



Old Palace of John Whitgift School

Independent Girls' School

Pre School to Sixth Form



Learning Assistant Application Pack

September 2022



Letter from the Head

Dear applicant,

Thank you for your interest in the position of Learning Assistant (one-year fixed term contract) at Old Palace School of John Whitgift Prep School, South Croydon.

Old Palace provides an excellent education for girls aged 3 to 18 across our Senior and Prep School sites. I am very much looking forward to appointing a Learning Assistant (one-year fixed term contract) to join the Prep staff, led by the Head of Prep, Jodene Panteli.

In this pack, you will find a wealth of information about Old Palace, the John Whitgift Foundation and the requirements for the role. Additional information on the school can also be found on our website <https://www.oldpalace.croydon.sch.uk/>.

I hope that after reading this information, you will be interested in applying for the Learning Assistant post at Old Palace and I look forward to receiving your application.

Jane Burton
Head

Introduction to Old Palace School

Old Palace is a very special, unique and stimulating environment for both students and colleagues alike. We have high expectations for every student at Old Palace who enjoy a first class, academic education and are able to experience a wealth of opportunities to enable them to develop as an individual through an outstanding extra-curricular and enrichment provision. We are very proud of the wide range of different clubs, activities, trips and events that the school provides across a whole range of areas including music, sport, dance, drama and so much more.



We have two sites; Our Prep School is based in South Croydon (and includes Pre-prep provision from age 3) and our Senior School in Central Croydon. The Senior School has the unique benefit of Grade 1 historical buildings coupled with modern teaching facilities and specialist spaces. It is well worth looking at the history of the school on our school website.

In total we have around 600 students at the school, with around 470 of these at the Senior School including just under 100 in the Sixth Form. The main points of entry to the school are at Reception, Year 7 and then again at Year 12.

The academic strength of the school is reflected in the public exam results. Old Palace has high level of attainment and progress at both GCSE and A level. The 2019 Sunday Times Parent Power rankings saw the school ranked as the highest girls' independent school in the local area and in 2021 our A Level results placed us in the top 1% of schools in the country. When students leave us, they go on to study a range of courses at well-regarded universities including Oxford and Cambridge.



Old Palace encourages and nurtures the special qualities of each and every individual entrusted to the school. The superb pastoral care is one of the foundations of the school and ensures that every student is well supported as they move through the school. Our aim is that our students leave us as capable, confident and connected individuals ready to be successful in their future lives. The Old Palace community is vibrant and diverse. We are a multi-cultural and multi-faith school united by common values and high expectations. As part of the John Whitgift Foundation we benefit from a generous bursary scheme which allows us to offer places to bright girls who otherwise would not be able to access independent education.



The John Whitgift Foundation



There are three schools in the John Whitgift Foundation: Old Palace, Trinity and Whitgift. The foundation provides support to Old Palace in a variety of ways and being part of a family of high performing schools brings many benefits in terms of collaboration and staff development opportunities.

The Foundation also supports the schools through its generous means tested bursary scheme where around 48% of students benefit from fee assistance, which is demonstrated at Old Palace by the diverse student community representing all backgrounds and faiths.

All staff at Old Palace are employed by the John Whitgift Foundation and receive a number of benefits including fee discounts for any child accepted into one of its schools.

Old Palace Prep School

The Prep School is based at Melville Avenue site in South Croydon and educates girls from Pre School through to Year 6.

Alongside the academic provision sits a wealth of extra-curricular and enrichment activities; a wide range of different sports with swimming at the senior school, a rich and diverse musical education, drama, dance and many other exciting opportunities.





Job Description

The primary responsibility of a Learning Assistant at Old Palace is to support the excellent standard of education for all students in our school. The Learning Assistant reports to, and is supported by, the Head of Prep.

To achieve this, the successful candidate must be an excellent classroom practitioner with the ability to work with emotional intelligence, energy and integrity. The post holder will also reflect the values and strategic vision of Old Palace through their own practice.

Start Date: As soon as possible
This position is for a one-year fixed term period.

Main Responsibilities

Core Purpose

- Maintain a commitment to safeguarding and to promoting the welfare of children and young people
- Contribute to the planning and support delivery of a high-quality curriculum
- Promote children's development within a secure, safe and stimulating environment that is appropriate to the ages and stages of development of the pupils
- To support the class teacher to provide high quality teaching and learning
- To provide input to the assessment of pupils' overall development
- To effectively manage the behaviour of the pupils in line with procedural guidance and to implement planned interventions for pupils with additional needs
- To provide first aid
- To work with due regard to Child Protection procedures and to report matters of concern to the Designated Safeguarding Lead
- To assist with the organisation of outings
- To carry out lunchtime and playtime duties
- To assist with parent drop-ins and workshops
- To deliver high quality Reading, Writing, Maths and Phonic interventions (1:1 and group work) in Key Stage 1 (KS1) and the Early Years and work alongside the SENCO to monitor effectiveness
- To effectively support the needs of pupils with SEND on a 1:1 basis.

Professional Contribution

- Supervise pupils when requested i.e. undertake duties and cover for colleagues when appropriate, teach pupils when their teacher is not available
- Have an awareness of and follow school health and safety policy and codes of behavior
- Maintain good order at all times and safeguard pupils' health and safety
- Keep up to date with school policies and remain sufficiently aware of the personal circumstances and problems of individual pupils
- To act confidently and consistently with colleagues, whilst respecting confidentiality
- Reflective and effective classroom teacher and able to demonstrate and share good practice
- Plan, prepare and deliver, interesting, stimulating and well-structured lessons that engage all pupils
- Develop and maintain an exciting and well organised classroom environment;
- Liaise with staff responsible for leading the curriculum and subject areas as required
- Undertake specific tasks related to the development of curriculum areas as delegated
- Identify differing needs of the pupils and meet their needs with appropriate intervention and teaching strategies;
- Set tasks that challenge pupils and are well matched to their learning needs

Job Description

- Use assessment data to plan lessons based on a thorough understanding of what children can do and use a range of assessment techniques to assess pupils progress and attainment within lessons
- Adopt professional standards of behavior and appearance at all times
- Work as a supportive member of the Prep team
- Consult colleagues for guidance and share best practice
- Follow relevant documentation and policies
- Have high expectations of pupils including a commitment to ensuring they can achieve their full educational potential and to establishing fair, respectful, trusting, supportive and constructive relationships with them
- Attend staff and planning meetings and other relevant meetings as required

Other

- Promote the general progress and well-being of individuals so that pupils may reach their full potential
- Provide guidance and advice to pupils as appropriate
- Undertake such other duties as the Head may reasonably request from time to time.
- Provide guidance and advice to students as appropriate
- Contribute to the high quality extra-curricular provision at the school

Payscale

The post holder will benefit from a competitive salary and a range of benefits being an employee of the John Whitgift Foundation.



Person Specification

Learning Assistant (One Year fixed term)

The following criteria will be used when assessing the suitability of applicants:

Essential: without which candidates will be rejected

Desirable: useful for choosing between two strong candidates

Essential	Desirable
Qualifications	
A minimum of Level 3 qualification in Childcare, Support Teaching or equivalent.	Up to date Paediatric first aid certificate.
Experience	
Track record of supporting teaching at Primary level in either the independent school or state school sectors	
Experience of working in a team to provide excellent provision for all pupils	
Proven track record of supporting the teacher to raise standards	
Experience of effectively involving parents with their children's development	
A portfolio of relevant training and CPD	
Experience in using ICT as a teaching and learning tool	
Experience of working with and supporting children with additional needs.	
Experience of delivering specific Reading, Writing and Maths interventions and working with pupils in small groups or on a 1:1 basis.	



Person Specification

Essential

Desirable

Knowledge and Understanding

A clear understanding of the essential qualities necessary for supporting children in their learning

An understanding of teaching support roles and responsibilities in a primary school setting

An understanding of child development principals and learning processes and in particular, any barriers to learning

Ability to contribute to planning for pupil progress, suggesting appropriate differentiation for individual pupil needs and targets, to ensure that all pupils progress and achieve well

Ability to deliver small group and 1:1 interventions effectively, and if needed, short whole-class sessions.

Ability to observe, monitor and provide constructive feedback on pupils' progress

Ability to build and maintain effective relationships with pupils, treating them equitably with respect and consideration.

To be responsible for promoting and safeguarding the welfare of children and young people within the school

Ability to understand the role of parents and carers in pupils' learning and demonstrate ability to liaise with parents and carers sensitively and effectively

Be an effective team player who can support and motivate both colleagues and pupils by leading through example.

Communicate effectively to a wide range of audiences (verbal, written, using ICT as appropriate)

Be proactive, support the teacher, work under pressure with good organisational skills and the ability to prioritise and manage time effectively, seeking support when needed.

Ability to identify own training needs and participate in training and evaluate own learning

A sound understanding of child development.

Able to support the teacher to establish a purposeful, safe and enabling learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children

Understand the importance of play and an enabling environment in the early years and is proactive in outdoor planning and setting up engaging outdoor spaces

A sound understanding of inclusion and making the curriculum accessible to all learners. Including strategies for meeting the needs of children with SEND and EAL

A sound understanding of observation and assessment and how to set next steps

Understanding of how to support planning following the interests of the pupils using a cross curricular approach

Understands how to using questioning techniques to challenge pupils during continuous provision and adult led activities

Understanding of behaviour management techniques for groups and individuals

A good understanding of the link between mental health and learning

Ability to recognise and take account of the diversity of the school community

Commitment to the academic, social, emotional and cultural development of all students including their understanding of British values.

Person Specification

Essential	Desirable
Professional Skills	
<p>High professional standards and expectations</p> <p>Able to inspire and motivate pupils and retain the trust of parents</p> <p>To take the initiative in a range of situations, to be well-organised, able to work effectively under pressure and to prioritise appropriately to meet deadlines</p> <p>Be able to build positive relations with staff, pupils and parents and to act professionally at all times</p> <p>To understand the importance of safeguarding and to be sensitive to confidential issues within the school</p> <p>Be approachable, accessible, flexible, a good listener and a team player</p> <p>Good communication skills, both written and oral</p> <p>Good organisation skills</p> <p>The ability to prioritise and manage workloads effectively in order to secure successful outcomes within agreed timescales</p> <p>Excellent and unequivocal references.</p>	<p>Knowledge of teaching early reading and writing skills.</p>
Personal Qualities	
<p>Possesses a passion for educating children</p> <p>Able to form highly effective working relationships</p> <p>Excited by working as part of the larger Old Palace school community</p> <p>Committed to the principles of independent and single sex education</p> <p>Demonstrates high levels of emotional intelligence</p> <p>Ability to adapt to changing circumstances and needs</p> <p>Approachable with excellent interpersonal skills</p> <p>Ability to remain positive</p> <p>Willingness to share expertise, skills and knowledge</p> <p>Sensitivity to the aspirations, needs and self-esteem of others</p> <p>Commitment to team working</p> <p>Willingness to address challenging issues with clarity of purpose and diplomacy</p> <p>Ability to self-reflect</p> <p>Able to show sensitivity and flexibility as circumstances demand</p> <p>Resilient and able to work under pressure when faced with complex and demanding situations</p> <p>Uphold the ethos of the school.</p>	

Notes to Application



Safeguarding

Old Palace School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of leadership of, and contribution to, a safeguarding environment.

The successful candidate will be required to undergo an enhanced DBS with barred list check followed by safeguarding training as part of their induction. The School may also conduct an online search as part of the due diligence process during recruitment. This will include any publicly available social media material.

The Old Palace Safeguarding Policy can be found [here](#).

Your application

If you would like to apply for the position of Learning Assistant (one year fixed term contract) at Old Palace Prep School, please complete the application form, which can be found on the Old Palace website vacancies page:

<https://www.oldpalace.croydon.sch.uk/about/vacancies>

If you are shortlisted, we will take up references prior to your interview unless otherwise specified.



Timescales

Closing date:	Thursday 13th October 2022 at 11:59pm
Shortlisting:	Friday 14th October 2022
Interview dates	Thursday 3rd November 2022

Contact Details

Further enquiries about this position or application process are welcome.

Please contact:

Jane Thomas

Head's PA

jthomas@oldpalace.croydon.sch.uk





Old Palace *of* John Whitgift School

Independent Girls' School

Pre School to Sixth Form

OPS578SEP2022



Old Palace of John Whitgift School

Old Palace Road

Croydon

CR0 1AX

Telephone: 020 8688 2027

Email: schooloffice@oldpalace.croydon.sch.uk

www.oldpalace.croydon.sch.uk

Follow us on:



part of the
**john
whitgift
foundation**