times to various duties (within the total hours) to enhance pupil's opportunities for development throughout the day (eg. in the playground, on visits and outings).
10. To ensure that specialist equipment allocated to students is used appropriately and keep in working order. Examples include hearing/visual aids, magnifiers, binoculars, laptop computers.
11. Adapt teaching materials to individual students' needs.
12. Contribute to the wider learning such as homework and extra-curricular clubs within the allocated hours.
13. Work one to one or with small groups to address students' SEN (eg Spelling Groups, Catch Up Literacy Programme, Wave 3 Maths Programme).

14. Staff the Inclusion Room for students who have seriously breached the Code of Conduct (such days are set by the Headteacher).
15. Work with students who have been excluded from school (usually in their homes).
16. Be aware of school procedures and relevant school policies.
17. Carry out any other task of a similar nature as directed by the Headteacher/SENCO.

## **PERSON SPECIFICATION**

1. Ability to work in collaboration with others, as a member of a team both within the classroom and as part of the whole school team.
2. To communicate effectively both verbally and in writing with colleagues, parents/carers and other agencies in order to carry out the tasks as directed by the teacher.
3. Willingness to contribute to an educational environment which ensures equal opportunities for all students both within the classroom and whole school.
4. Willingness to learn how to set up and use resources and equipment eg. low vision and hearing aids, audio visual equipment and information technology.
5. To be numerate and literate in order to carry out the written and numeric aspects of the posts both with regard to the curriculum and other tasks as directed by the teacher.
6. The numeric aspects of the post include working with numbers, mathematics, games, counting and helping students comprehend figures and written numbers.
7. To be aware of the need for confidentiality concerning issues linked to home/students/teacher and school and to keep confidences appropriately.
8. Experience of working with young people in a voluntary or work capacity.
9. Education to at least degree level.
10. Four years of working experience.





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**BRENTSIDE HIGH SCHOOL  
LEARNING SUPPORT ASSISTANT  
PAY SCALES AND RATES (2023-2024)**

<i>Spinal Column Point</i>	<i>Full Time Ealing Rate of Pay</i>	<i>Pro Rata Rate</i>
<b>10</b>	<b>£29,280</b>	<b>£22,764</b>
<b>12</b>	<b>£30,174</b>	<b>£23,459</b>
<b>13</b>	<b>£30,636</b>	<b>£23,818</b>
<b>14</b>	<b>£31,104</b>	<b>£24,182</b>

(All figures inclusive of London Weighting)

The Brentside High School agreed FTE for term time only staff (39 weeks per year) is 0.86. This includes 4 weeks paid holiday plus 8 paid bank holidays.

In line with other local agreements Brentside High School LSAs will be paid 31.5 hours per week. (out of 35 hours fte)

Your salary will of course continue to be paid monthly, in 12 equal instalments.

**Standard Hours of Work**

Monday to Friday: 6 hours per day  
(8.30 – 3:10 with 40 minutes lunch break)

After School Duty: 20 minutes per week

The standard hours are therefore 45.5 hours per annum less than the annual paid hours.

Standard hours = 30 hours 20 minutes x 39 = 1,183 hours

Paid hours = 31 hours 30 minutes x 39 = 1228.5 hours

The remaining 45.5 hours will be directed by the Learning Support Co-ordinator and they include:

- Department/Year Team meetings
- After-school staffing of inclusion Room
- Attendance at review meetings
- Open Evening
- After-school invigilation
- Out of hours supervision
- Parents' evenings
- Social Services meeting



## Contact details

### Brentside High School

Greenford Avenue,  
Hanwell, London W7 1JJ

### Telephone

020 8575 9162

### E-mail

[info@brentsidehigh.ealing.sch.uk](mailto:info@brentsidehigh.ealing.sch.uk)

### Website

[www.brentsidehigh.ealing.sch.uk](http://www.brentsidehigh.ealing.sch.uk)

## How to find us

### Public transport

The school is served by various bus routes as follows:

E1, E3 and E11 buses stop close to the entrance on Greenford Avenue

E2, E9, E7, E10, buses stop on Ruislip Road East. The main entrance to the school is close by.

### Tube stations

Ealing Broadway (Central and District Line). Take E1, E2 (destination Greenford Broadway) E9 (destination Barnhill Estate) or E10 (destination Northolt) from Haven Green (directly opposite the station). Alight at Brentside High School on Ruislip Road East.

Greenford (Central Line). Take the E6 bus from the stop opposite the station and alight at Greenford Road, near Greenford Broadway. Buses travelling from Greenford Broadway in the direction of Ealing stop outside the school. (E1, E3, E2, E9, E7, E10). Mini cab service available at Greenford Tube station.

### Main line

Hanwell railway station (GWR mainline) is a short bus ride away (E3)

### Parking

60 parking spaces available on site for staff.

Please contact Tara Roach if you require on-site parking for the day of the interview.

