



AMESBURY SCHOOL
HINDHEAD



JOB DESCRIPTION

SPECIAL EDUCATIONAL NEEDS ASSISTANT

ABOUT US

Amesbury is an independent co-educational day preparatory school catering for pupils between the ages of 9 months and 13 years.

The main catchment areas for the school include Godalming, Haslemere, Midhurst, Petersfield and Farnham. The area is marked with outstanding nursery and school provision. Despite intense competition Amesbury has continued to be one of the strongest preparatory schools in the area and features in the Good Schools Guide. The School was last fully inspected by ISI in September 2017 and compliance inspected in July 2022. It was judged to be excellent in all categories and subcategories and fully compliant.

Children left the school in July 2023 for over 21 different senior schools, reflecting Amesbury's independence, and there have been over 50 scholarships awarded to Amesbury pupils in the last three years. Since 2017 the school has invested over £3m in capital expenditure projects.

Amesbury is a day school, Monday to Friday. Registration is at 8.15am and school closes at 6pm. 5.45pm.

The school has a special energy and the people who work here are completely committed to both Amesbury as a school and as a place.

SCHOOL AIMS

Our principal purpose is quite straightforward. It is simply that we want every child to enjoy his or her time at school; to feel valued as individuals, in an environment where their talents can prosper to the benefit of the community, so that when the time comes to leave us, each child will do so with confidence high, skills sharpened and personalities rounded.

More specifically we aim to:

- Develop in every child the necessary skills, aptitudes and abilities to enable them to become emotionally resilient independent learners.
- Develop a caring community within the school by encouraging commitment, courtesy, cooperation, tolerance and compassion towards one another whilst understanding that each individual is a member of a wider community.
- Promote and nurture a close relationship between home and school in the partnership of education.
- Provide all stakeholders with a model of organizational excellence.
- Create the circumstances in which all members of staff have the opportunity for personal development and feel able to make the fullest of contributions to school life.
- Fulfil our social and environmental responsibilities to society.

Job Description

Special Educational Needs Assistant

This is a part time position of approximately 18 hours per week.

The role is term time only working with pupils between the ages of 6 and 13.

a) Qualifications

- Ideally hold a SpLd Teaching Certificate. However, consideration will be given to suitably experienced applicants with the expectation that such a qualification would be completed within 2 years of starting the post.
- Level 5 Helen Arkell qualification is also acceptable.
- Candidates are expected to pursue the aspiration that every educator is a digital educator. All teaching staff at Amesbury are expected to use, and are supported in, the full breadth of learning technologies”.
- Be able to support pupils from Key Stage 1 – Key Stage 3

b) Character & Personality

You will:

- Be the opposite of a clock watcher and want to go the extra mile
- Understand that relationships, not rules, make schools successful
- Have a sense of humour
- Be an energizer rather than an energy sapper
- Be willing to roll up your sleeves and ‘pitch in’
- Dive headfirst into a very busy, creative school
- Be committed to working hard every day in order to develop something incredible.
- Take the initiative, work independently, and be prepared to take intellectual risks
- Want to work collaboratively
- Be a strong communicator
- See creative opportunities that are not always obvious
- Be utterly reliable

Reporting

1. This position is appointed by the headmaster, and reports to the Head of SEND for line management purposes.
2. The Head of SEND is responsible for this position’s Appraisal.

Purpose

1. To teach an agreed timetable.
2. To maintain and develop the quality of teaching and learning, sharing best practice with other members of the team and where possible throughout the School.
3. To successfully manage the interface between school, parents and the wider community, recognising how crucial this function is in an independent fee-paying school.
4. To know and apply school policies on safeguarding, health and safety, behaviour, teaching and learning, equal opportunities etc. and to take part in any training courses related to these offered by the School to gain further knowledge (within employed hours).
5. To be prepared to accept changes to this specification in order to meet the changing needs of the School.

Specific Responsibilities

1. It is the job holder's responsibility for promoting and safeguarding the welfare of children for whom s/he is responsible, or with whom s/he comes into contact, to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the role, the job holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.
2. Liaise with the Learning Support Team to ensure consistency of delivery across the curriculum.
3. Teach lessons according to the specific educational needs of the pupils at the times stipulated.
4. Maintain order and good discipline among pupils and safeguarding their health and safety.
5. Provide specific, targeted teaching of literacy and numeracy to individuals or small groups requiring additional help. This may be in-class, small group or on an individual basis.
6. Be proficient in the use of IT for supporting pupils.
7. Prepare regular written assessments of pupils' attainment and progress.
8. Attend Parents' Evenings or meet individually with parents to discuss pupils' progress.
9. Assist in the writing of TLRs (Targeted Learning Records) that will target pupils' specific curricular needs.
10. Attend staff meetings to discuss curriculum, pastoral and other matters.
11. Attend all INSET days and training courses.
12. The post holder will report to the Head of SEND.

Miscellaneous

1. Set an example in terms of continuous personal development, particularly through the Amesbury Staff Appraisal programme and by participating in appropriate training to maintain up to date professional expertise.
2. Undertake other duties appropriate to the general purpose of the post that may from time to time be reasonably assigned by the Headmaster including chairing/participating on such committees and working parties as the Headmaster may require.
3. Participate as widely as possible in the extra-curricular life of the school.
4. Treat as a professional confidence, any information concerning individuals, gained in the course of school life, in accordance with the school's confidentiality policy.

5. Complete required Prevent, safeguarding training and awareness in compliance with Amesbury's policies and procedures.

Child Protection / Safeguarding

Amesbury is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximize opportunity, minimise risk and continuously promote a culture of safeguarding amongst our work force.

All successful applicants will be required to complete an enhanced DBS check which must be maintained throughout the period of employment.