



LEARNING SUPPORT  
ASSISTANT  
APPLICATION PACK

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# Letter From the Headteacher

Dear Applicant

Thank you for your interest in the post of Learning Support Assistant. This is an excellent opportunity for the right person to join Willowfield at an exciting time. You will find further information about the role attached to this letter.

**It is my great pleasure to welcome you to Willowfield school.**

Willowfield school exists to serve children. Children get one chance at education and it is our responsibility and privilege to ensure the educational experience for all children is rich and rewarding. Children come to Willowfield and are given excellent pastoral care, feel happy, are safe and experience an excellent curriculum. We develop our children as kind, curious, respectful, conscientious and independent young people who leave us able to choose their futures and eager to embrace challenge.

Willowfield is very proud to have been serving our community; educating, and caring for children for over 100 years. Willowfield is a happy, oversubscribed and financially secure school doing great work – as was so clearly identified in the October 2021 OFSTED inspection. Such is our popularity that we are expanding over the next few years and have an exciting building project which will provide us with even more exemplary facilities.

Willowfield is characterised by great relationships, every member of our community is part of the Willowfield family. The school ethos and values are centred on developing our young people as great citizens and this infuses the whole curriculum and learning experience. We have a happy, dedicated, and excellent staff team who work tirelessly for our children. We have strong partnerships with local schools and colleges and are involved in many community projects.

We are a mixed 11 to 16 comprehensive school within the London Borough of Waltham Forest. Willowfield is a truly inclusive and international multicultural school. There are around 50 different languages spoken in the homes of our children.

**We serve a diverse community and as an equal opportunities employer we are committed to increase the diversity of our staff team - we particularly welcome applications from Black, Asian and Minority Ethnic (BAME) candidates.**

I hope that this information is helpful but if you would like to find out more before applying, informal school visits are warmly welcomed and encouraged. To make an appointment please contact us on 0208 527 4065 or by e-mail at: [recruitment@willowfield-school.co.uk](mailto:recruitment@willowfield-school.co.uk). If you decide that you would like to take your interest further, then I look forward to reading your application. Applications consisting of a fully completed application form (CVs will not be accepted) and a covering letter should be submitted by noon on 23<sup>rd</sup> February 2024 . If you are successful in being selected for interview, references will be requested immediately. All applications will need to be sent to [recruitment@willowfield-school.co.uk](mailto:recruitment@willowfield-school.co.uk).

**Candidates should note that as Willowfield School is committed to Safer Recruitment practices and procedures, online checks will be carried out on all shortlisted applicants and applicants will also be questioned about their commitment to the safeguarding and promotion of the welfare of young people.**

Yours faithfully,  
**Rebecca Linden**  
Headteacher

## Vision, Values and Ethos

At the end of the Willowfield experience, we want our pupils to be able to compete with anyone, anywhere, professionally and personally, in the world that is their future.

- Our school is a safe, happy, exciting place - a vibrant learning hub at the heart of its community.
- We are driven by the belief that schools exist for children, our pupils are at the core of everything we do. We are committed to nurturing and challenging them, so they thrive and flourish, making great progress as learners and as people.
- Great lessons, complemented by enriching experiences beyond the classroom, challenge and inspire everyone to do the best they can. We are ambitious and aspirational, inspired by the belief that our pupils will achieve the most amazing things.
- We celebrate our wonderfully diverse school community and embrace the opportunities available in the greatest international city.



- Success at all levels is celebrated and we intervene immediately when pupils are not reaching the heights they should. Time is precious, a culture of healthy vigilance ensures we never overlook underachievement.
- Some pupils face significant barriers, but this is not used as an excuse for underachievement, we endeavour to understand and support so that these barriers are overcome.
- All members of staff are on their own learning journey and are committed to growing and nurturing all in the school community, thereby creating a great learning culture. We are reflective, outward facing professionals committed to continually improving the Willowfield experience.
- Everyone in the school is proud to be at Willowfield and work together to contribute to the great community that is Willowfield.
- Our young people develop into great citizens able to play a full, positive, and productive part in twenty-first century society

# About the School

Willowfield is a happy, successful, expanding and oversubscribed mixed 11 to 16 community school.

Willowfield has been proudly serving the local community since 1903 and we are delighted to continue to provide a great learning experience for the young people of our community. Our vision is based on inspiring, challenging and supporting every pupil to be the best they can be.

Willowfield pupils build on their strengths and overcome their personal barriers, enabling them to compete with anyone, anywhere, as successful, confident, well-rounded citizens able to shape the future and make a difference.



*“ Pupils enjoy their education at Willowfield School. ”*

- Ofsted, 2021

We are proud to be a local community school that gives our pupils the best possible start in life. Our school community is amazingly diverse with more than 50 home languages spoken. Our inclusive ethos is characterised by a striking culture of mutual respect and support. We have strong partnerships with local schools and colleges and are involved in many community projects. Pupils from a wide range of backgrounds are welcomed and flourish within a safe and caring environment. We plan learning experiences that closely meet their needs and excite them. Their views on teaching and their learning are listened to, and we act on these to continuously improve our provision.

There is a broad and interesting extra-curricular programme on offer to all pupils. Pupils are encouraged to engage and explore, and our Artsmark Award reflects the range and quality of creative activities they can access. There are many opportunities to take on responsibility and we have an active pupil leadership team who play a real role in helping shape the direction of the school. Our partnerships with parents and carers are key to the happiness and success of our pupils. We value highly the support we receive from our parents and carers, and pride ourselves on the work we do with them to keep their children safe, happy and achieving well.



We celebrate success and ensure that parents and carers are kept informed about their child's progress throughout their time with us. Sometimes pupils need some additional support to flourish and manage themselves effectively and we are committed to working closely with pupils and their families to develop strategies to help them fulfil their potential, overcoming any challenges to their happiness, learning and progress.

**“ Thank you Willowfield for going above and beyond to help my child – I see teachers at the gate every day and I know they care about my child. ”**

- Parent



The school is in Walthamstow, a vibrant and diverse area in north east London in the London Borough of Waltham Forest. Historically Walthamstow was a rural village, but it grew rapidly during the 19th and 20th centuries due to the expansion of London's railway network. Today it is a bustling urban area with a rich culture and artistic scene as well as plenty of green spaces and local amenities. In recent years it has undergone significant redevelopment including the opening of a new cinema complex and the regeneration of several public spaces.

Transport links are excellent, with the school being just a few minutes' walk from Blackhorse Road Underground Station on the Victoria Line. This line runs from Brixton in south London to Walthamstow Central through four major transport hubs: Vauxhall, Victoria, Euston and Kings Cross. Blackhorse Road is also on the London Overground orbital railway.

## Key Information

<b>Status</b>	Community School
<b>Last Ofsted</b>	October 2021
<b>Ofsted Judgement</b>	Good
<b>Forms of Entry</b>	7 forms of entry from 2021
<b>Year Established</b>	1903
<b>Type of School</b>	Comprehensive, coeducational
<b>Local Authority</b>	London Borough of Waltham Forest
<b>Age Range</b>	11 to 16
<b>Number of Pupils on Roll</b>	1020
<b>% of SEND Pupils</b>	20%
<b>% of EAL Pupils</b>	35%
<b>% FSM Pupils</b>	27%
<b>% of Pupil Premium Pupils</b>	34%
<b>School Website</b>	<a href="http://www.willowfield-school.co.uk">www.willowfield-school.co.uk</a>





## What People Say About Our School

*“ I love that in the school there’s a lot of teachers who can help you at any time. Willowfield is a good school that gives us a good education, letting us get the grades we want. ”*

- Year 11 student

*"Leaders often go the extra mile to make sure that vulnerable pupils benefit from the opportunities provided by the school." - Ofsted, 2021*

*"Pupils behave well. Pupils know what is expected and follow the school’s rules. They move around the school calmly and sensibly." - Ofsted, 2021*

*"Willowfield is special because of the people in it. There are so many diverse individuals in this school." - Year 7 Pupil*

*"What strikes any visitor to Willowfield is the strong sense of community: the team-work of staff; the harmonious relationships between staff and pupils; the way younger and older pupils listen to one another’s views."*

**- Roy Blatchford CBE, 2019**

*"My teachers and my friends help me change myself for the good. Our school is very supportive of our needs."*

**- Year 11 Pupil**



*“ The school have been really welcoming and supportive and my child is happy which above all is what any parent wants for their child. ”*

- Parent





# Learning Support Assistant Leader Job Description

**Reports to:** SENDCO

**Pay scale:** Scale 5 Pt 12-16 (£30,033 – £31,440 FTE) Actual Pay £22,181 - £23,235

**Contracted Hours:** 30

**Contracted Weeks:** 46.21, 195 days, (190 school days, 5 inset days)

**Disclosure level:** Enhanced DBS with barred adult and child lists

## Job Purpose

- To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher.
- To support access to learning for pupils
- To provide general support to the teacher in the management of pupils and in the classroom.
- To work with small groups or individual targeted pupils on a withdrawal basis.
- To act as a co-form tutor in a particular year group.

## Major Tasks, Duties and Responsibilities (Subject to Annual Review)

### A. To support pupils' access to the curriculum and their wider development effectively through:

- Interpreting, clarifying and explaining directions.
- Enabling them to use equipment and materials as appropriate including digital technology and developing pupils' competence and confidence to do so.
- Motivating, encouraging, praising and reward pupils appropriately
- Assisting with language, behaviour, reading, spelling, writing, presentation, socialisation etc as the needs determine.
- Keeping pupils on task and helping them to concentrate.
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Promoting positive behaviour at all times
- Assisting with any sensory or physical requirements while encouraging independence.
- Assisting with the duties of a form teacher.
- Developing pupils' self-esteem and sense of worth.
- Providing feedback to pupils in relation to progress and achievement
- Organise appropriate learning environments and resources.
- Liaise sensitively and effectively with parents/carers as agreed with the line manager and to participate in feedback sessions/meetings with parents or as directed.
- Contributing ideas, opinions and suggestions during reviews of pupils' progress or Education, Health, Care Plans and pupil profiles.
- Keeping appropriate records in line with school policies and systems.
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

## **B. General:**

- To actively follow and promote school policies and procedures.
- To foster positive links between school and home.
- To assist with the supervision of pupils out of lesson times.
- Participate in the invigilation of exams and assessments for children on the CoP
- To participate fully in school professional development activities and other training relevant to the post.
- To assist with other duties within capabilities at the direction of the SENDCO or senior member of staff.

## **Other requirements:**

- To attend and participate in staff meetings.
- To participate in training and performance management as required.
- To have an up-to-date Enhanced DBS Disclosure.

## **Learning Support Assistant Person Specification and Selection Criteria**

### 1. Experience

- Working with or caring for children of relevant age
- Evidence of being able to work unsupervised.
- Evidence of working with young people other than in the school setting.

### 2. Qualifications

- Willingness to undertake training in relation to the post

### 3. Knowledge, Skills and Abilities

- Good numeracy/literacy skills
- Good interpersonal skills
- Good organisational skills
- Able to follow complex instructions.
- Able to support pupils in the classroom by:
  - i) Taking accurate notes
  - ii) Giving clear explanations
  - iii) Encouraging and motivating
  - iv) Helping to manage challenging behaviour.
- Knowledge and ability to use IT effectively to support learning (including word processing skills)
- Ability to self-evaluate own learning needs and actively seek learning opportunities.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within them.

### 4. Personal Qualities

- Excellent attendance

- Hard working, flexible and reliable
  - Confident and secure in self
  - Able to work on own initiative.
  - Patience
  - Sense of humour
  - Good personal presentation
  - A genuine commitment to and liking for young people, high expectations for their progress and welfare.
  - A desire to be involved in the life of the school.
  - An understanding of and commitment to the promotion of equality of opportunity in all aspects of school life
5. Safeguarding
- A demonstrable commitment to ensuring young people stay safe, an understanding of good practice in relation to this and the implication for the post.

**The deadline for applications is 4th October 2024**