



St George's

WEYBRIDGE

# Candidate Information Pack

1:1 LEARNING SUPPORT ASSISTANT

"WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES"



# About St George's Weybridge

St George's Weybridge is a leading independent co-educational Catholic day school in Surrey for girls and boys aged 2-18.

Founded in 1869, with its distinctive Josephite ethos, St George's Weybridge has become the largest independent Catholic school in the country. Academically autonomous, the Junior School and College work together as one school, educating around 1,600 students across the two school sites. Both Schools had full ISI inspections under the new framework in March 2024, and were rated fully compliant in all areas.

St George's Weybridge is proudly and unequivocally a 2 -18 co-educational school where children can learn and grow into kind, polite, respectful adults. There is a perfect balance between the Junior School and the College, between academia, creativity and sport. Most important, though, is the perfect balance between the three fundamental intelligences listed here. Together, these are what make St George's unique – and what makes the children who leave us exceptional.

The distinctive ethos upheld by St George's encourages a strong sense of family where all students are valued and encouraged to fulfil their potential in an atmosphere of mutual respect and compassion. This atmosphere is extended to all families, our alumni (Old Georgians), staff, the local community and the wider world.

St George's Weybridge welcomes students from a variety of Christian denominations - it is inclusive of all faiths and none. It is our wish that during their time at St George's, our boys and girls will grow up within a community where Christian beliefs and principles are a guide for all that we do. This is evident in the liturgical life of our Schools and in the many ways we have of reaching out beyond our community. Thank you for your interest in joining the staff at St George's Weybridge. We are delighted that you are considering working at our School.





# Working at St George's Weybridge

At St George's Weybridge, we employ a number of full and part time staff in a wide range of teaching and business posts. Our salaries are competitive and we offer a range of excellent employee benefits. Staff will undertake a full induction programme on joining St George's, and continuous professional development is actively encouraged and supported.

St George's Weybridge prides itself on offering a harmonious and supportive environment for all staff and the Josephite ethos of "Coming home to school" is experienced not only by our pupils but extended also to our staff. We have clear policies on equal opportunities and do not tolerate any form of harassment or bullying.

## Facilities

The grounds of St George's Weybridge are stunning, with the College sitting in 100 acres of park land and the Junior School on a 52 acre site. Both schools are supported by great road and public transport links.

The facilities offered at both schools are exceptional with many more exciting developments underway. Recent developments include:

- Activity Centre - a 6-court sports hall, climbing wall, fitness suite, dance studio, and flexible multi-use spaces.
- The Ark - a dedicated space for our Early Years pupils including modern classrooms and resource areas, IT suite, assembly room, and outdoor learning areas.
- College Science Block - providing first-class science teaching facilities, as well as modern preparation rooms.

*"Since the first day, I've been made to feel very welcome which has enabled me to settle in very quickly. I am really happy that I now consider myself to be part of the Georgian family".*

*Lauren*

*"Staff are friendly, approachable, helpful and patient, and demonstrate professionalism and passion in their work. Thank you for this opportunity".*

*Martin*

*Recently leaving a FTSE 100 company after 16 years to join St George's Junior School was unnerving at first, however it has been the best decision I've made by far! The excellent capabilities of all the staff and wonderful facilities encourage the pupils to thrive. This in turn pushes me to stretch my strengths and abilities. The warm and welcoming culture here motivates me to always give my best!"*

*Leila*





# The Role

<b>Job Title:</b>	<b>One to One Learning Support Assistant</b>
<b>Line Manager:</b>	<b>Head of Nursery/SENDCo</b>
<b>Responsible to:</b>	<b>Special Educational Needs and Disabilities Co-ordinator (SENDCo)</b>
<b>Salary:</b>	<b>£23,000 pa</b>
<b>Hours:</b>	<b>8.20am – 3.00pm 5 days per week</b>
<b>Contract:</b>	<b>To start as soon as possible on fixed term contract until 4th July 2025</b>

## Summary of the role:

The Learning Support Department at St. George's seeks a **qualified, dedicated, and enthusiastic Learning Support Assistant** to support a child with autism and speech and language delay in the nursery setting. This one-to-one role is essential in fostering the child's communication, interaction, and overall engagement, ensuring they thrive in all aspects of nursery life.

## Main duties & responsibilities:

- Monitor progress in partnership with the child's key worker, teachers, SENDCo, and external professionals to create and implement strategies that support the child's development.
- Deliver interventions designed and overseen by a Speech and Language Therapist, focusing on improving communication skills.
- Implement the **TEACCH approach** to provide structure and consistency throughout the school day.
- Guide the child through daily transitions to ensure reassurance during changes between activities.
- Use **Makaton** and other communication aids to enhance understanding of spoken language and support expressive language development.
- Facilitate 1:1 or small group sessions targeting language skills and other key learning outcomes.
- Employ **bucket-style activities** and other methods to enhance attention, participation, and social interaction.
- Demonstrate the use of **objects of reference** and diverse learning tools to support the child's understanding and engagement.
- Support the child during breaks and lunch times to encourage social interaction through play while ensuring their safety and well-being.
- Help the child develop strategies to build self-confidence and foster independence as a learner.
- Support the development of social interaction skills and assist in nurturing meaningful friendships.
- Participate in regular meetings with teachers, SENDCo, external professionals, and parents to review the child's progress and set actionable next steps



## The Role cont.

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This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive. Other tasks and responsibilities may be allocated as necessary from time to time.

Funding for this role is provided by Surrey County Council. The child's situation and, therefore, the level of support required and the amount of funding awarded is constantly reviewed, and a grant of funds made. As this employment is entirely dependent upon SCC funding, neither the hours nor the job itself can be guaranteed for more than the time for which funds have been made available. Consequently, this contract can only be offered as a Fixed Term contract and as such does not carry any fee remission. If the funding were to be discontinued at any time, or if the child should leave the school, the contract would be terminated with the immediate rendering of due notice.



# Person Specification

## Knowledge and Experience:

### Essential Criteria

- Good standard of English and Maths
- Valid First Aid certificate or equivalent or willingness to obtain within the role
- Experience of working within EYFS setting
- Experience of working with children with autism and/or speech and language delay

### Desirable Criteria

- Knowledge and understanding of Makaton
- Experience of delivering TEACCH approach.
- Experience of working with a child on a 1:1 basis.
- Experience of using a range of visual aids to support learning.
- Experience of delivering targeted speech and language intervention.
- Experience of supporting children to develop social skills

## Skills and Abilities:

### Essential Criteria

- Good interpersonal skills with the ability to communicate clearly and effectively with colleagues, pupils and parents both verbally and written

### Desirable Criteria

- Ability to use own initiative when required

## Personal Qualities:

### Essential Criteria

- Desire to fully commit to the role and support a child both academically and emotionally.
- Ability to quickly build a rapport with children
- A willingness to learn the skills required to assist the child with everyday needs
- Sensitive to the needs of the child and their parents
- A willingness to succeed, to be able to overcome barriers and problems with a proactive and positive attitude
- Professional with a friendly manner
- Reflective, caring and committed attitude
- Flexibility and adaptable to ways of working
- Calm and positive approach



# Benefits



## Pension

Subject to meeting the qualifying conditions, all Business Staff are automatically enrolled in our workplace pension scheme, currently provided by Aegon. St George's Weybridge currently doubles the employee contribution up to a maximum of 10% (trebling to 15% for long-serving employees).

## Holiday Camps & Local Retailer Discounts

Discounts are available to all permanent staff for Junior School wraparound care, in the Georgian Shop, for holiday camps and activities hosted at St George's Weybridge. In addition, a number of local shops and retailers offer discounts to staff at St George's.



## Life & Personal Accident Insurance

Life insurance is provided through MetLife or Teachers Pensions, whereby a named beneficiary would be eligible to a multiple of annual salary. In addition, insurance is in place in the event of an accident leading to permanent disability or injury.



## Meals & Parking

Staff are provided with lunch in the dining room, as part of the Student Supervisory Policy. Limited parking is available on site



## Employee Loans

Staff can apply for interest free loans in the case of hardship or for training, travel costs or purchase of a bicycle.



# Conditions of Employment

## Initial Period of Employment

### Four weeks

During the Initial Period of Employment, sick pay will be paid in accordance with current legislation.

## Notice Period

Four weeks on either side during the Initial Period of Employment, thereafter, eight weeks.

## Pre-Employment Vetting Checks

It is a condition of employment at St George's Weybridge that every applicant who accepts the offer of a job will be subject to criminal background checks through the DBS and will be required to provide documentary evidence to confirm their identity and right to work in the UK. The checks will be carried out at the School's expense. References will be taken up, including those from current and previous employers.

## Safeguarding Children

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact, will be to adhere to and ensure compliance with the Safeguarding Policy Statement 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 children in the school he/she must report any concerns to the Head and/or Designated Safeguarding Lead.

## Dress code

Staff are expected to wear smart business dress and conform to the St George's Dress Code. These norms are relaxed during school holiday time and INSET.

## Additional Working

There is a requirement for attending Open Mornings and on occasion Carol Services, Prize Giving and evening events as may arise from time to time.

## Place of Work

The post-holder will be based at the Junior School.

## Data Protection and Confidentiality

The post-holder will ensure Data Compliance regulations are upheld, including being familiar with current data protection legislation and associated School Privacy Notices and undertaking relevant training in data protection.

## No Smoking Policy

St George's College and St George's Junior School operate a no smoking policy.



# How to Apply

To find out more about the post or the school, in the first instance please contact Mrs Rachel Young, SENDCo, for a confidential discussion:

**Email:** [ryoung@stgeorgesweybridge.com](mailto:ryoung@stgeorgesweybridge.com)

Applications are encouraged as early as possible by completing an application form and emailing this, together with a covering letter, addressed to the Headmaster Mr Antony Hudson, to [edrapper@stgeorgesweybridge.com](mailto:edrapper@stgeorgesweybridge.com)

## Key dates

Closing date: Thursday 2 January 2025,  
10.00 am

Interviews: w/c 6 January 2025

Please note that before making an application for any vacancy at St George's you should familiarise yourself with our Privacy Notice, Safeguarding Policies, Recruitment Policy, DBS Code of Practice and Associated Policies which are available at:

[St George's Weybridge - Careers](#)

St George's Weybridge is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post, including checks with past and current employers and the Disclosure and Barring Service.

As an Equal Opportunities Employer and a registered Educational Charity, we promote a diverse and inclusive community – our “Georgian family” inspires everyone to be the very best version of themselves and to succeed on individual merit. We offer inclusive employment policies, flexible working arrangements, staff engagement forums and benefits to support all staff.



