



ASHFOLD SCHOOL



Candidate Brochure

Learning Support Assistant

Fixed Term until end of Summer Term 2024



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Candidate Brief: Learning Support Assistant

Employer:	Ashfold School Trust Limited
Background:	Ashfold School is a co-educational Preparatory school for 7-13 year olds with a Pre Prep department for 3-6 year olds.
Line Manager:	Head of Pre-Prep Department and Head of Learning Support
Job Purpose:	To provide 1:1 support for a pupil in Year 1.

The primary duty of a Learning Support Assistant is to make education inclusive to pupils with underlying specific learning needs, and duties may vary widely depending on student and departmental needs.

Experience working with KS1 school pupils as a teaching assistant and/or with pupils with identified SEND in a similar capacity would be desirable.

Job Description:

Support for the Child

To support the pupil in developing the effectiveness of their learning, taking into account their specific learning support needs by:

- Building a rapport and developing a supportive relationship
- Clarifying and explaining instructions
- Ensuring the pupil is able to use equipment and materials provided
- Providing motivation and encouragement, and promoting their self-esteem
- Assisting in overcoming barriers to learning
- Delivering programmes as advised by relevant professionals
- Liaising with class teacher, SENDCo and other professionals about Education and Health Care Plans (EHCP), contributing to the planning and delivery as appropriate
- Helping to make appropriate resources to support the pupil
- Supporting differentiation and feedback to class teacher
- To establish supportive relationships with the pupil concerned
- To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
- Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes



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- To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self reliance and self esteem
- To support the pupil in developing social skills both in and out of the Classroom
- To support the use of ICT in learning activities and with specific programmes to support learning
- Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
- To know and apply school policies on Child Protection, Safeguarding, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
- To be aware of confidential issues linked to home/pupil/teacher/school
- To contribute towards reviews of the pupil's progress as appropriate
- To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties
- To be willing to support playground/break time supervision
- To accompany teacher and pupils on educational visits

Support for the School

- To work collaboratively with colleagues as part of a professional team, in particular with Teachers and other Teaching Assistants;
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information;
- To assist with any other duties as may be reasonably required by the Headmaster, Head of Learning Support or the Head of the Pre-Prep Department.

This role profile is not exhaustive and it will be subject to periodic review.

Safeguarding

The welfare, health and safety of all those who learn, work or visit Ashfold School is our prime concern. The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact. They must adhere to and ensure compliance with the school's safeguarding policies and procedures 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 risks to the safety or welfare of the children at the school they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.





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Person Specification

The following person specification indicates those areas of skills, personal characteristics and experience that are essential or desirable in the candidates being interviewed.

Qualifications and Training	Essential	Desirable
Qualification in Early Years/childhood development, education or childcare		✓
Good GCSE (or equivalent) passes in Mathematics & English Language		✓
Paediatric First Aid Certificate		✓
Experience		
Working in an educational or early years setting	✓	
Working knowledge and experience of delivering EYFS/KS1 statutory framework		✓
Conducting observations on children and recording outcomes/findings on relevant technical platforms such as Tapestry etc		✓
Planning next steps and developing activities that progress children's learning		✓
An understanding of, and commitment to, the prep school ethos		✓
Working 1:1 with pupils with a range of needs		✓
Personal Skills		
Exceptional inter-personal and organisational skills	✓	
Patience, kindness and flexibility	✓	
Understanding of best practice in teaching and learning strategies to meet specific needs	✓	
Systematic approach to tasks and with attention to detail and the ability to adjust tasks according to need.	✓	
Understanding and empathy towards pupils with additional learning needs	✓	
Communication Skills		
Ability to liaise effectively with teaching staff on a daily basis or during department meetings	✓	
Friendly, approachable and with the ability to develop good relations with children, staff and the wider school community	✓	



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Terms and Conditions

- This is a fixed term appointment until the end of the Summer Term 2024, which may extend according to need;
- The role is for 3-5 days per week, with specific timings of the working week to be agreed with the Head of the Pre-Prep Department/Head of Learning Support;
- The role is offered at a competitive salary, with 38 days paid holiday, including bank holidays, (pro-rata for part-time staff) with the balance of hours to be worked on INSET days and at other times, in agreement with the Head of the Pre-Prep Department;
- The School operates a group pension scheme to which the school contributes 5% of your salary subject to minimum contribution of 3% by the employee. All eligible staff are enrolled automatically in the scheme and other members may join on request;
- Free school meals and refreshments are provided on School and INSET days.





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The School

Founded in 1927, Ashfold is a leading independent prep school for approximately 280 boys and girls aged 3 – 13 years. The School is set in 30 acres of beautiful grounds on the edge of the village of Dorton in the Buckinghamshire countryside, close to Thame. The School is a charitable trust managed by a board of Governors.

Ashfold offers an excellent all-round education and a wealth of opportunities to excel both in the classroom and beyond. We encourage and celebrate participation in sport and the arts, including art and design technology, drama and music as well as a wide variety of extra-curricular activities enabling every child to develop their individual strengths, talents and interests and discover new ones.

The school week runs from Monday to Friday and there is no Saturday school. We offer optional boarding which is extremely popular, with most pupils staying one or two nights a week and taking full advantage of our exceptional range of evening activities. Applicants should bear in mind that all academic staff are expected to contribute to the extra-curricular life of the School as well as teaching in the classroom.

Ashfold is non-selective at the point of pupil entry and follows a broad and challenging curriculum to prepare pupils for both Common Entrance and Scholarship examinations. Most pupils remain at the School to the end of Form VI/Year 8. A small number leave at age 11 to go to local grammar schools.

Pupils move on to a wide range of leading independent day and boarding senior schools at 13+ including: Abingdon; Bloxham; Bradfield; Headington; Magdalen College School; Oundle; Oxford High; Radley; Rugby; Rye St Anthony; St Edward's, Oxford; St Helen and St Katharine; Stowe; Tudor Hall; Uppingham; and Wellington College. Many of our children win scholarships or awards to their senior schools.

Ashfold has been awarded 'EXCELLENT' in all categories by the Independent Schools Inspectorate (ISI) following our recent Compliance & Educational Quality Inspection.

A double "excellent" is the highest possible outcome for a school during a full Focused Compliance & Educational Quality Inspection.

Inspectors stated that the school was:

- **excellent**, both for the quality of pupils' academic and other achievements, and
- **excellent**, for the quality of pupils' personal development.

Further information can be found at [Latest report marks us 'excellent' - Ashfold School](#).



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Applications

Those wishing to be considered for the post should download an application form from the “vacancies” page of the school website www.ashfoldschool.co.uk . Completed applications should be emailed to the HR Department HR@ashfoldschool.co.uk, or posted to:

HR
Ashfold School
Dorton, Buckinghamshire
HP18 9NG

Applications not submitted on the Ashfold Application Form, or applications not completed in full, will not be considered.

Please note the post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are ‘spent’ unless they are ‘protected’ under the DBS filtering rules) in order to assess their suitability to work with children.

The closing date for applications is 12.00pm on Friday 20th October 2023.

Interviews:

Shortlisted candidates will be invited for an interview shortly after the closing date.

Ashfold School encourages early applications and reserves the right to close this vacancy and appoint prior to the application closing date if we receive a sufficient number of suitable applications. Ashfold is committed to the protections and safety of its children and the successful candidate will be subject to an enhanced DBS check.

If you would like to discuss any aspect of the post in greater detail, please contact the Head of Pre-Prep, Elaine Giliomee or Head of Learning Support, Joanna Byron on 01844 238237 or email at Elaine.Giliomee@ashfoldschool.co.uk or Joanna.Byron@ashfoldschool.co.uk.





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