



One to One Learning Support Assistant

About the School

We are a thriving school for 3 -13 year olds with around 300 pupils. We pride ourselves on the achievement of excellent results within a happy atmosphere where the focus is on each individual child. Our school values 'Valuing self; valuing others' encompass our ethos. Our website www.marlboroughhouseschool.co.uk provides a great deal of useful information about us and reading one or two of our weekly bulletins will give you a flavour of life at MHS.

All staff at Marlborough House are responsible for promoting and safeguarding the welfare of pupils for whom they are responsible or with whom they come into contact and are expected to adhere to and ensure compliance with the school's Safeguarding policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the school, s/he must report concerns to the Designated Safeguarding Lead.

One to One Learning Support Assistant

We are seeking a calm and patient Learning Support Assistant who can provide One to One support for a Key Stage 2 pupil.

The ability to motivate and encourage the pupil is a vital quality for this post, as are initiative and adaptability. The ability to work well with children and to be able to form good relationships with colleagues and parents alike is essential.

All staff at Marlborough House School have an important role to play in safeguarding and promoting the welfare of children. All staff at the school are subject to a full DBS check.

Please refer to the person specification and job description below.

How to apply

Please complete the application form (both sections) and return, electronically (**but not in pdf format please**) to recruitment@marlboroughhouseschool.co.uk (or by post to the school in an envelope marked RECRUITMENT.) Please note that only applications which are on a school application form can be accepted and that applications received after the closing date will not be considered for shortlisting.

Closing date: midday on Friday 24th November 2017

Interviews: w/c 27th November 2017

Outline Terms and Conditions

Period of employment: 12 month Fixed-Term contract, with review thereafter.

Working hours: This post is full time. Lunch is provided.

Additional attendance may be required from time to time for events such as training days, Open Days, and Prizegiving.

Salary: Salary will be according to the Marlborough House Teaching Assistant payscale. The post is pensionable.

Pre-employment checks: All offers of employment are subject to two satisfactory references and other pre-employment checks including DBS check.

One to One Learning Support Assistant

Person Specification

The successful candidate will ideally possess the following key attributes and experience:

Qualifications

Essential:

- Relevant Diploma or equivalent qualification

Personal Skills

Essential:

- passion for the development and education of the whole child
- excellent member of a team
- sense of humour and perspective
- calm and patient manner
- capable, organised and flexible in approach
- warm, open and enthusiastic person
- ability to motivate and encourage pupils
- responsible and reliable
- ability to relate to parents as partners within the school community
- leads by personal example

Professional skills

- Support

Essential:

- Experience providing One to One support
- inspirational and creative
- ability to use a range of methods to suit the individual child
- high expectations
- ability to explain tasks simply and clearly, fostering independence
- up to date knowledge of how children learn and achieve
- excellent organisation and efficient time management
- ability to act on own initiative
- show discretion and show sensitivity to the needs of children

- Other

Essential:

- excellent communication skills
- ability to inspire respect from colleagues, pupils and parents

Experience

Essential:

- Learning support role
- willing to become involved in the life of the school as a whole



One to One Learning Support Assistant

Job Description

PURPOSE

To provide One to One support, observing the school's SEND Policy

RESPONSIBLE TO:

- Head of Learning Support

MAIN RESPONSIBILITIES

- To deliver One to One in class support
- To establish and maintain good working relationships with class teachers
- To maintain records, as discussed with the Learning Support Department
- Attend review meetings as required
- Attend appropriate training sessions
- Attend the whole staff meetings at the beginning of each term
- Be conversant with all relevant school policies and procedures, and accept shared responsibility with all Marlborough House staff for Safeguarding
- In particular to have regard to the school's SEND policy which follows the guidelines in the DoF's *Code of Practice for Special Educational Needs* and the *Disability and Discrimination Act*
- Perform any other duties as commensurate with the post that the Head of Learning Support may reasonably ask the LSA to perform from time to time



Safeguarding Children Statement

1. Marlborough House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The School fully recognises its responsibilities for safeguarding and child protection.
2. Marlborough House School operates safe recruitment practices in checking the suitability of staff and volunteers to work with children. All application forms are scrutinized for employment gaps or anomalies, references will be contacted and interviews will include questions to explore the suitability of candidates to work with children. All members of staff are required to undergo an enhanced DBS check. .
2. All staff within a school (teaching and non-teaching) have a responsibility to be mindful of issues related to children's safety and welfare. As such, Safeguarding is an important part of the induction process for all staff.
3. The school has a designated senior member of staff (Designated Safeguarding Lead) who has overall responsibility for safeguarding and child protection. She provides termly safeguarding update training for all staff. Safeguarding or child protection concerns should be referred to the Designated Safeguarding Lead.
4. All staff who work in schools need to know that inappropriate behaviour with or towards children is unacceptable. All staff should be aware that when dealing with children, and particularly with adolescent boys and girls, attitudes, demeanour and language all require careful care and thought. Intimate relationships between staff and pupils will be regarded as a grave breach of trust.
5. Annual staff appraisal discussions include consideration of attitudes to and confidence around safeguarding. Appraisal targets may include updated or enhanced Safeguarding training.





Equality of Opportunity Statement

'Equality of opportunity' is the right of everyone to equal chances and of each individual to be respected for who they are.

This statement outlines Marlborough House School's commitment to ensuring that equality of opportunity is available to **all** members of the school community including visitors. A regard for equal opportunity should permeate all aspects of school life and is the responsibility of every member of the school.

This statement should be read in conjunction with school policies in particular the Admissions Policy, Disability Policy and Special Educational Needs Policy.

All members of the school community should be aware that every individual has a right, in accordance with current legislation, to be considered of equal value and be given equal opportunities regardless of:

- ethnicity
- gender
- culture or religion
- home language
- family background
- learning difficulties or disabilities
- sexuality
- age

The school recognises that it has to make special efforts to ensure that all groups prosper. The Head will ensure that the school culture and ethos and curriculum

- celebrate diversity / equality and achievement
- promote high expectations, positive attitudes towards disabled people and those of different ethnic groups / religions
- enable applications for school places and job vacancies to be welcomed from all sections of society
- prepare children for participation in a richly diverse society
- ensure that any incidents are reported, analysed, addressed and reported on
- take account of the differing needs of pupils and their progression
- promote the use of language and images which do not transmit or confirm stereotypes but create and enhance positive images

At Marlborough House School our environment is not culturally diverse (a reflection of the wider local community) and we are therefore very conscious of the need to provide experiences for pupils to encounter people from other cultures. We do this through PSHE lessons, assemblies and chapels and the curriculum in other subjects, notably RS.

It is the duty of the school to challenge all types of discriminatory behaviour e.g. unwanted attentions (verbal or physical), unwelcome or offensive remarks or suggestions about another person's appearance, character, race, ability or disability, sexuality, gender. Any such behaviour will be handled in accordance with procedures in the school's Behaviour and Discipline Policy and Personnel policies.



APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE

Application Form

1. Applications will only be accepted from candidates **completing the school's Application Form in full**. CVs will not be accepted in substitution for completed application forms but may be included along with the application form.
2. Candidates should be aware that all posts at the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please refer to the job description for the post.
3. Accordingly, **this post is exempt from the Rehabilitation of Offenders Act 1974** and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
4. Where appropriate the successful applicant will be required to complete a disclosure from the Disclosure and Barring Service at an Enhanced level.
5. We will seek references on long listed candidates and may approach previous employers for information to verify particular experience or qualifications prior to interview. References will not be accepted from relatives or from people writing solely in the capacity of friends.
6. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or 'time expired'), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although s/he may (where appropriate) answer '*not applicable*', if your duties have not brought you into contact with children or young persons.
7. Anomalies in information provided by candidates (e.g. unexplained gaps in employment) may be taken up with referees prior to interview and will also be explored at interview, alongside any other issues arising from references.
8. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Disclosure and Barring Service.
9. If an application form is submitted electronically without signature, you will be asked, if invited for interview, to sign a hard copy of the application form.

Invitation to Interview

10. If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
11. All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates,

diplomas etc.). Where originals or certified copies are not available for the successful candidate, written confirmation must be obtained in writing from the awarding body.

12. All candidates invited to interview must also bring with them:

- a) A current driving licence including a photograph OR a passport OR a full birth certificate
- b) A utility bill or financial statement showing the candidate's current name and address
- c) Where appropriate, any documentation evincing a change of name
- d) For overseas candidates (where appropriate) documentary evidence of the right to work.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Conditional Offer of Appointment: Pre Employment Checks

13. Any offer to a successful candidate will be conditional upon:

- a) Receipt of at least two satisfactory references (if these have not already been received).
- b) Verification of identity and qualifications.
- c) A satisfactory check of the Disclosure and Barring Service *Children's List*.
- d) A satisfactory DBS Disclosure.
- e) Verification of professional status e.g. QTS status
- f) For teaching posts only, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999).
- g) Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance.

WARNING

14. Where a candidate is:

- a) Found to be on the DBS Children's List, or the DBS disclosure shows s/he has been disqualified from working with children by a Court; or
- b) Found to have provided false information in, or in support of, his/her application; or
- c) The subject of serious expressions of concern as to his/her suitability to work with children

the facts will be reported to the Police and / or the Disclosure and Barring Service.



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