

A thriving Catholic co-educational day and boarding school for pupils aged 3 -18

# ST EDMUND'S COLLEGE & PREP SCHOOL

## A Career at St Edmund's College

### PREP LEARNING SUPPORT ASSISTANT (Maternity Cover)



**Closing Date for Applications:**

Midday, Tuesday 10th October 2023.

**Interviews to take place:**

As soon as possible after the closing date.

Suitable candidates may be interviewed before the closing date and we reserve the right to withdraw the position if an early appointment is made.

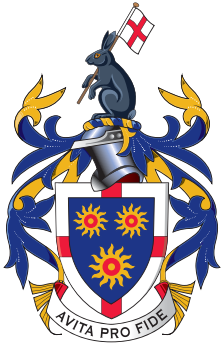
St Edmund's College, Old Hall Green, Ware, Hertfordshire, SG11 1DS

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[www.stedmundscollege.org](http://www.stedmundscollege.org)

**Education for the whole person:  
Intellectual, physical, emotional and spiritual**

Leading  
Independent  
Schools

**HMC**



# ST EDMUND'S COLLEGE & PREP SCHOOL

## Our Community



The College has an incredible sense of community among its staff which can be felt immediately. The fascination of our setting is lasting and the Good Schools Guide describes the College as: “A successful, flourishing, dependable school with real spiritual heart.”

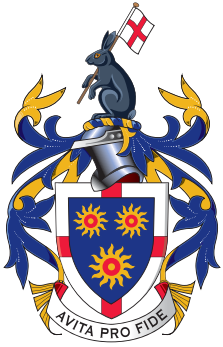
Our 400 acre site with its large leafy grounds, impressive playing fields and attractive school buildings offers modern facilities in a country setting, providing a safe and stimulating environment for young minds. With excellent transport links and only 30 minutes by train to central London stations, the College is 20 minutes' drive from junction 25 of the M25, immediately off the A10. Also within easy access is London Stansted airport, which is a 20-minute drive.

At St Edmund's we strive to:

- Provide a rounded education for the whole person – intellectual, physical, emotional and spiritual.
- Encourage students to demonstrate care and concern at home and in the wider community.
- Reflect the scholarship of St Edmund with a balanced and challenging curriculum for each individual.
- Show concern for all within the College community, demonstrate our collective commitment to be truly Christ-centred in all we do, and ensure that the students' experience of relationships within the College reflects the Gospel maxim, “Love thy neighbour as thy self”.
- Build on our enriching Catholic heritage, making prayer, worship and liturgy a central part of our lives and our community.
- Create meaningful interaction between the College, home and the wider community and prepare our students to make their way in the world while making a difference to the world.

The ISI regulatory compliance inspection in November 2019 recorded that all eight parts of the standards were met.

Rooted in Christ and Catholic tradition and under the guidance of our patron, St Edmund, we aim to realise the God-given potential, in body, mind and spirit, of all members of our community through service and leadership.



# ST EDMUND'S COLLEGE & PREP SCHOOL

## Our History

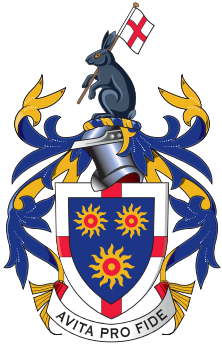


Founded in 1568, St Edmund's College is the oldest Catholic school in England, offering an all round co-education for students from 3 to 18. Our community values both academic excellence and the achievement of one's personal best, right through from our Prep school, to Sixth Form and beyond. We are proud of our academic achievements at GCSE and A Level.

Originally located in Douai, France as a seminary to train priests, the College also became a Catholic school for boys. During the French Revolution, it transferred to England and found its present home on the beautiful site of Old Hall Green in 1793.

In 1874 the junior boys were separated from the rest of the College into St Hugh's Preparatory School, which became St Edmund's Prep in 2010, and in 1974 girls from the adjacent Poles Convent were admitted to Rhetoric as the first stage towards co-education, which was accomplished by the closure of Poles in 1986.





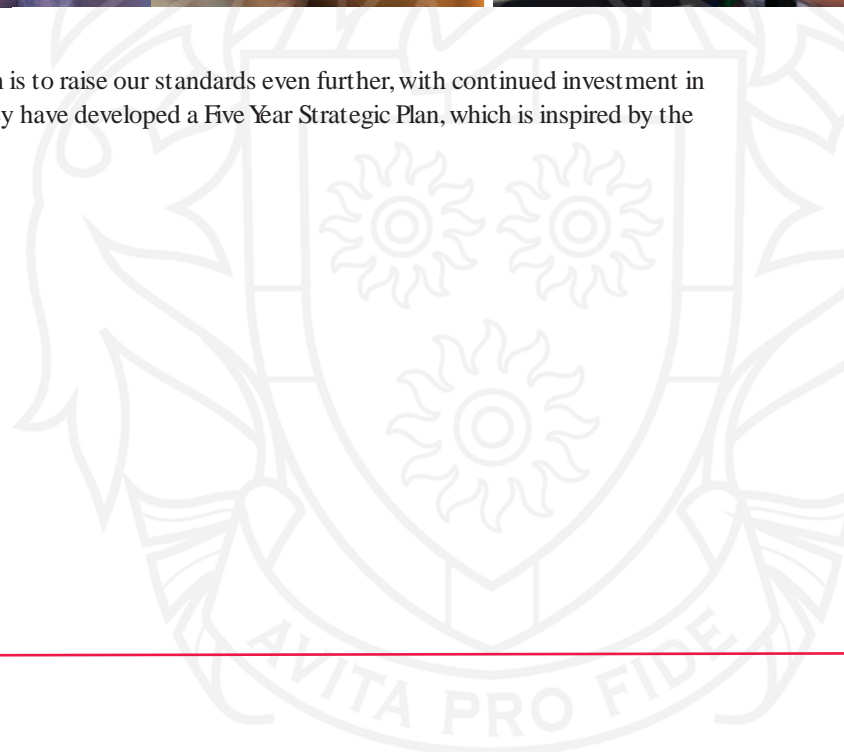
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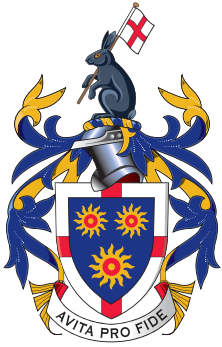
## Five Year Strategic Plan



The Governors' and Headmaster's aim is to raise our standards even further, with continued investment in staff, buildings and resources, and they have developed a Five Year Strategic Plan, which is inspired by the College's Five Mission Aims:

- Christ Centred Education
- Scholarship of St Edmund
- Education of the Whole Person
- Home and the Wider Community
- Catholic Heritage





# ST EDMUND'S COLLEGE & PREP SCHOOL

## What Advantages do our Staff Enjoy?



There are many advantages enjoyed by most independent schools and their staff: a disciplined environment, the opportunity for teachers to express their passion for their subjects, good resources, smaller class sizes and greater professional freedom for all members of our staff community. Relationships between students and staff, both teaching and non-teaching, are extremely strong.

We hold professional development to be of the utmost importance, and have a generous training budget for that purpose, as well as an established appraisal system.

The College offers the following benefits:

- Excellent catering facilities including school lunches during term time when the kitchens are open, cakes and biscuits during break times in the staff common room and hot drinks machines.
- Use of the College sports facilities when not in use by students, including the gym.
- For children of staff:
  - 1 Discretionary discount on College Fees, subject to completion of the admissions process.
  - 1 After school club and breakfast club charged at cost.
  - 1 Parties for children of staff including at Easter and Christmas.
- Free parking.
- Cycle to Work Scheme.
- Access to free counselling and health advice helplines.
- Death in Service policy membership and salary exchange scheme.
- Discretionary closure of the College between Christmas and New Year (in addition to annual leave).
- An increase to 25 days' (FTE) annual leave following 5 years' service plus public holidays.
- Flexibility regarding start and finish times, for example 8:30 to 16:30; 9:00 to 17:00.
- The opportunity to join in the delivery of co-curricular to our students, by negotiation.
- Lieu time is accrued when working beyond contractual hours. These hours can be taken off throughout the year, in addition to annual leave.
- Pension: Employee contribution 4% College contribution 8.5%.



<b>A Career at St Edmund's College</b>	
<b>Learning Support Assistant</b>	
<b>Job Description</b>	
Reporting to:	Head of Prep School
Summary of the role:	To support and assist staff with the social, physical and educational needs of pupils.
Hours:	Monday to Friday – 8:30am – 4:30pm (flexibility with the finishing time for the right candidate) Term time only, plus inset days
Main duties and responsibilities:	<p>Duties will vary depending on the particular class and the needs of the children but are likely to include a proportion of the following:</p> <ul style="list-style-type: none"> <li>• Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> <li>• Assisting teachers in the day-to-day delivery of the Curriculum.</li> <li>• Supervising individuals or small groups of children engaged in various curriculum activities, e.g. cooking, art activities, needlework, computer work and focused programmes of study.</li> <li>• Giving individual help to children with academic work, for example listening to children read, helping with maths.</li> <li>• Assisting teachers in the observation and recording of children's progress.</li> <li>• Helping in the preparation and duplication of teaching and other materials.</li> <li>• Helping the teachers to keep the classrooms safe and tidy.</li> <li>• Helping with simple clerical work.</li> <li>• Assisting the teachers in the control and organisation of stock, library books and other teaching materials.</li> <li>• Supervising children at playtimes and lunchtimes.</li> <li>• Accompanying teachers on out-of-school trips and visits.</li> <li>• Escorting sick children to the Health Centre or Swan's Nest.</li> <li>• Administering comfort to injured or ill children.</li> <li>• Helping to maintain a safe environment and reporting any potential hazards to teachers.</li> </ul>
Safeguarding Responsibilities:	<ul style="list-style-type: none"> <li>• Whilst not in a teaching role, as Learning Support Assistant you will be working on a regular basis in a school in a role which gives opportunity for contact with children. The post will involve close contact with, and a high degree of responsibility for, children and young adults. As such, you will be in regulated activity and an enhanced DBS check (which includes children's barred list information) will be required in advance of appointment.</li> </ul>

	<ul style="list-style-type: none"> <li>Safeguarding and promoting the welfare of children is everyone’s responsibility. As with all College staff members, you will therefore be responsible for providing a safe environment in which children can learn.</li> </ul>
Other	<ul style="list-style-type: none"> <li>You may also be required to undertake other duties of an appropriate level and nature as and when requested by the Headmaster, core Senior Leadership Team and Head of Department.</li> </ul>
	<p>St Edmund’s College and Prep          Old Hall Green, Ware,          Hertfordshire,          SG11 1DS          Telephone: 01920 824335          Email: <a href="mailto:hr@stedmundscollege.org">hr@stedmundscollege.org</a></p>

The College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undergo relevant Safeguarding Checks.

We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



## A Career at St Edmund's College

### Learning Support Assistant

#### Person Specification

	Essential	Desirable	Method of assessment
Qualifications		<ul style="list-style-type: none"> <li>Minimum of NVQ level 3 in Childcare or similar.</li> </ul>	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience		<ul style="list-style-type: none"> <li>Experience of working with 3- to 11-year-olds.</li> <li>Desire to work with children who require further support academically or experience in this area.</li> </ul>	Contents of the application form Interview Professional references
Skills & Knowledge:	<ul style="list-style-type: none"> <li>Assistants will be encouraged to attend in-service training courses.</li> <li>Attendance on school INSET days will be required within the terms and conditions of employment.</li> </ul>		Contents of the application form Interview Professional references

<p><b>Personal competencies qualities, attitude and behaviours</b></p>	<ul style="list-style-type: none"> <li>• An understanding of good quality childcare.</li> <li>• A commitment to equal opportunities.</li> <li>• Ability to provide safe creative play.</li> <li>• Ability to communicate at all levels.</li> <li>• Ability to meet children's individual needs.</li> <li>• Ability to use judgement and common sense.</li> <li>• Ability to work as part of a team motivation to work with children and young people.</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• emotional resilience in working with challenging behaviours.</li> <li>• positive attitude to use of authority and maintaining discipline.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work on own initiative.</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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