

Clares Court Schools Application Pack



**Learning Support Assistant
Required for September 2017**

About Us

Claire's Court is a school for families run by a family, providing private education for young people aged 3–18 years.

We are an all ability school offering the unique opportunity for boys and girls to be educated during their main school years separately but within the same school environment, whilst the Nursery and Sixth Form are co-educational.

Our recent glowing **ISI report** highlights our myriad qualities as '**excellent**' in so very many areas. The inspectors summarised, "The school is highly successful in promoting its core values and fulfilling its stated mission and purpose. Pupils throughout the school are very well educated in line with the school's ambitious aims to develop confident, resilient and collaborative learners."

We have three sites in Maidenhead, as follows:-

College Avenue	Junior & Senior Girls (4-16) Nursery (co-ed 3-4+) Sixth Form (co-ed 16-18)
Maidenhead Thicket	Junior Boys (4-11)
Ray Mill Road East	Senior Boys (11-16)

Vacancy details

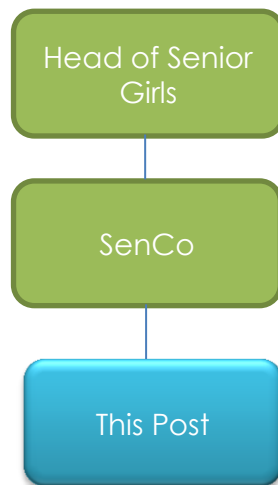
We have an exciting opportunity for an excellent Learning Support Assistant to join our Senior Girls' School, from September 2017. The successful candidate will provide 1:1 support for students with special educational needs in KS3 & KS4. This is a full-time post working Monday to Friday from 8:00am to 4:00pm, when School is in session.

To be successful in this role, you must be:-

- Experienced at working with young people, ideally in a similar role and age range
- Empathetic, understanding and willing to fully support the student and Class Teacher
- Proficient in English, with the ability to communicate clearly
- Dynamic with the ability to adapt to a variety of situations
- Engaged with the School's ethos, thinking creatively and reflectively within an open, honest and hardworking team

In return we offer a positive working environment, with supportive colleagues and regular opportunities for professional development and training.

Reporting Structure



Job Specification

Main duties:

- To offer full support to the named student and facilitate her learning
- Modify tasks to an appropriate level
- Support the Class Teacher in adapting work as required
- Attend staff and planning meetings and contribute towards these
- Undertake any other duties as directed by the Class Teacher and the SenCo.

All responsibilities outlined in this job specification are subject to review and change from time to time.

Person specification

The School will seek evidence of the following criteria from:-

- Application form
- Letter of application
- References
- Interview
- Qualification certificates

Qualifications and experience

- Experience in a similar role is desirable, but not essential
- Proficient in English, and clarity of speech to be able to explain tasks clearly
- There are no qualifications necessary; however applicants with qualification(s) in a relevant discipline will have a distinct advantage

Knowledge and understanding

- Must be able to demonstrate an understanding of a student with specific learning difficulties
- Understanding of current Child Protection and Health and Safety requirements relevant to the post

Skills

- The ability to support the Class Teacher in adapting work for the named student
- Has a practical approach to problem solving and planning
- Promote the School's aims positively and use effective strategies to enthuse pupils with a love of learning

Personal characteristics

- Calm, patient and empathetic, with a flexible attitude
- Recognises the importance of confidentiality
- Strong interpersonal skills to effectively communicate with staff and pupils
- Good team player, able to work under direction and willing to make a full contribution to the department
- Committed to the protection and safeguarding of children and young people
- Well organised with high expectations of achievement and behaviour
- Understands and is willing to uphold, the core values of Claires Court School

Safeguarding Statement

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with the Disclosure and Barring Service.

In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children.

Further Information

Up to date information including curriculum statements and policies may be found on our website, www.clairescourt.com.

Should you wish to discuss any of the detail contained within this information pack, please contact our HR Department recruitment@clairescourt.com

How to Apply

To apply, please download an application form from our website. Please post completed forms to the following address:-

HR Department
Claire's Court Schools Ltd
1 College Avenue
MAIDENHEAD
SL6 6AW

Alternatively, completed forms may be emailed to recruitment@clairescourt.com (no agencies, please).

Applications must be received by 12:00pm on Thursday 22 June 2017. Interviews will be held soon after. Please apply early as applications will be considered upon receipt; we reserve the right to interview/appoint prior to the closing date.

NB: CVs will not be accepted in place of an application form, but may be submitted as additional supporting documentation.

Claire's Court is an equal opportunities employer.