

Saint Nicholas School

small enough to care, large enough to inspire



Learning Support Assistant (Reception)

Candidate Information

Dear Candidate,

Thank you for your interest in the position of Learning Support Assistant (Reception) at Saint Nicholas School. 'Saint Nicks', as it is affectionately known, is a very special environment and one that I am exceptionally proud to be Headmaster of. As a school, we never stop driving forward, developing and changing so all our pupils receive a rich, engaging and challenging education that inspires them.

The successful candidate will be joining the team, at what is a very exciting period in the school's history. The school continues to benefit from strong pupil numbers and the recent opening of our Rocking Horse Nursery, which is already over-subscribed, is a marker of the school's ambitions to remain a thriving, forward-thinking, and family orientated school, that provides an exceptional education from 3 months to 16 years.

I welcome applications from ambitious, dedicated individuals and look forward to receiving your application.



Terence Ayres
Headmaster



A LONG TRADITION OF SUCCESS

Saint Nicholas School is an independent, co-educational day school in Old Harlow, Essex. With a long tradition of success, it educates over 475 children aged between 3 months and 16 years.

Since 1939 we have given children an exceptional education. Our philosophy is based upon a commitment to sound moral principles and a view of education as an all-round preparation for life. Academic work is given strong emphasis and, equally, sound guidance in personal development is seen as an integral part of a good education.

OUR PHILOSOPHY

Small enough to care, large enough to inspire.

We emphasise traditional values such as responsibility, honesty and respect for learning. Our teachers are highly committed and work in partnership

with our pupils and parents to ensure the highest standards of behaviour and academic achievement.

We believe that children learn best when they feel happy and secure and we aim to develop in our pupils a lifelong interest in learning. Visitors to the School are impressed by the friendly, positive attitude of the pupils and their energetic sense of purpose.

Our pupils enjoy a vibrant all round education that is stimulating, challenging and exciting. The curriculum is enriched by a wide range of extra-curricular clubs and activities including regular sports fixtures, drama activities and musical events that enables individual talent to be discovered and nurtured. We encourage pupils to discover their individual sphere of excellence and thus be challenged and inspired, developing their confidence and independence.




GROUND AND FACILITIES

With over 16 acres of land, our pupils have lots of outdoor space to enjoy. Lower, middle and upper school pupils are each housed in their own area, within close proximity of each other enabling good access to shared facilities.

The School is equipped with specialist classrooms, science laboratories, technology areas, ICT rooms, lower, middle and upper school libraries and a theatre. Sports facilities include extensive playing fields, tennis courts, heated swimming pool and a magnificent sports hall.

The School is located close to London and Cambridge with direct train access to both, as well as being a short drive from Stansted Airport and the London Underground via Epping. You can find more about the school by visiting our website
<https://www.saintnicholasschool.net/>



'A good, friendly atmosphere which creates confidence and a sense of wellbeing in the children.' – Parent

OUR AIMS

At Saint Nicholas School, we believe that each pupil has the potential to be a leader of tomorrow and make a positive difference to the lives of others. When a pupil leaves the school, we aim for them to be:

Responsible

A role model who respects others and cares for their environment and those within it. An individual who is dependable and accountable for their actions; understanding the pivotal role they can play in making a difference to the lives of others.

Resourceful

An innovative and receptive individual who is creative, reflective and eager to explore and develop original ideas, in order to solve problems and achieve goals.

Resilient

A tenacious individual who is confident and courageous, with a strong sense of self-worth. A robust individual who is both a risk taker and decision maker who can withstand, adapt to, and recover from stress and adversity.

ORGANISATION

The School is a registered charity, managed by the Board and the Head.

The Board is committed and focused. It is fully supportive of the school, with many members having attended the School as pupils themselves.

The School benefits from an inclusive and supportive Senior Leadership Team.

Built for Discovery



ABOUT THE ROLE

Learning Support Assistant (Reception)

Contract Type: Full time (37.5hrs) Term Time only. Permanent

Salary: NA18 – £23,811

Hours: 8:30am to 4pm Monday – Friday

The position

We are seeking to appoint an enthusiastic and experienced learning support assistant, to join our supportive and successful LSA team, providing support for individuals and groups of pupils. The position is predominantly to support pupils in the Reception Class but a willingness and ability to engage with pupils across the whole school age range, will be required.

Within the role, you will work with the Reception Class as required and where needed, support and deliver interventions, supporting the Assistant Head Pastoral, in ensuring that quality provision is provided for our SEND students. You will also support the Assistant Head Pastoral with administrative tasks including coordinating and developing resources for SEND students.

This is an excellent opportunity for candidates who are potentially looking to gain experience to progress into teaching and/or for those who aspire to work within education.

The Successful applicant

The successful candidate will have previous LSA experience with relevant qualifications and be capable of establishing productive working relationships with pupils, acting as a role model and setting high expectations. They will ideally have knowledge of the EYFS curriculum and be able to carry out observations and deliver adult led activities for small groups. They will have

proven success working as part of an effective team and demonstrate the ability to show initiative.

They will be able to promote the inclusion and acceptance of all students within the classroom and be supportive of students consistently, whilst recognising and responding to their individual needs. They will be able to demonstrate good organising, planning and have the ability to prioritise. We are looking for someone friendly yet professional, with a respectful approach.

We offer a wide range of benefits to school staff including training and development opportunities, up to 50% fee reduction for children of staff (after completing one year probationary period), contributory pension, occupational health scheme, great career opportunities and free lunches (during term time).

Application process

Closing date for applications is **Friday 27 June 2025**, interviews will be held the following week.

All application must be made via TES/ Application form.

The TES advert can be found here: <https://www.tes.com/jobs/employer/-1046413>

Our Application form for direct application to our HR Manager, Hannah Draper at h.draper@saintnicholasschool.net can be found here: <https://www.saintnicholasschool.net/our-community/vacancies>.



'My children can't wait to come to school in the morning! They love their lessons and talk enthusiastically about what they have learnt during the day.' – Parent

KEY RESPONSIBILITIES

This list is not exhaustive and you may be required to undertake other responsibilities and training as requested by your line manager. Key responsibilities include:

- To provide in-class support for individuals or groups of pupils, predominantly to the Reception class, but a willingness to work across the school will be an advantage.
- Plan and implement Intervention Programmes for pupils and help monitor their progress.
- To participate in and contribute to the development of the Pastoral Team.
- To work collaboratively with teachers in the delivery of teaching and learning to ensure that students' progress and experiences are recorded. These records will be used to inform Pastoral Support Programmes.
- Providing some 1:1 or small group intervention work as needed.
- Helping support students during non- contact time.
- Keeping updated impact and intervention records.
- Contributing to parent/agency meetings if required.
- Contributing to Pastoral Team meetings.
- Participate in INSET sessions and staff meetings to support continuing professional development (CPD) and contribute to whole-school improvement; complete annual mandatory training, including



Safeguarding and Prevent Duty, as well as any other CPD relevant to the role.

- Supervise pupils at break and lunch times as directed.
- Lead class room sessions in the absence of the class teacher when required.

SAFEGUARDING

Saint Nicholas School is fully committed to safeguarding and promoting the welfare of children, young people and other vulnerable groups and expects all staff, parents and volunteers to share this commitment. All staff and volunteers, where appropriate, will be required to complete our safer recruitment checks including qualifications; references; enhanced DBS and barred list; proof of identity; right to work in the UK; overseas, EEA and prohibition checks. New employees will be required to submit a Staff Self Declaration form (referring to disqualification under the Childcare Act

2006 as amended in 2018).

EQUALITY AND DIVERSITY

Saint Nicholas School aims to employ staff who are best qualified for the post and does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sexual orientation, marital or civil partnership status, disability or age.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented as detailed on the application form.



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