



CLAIRE'S COURT

Application Pack

Teaching and Learning Assistant

Required for December 2019

Our School

Our curriculum extends far beyond the basics and offers a myriad of opportunities and stimuli. The boys and girls experience an education which equips them really well for life in an ever changing, fast paced and challenging world.

At Claires Court our aim is to develop our boys and girls to succeed in life and we achieve this by having a strong and coherent learning philosophy, called the Claires Court Essentials. This is underpinned by our Key Values and together they help develop happy young people with deep feelings of self-worth and self-belief. As an all through diamond structure school, we offer girls and boys the unique opportunity to thrive in surroundings that suit their learning and social needs best.

It is our job as educators to ensure that we provide multiple opportunities which enables access for children, builds a have-a-go mentality and develops interests in diverse areas. Whatever a child's starting point in life, developing their internal motivations to succeed is the most effective way of ensuring they will be successful as learners and collaborative members of their society.

Junior & Senior Girls (4-16) Nursery (co-ed 3-4+) Sixth Form (co-ed 16-18)
College Avenue



**Junior Boys (4-11) The Thicket,
Maidenhead Thicket**



**Senior Boys (11-16)
Ray Mill Road East**



Meet the Head

James Wilding Head of Senior Boys

I am passionate about young people's education, proud to be an advocate so they can achieve their best.



What makes Senior Boys a great educational experience is that we recognise achievements are the building blocks of success, so providing boys with a

Multiplicity of opportunities to find themselves is our starting point. Our school day has lots of 'wow' moments, where there are opportunities for each pupil and teacher to discover something new about their learning and to enjoy taking responsibility for that moment. Our environment has respect at its core; such that pupils and teachers, whoever they are, know they will be valued for who they are and what they have to offer.

Our boys are fabulous examples of what we stand for: high achieving but modest, great friends and loyal to each other and the School. We get their engine running, so whatever their academic results, they are impressive can-do humans, willing to help, and not fazed by challenge.



RESPONSIBILITY • RESPECT • LOYALTY • INTEGRITY

The Role

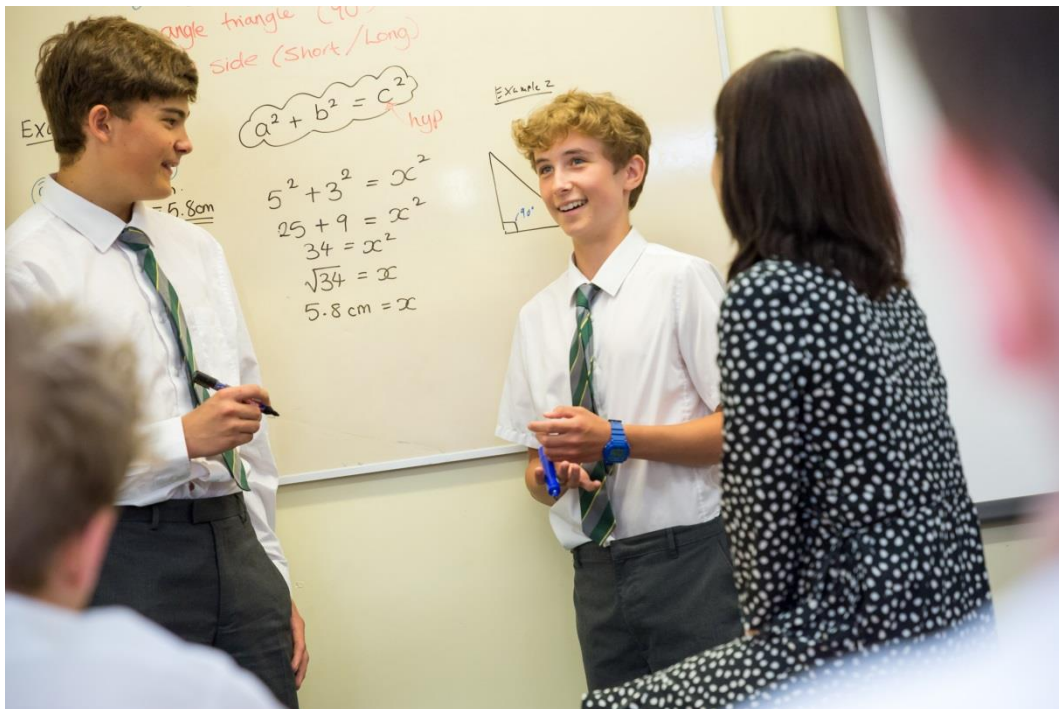
We are seeking to appoint an enthusiastic and passionate Teaching and Learning Assistant to join our highly committed and professional team at Senior Boys. Successful applicant will work as part of the Learning Development Department in supporting and including students with learning difficulties and disabilities in mainstream classes.

This is a permanent post working Monday to Friday, from 8:30am to 4:00pm, when the School is in session. However, for the right candidates, we would consider the possibility of a part-time post through a job-share.

To be successful in this role, you must be:-

- Experienced working with children, in a classroom setting, ideally in a similar role and with children at secondary age.
- Educated to a good standard: English and Maths GCSE A-C grade.
- Highly organised and have good IT skills.
- An enthusiastic team player, with the ability to adapt to a variety of situations.
- Engaged with the School's ethos, thinking creatively and reflectively within an open, honest and hardworking team.

Above all you must want the very best for our pupils and be prepared to put their needs first. You recognise the importance of educating the whole child within a broad curricular and co-curricular programme, and of achieving high standards. In return we offer a positive working environment, with supportive colleagues and regular opportunities for professional development and training.



Job Specification

Job Purpose

To work as part of the Learning Development Department in supporting and including students with learning difficulties/disabilities in mainstream classes.

Work in partnership with:

Special Needs Coordinator, Senior Higher Level Teaching Assistant, Class Teachers, Other Support Staff and External Agencies.

Duties in relation to individual students

- To develop an understanding of the special educational needs of the student/s concerned.
- To take into account the student/s' special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.
- To build and maintain successful relationships with students, treat them consistently, with respect and consideration.
- To help promote independent learning and to support students in developing appropriate study and organisational skills.
- To help students record work in an appropriate way to enable them to reinforce learning.
- To help keep the students on task and to build motivation.
- To model good practice.
- To help build the student/s' confidence and enhance self-esteem.

Duties in relation to the Teacher

- To work with teaching staff to identify students in need of monitoring.
- To have formal and informal meetings with teachers to contribute to planning lessons / activities.
- To support in the preparation of materials and resources.
- To prepare students beforehand for a task.
- To work on differentiated activities with identified groups.
- To support the teacher in implementing specific teaching programmes.
- To supervise practical tasks.
- To carry out structured classroom assessment/ observation and feedback outcomes.
- To be involved in keeping records and evaluating identified students' progress.

Duties in relation to the School

- To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.
- To support implementation of school policies and procedures, including those relating to confidentiality and behaviour.
- To identify personal training needs and to attend appropriate internal and external in-service training.
- Any other tasks as directed by the Head teacher which fall within the purview of the post.

Supervision arrangements:

- Annual formal review of performance with SENCo
- Weekly SEND team meetings
- Observation of classroom support work by SENCo or Senior HLTA initially twice yearly.

All responsibilities outlined in this job specification are subject to review and change from time to time.

Person Specification

The School will seek evidence of the following criteria from:-

- Application form
- Letter of application
- References
- Interview
- Qualification certificates

REQUIREMENT	ESSENTIAL	DESIRABLE
Qualification and training	<ul style="list-style-type: none">- GCSE or equivalent in Maths & English- A good general education	<ul style="list-style-type: none">- Education to A level or its equivalent and beyond.
Experience	<ul style="list-style-type: none">- Evidence of having worked with children in some capacity	<ul style="list-style-type: none">- Relevant work experience in a similar environment.- Experience of working with children with SEN at secondary age.
Qualities, skills, knowledge and abilities	<ul style="list-style-type: none">- A positive interest in working with children.- Ability to get the best out of children.- A sense of humour.- Adaptability.- Able to work on own and as part of a team.- Ability to build good working relationships with a range of colleagues.- A clear communicator.- Ability to work calmly and with patience.- Evidence of the resilience required to cope with the demands of the post	<ul style="list-style-type: none">- An interest in ICT.

Further Information

CO-CURRICULAR

The School has a vigorous and varied co-curricular programme and, subject to timetable arrangements, the successful applicant will be expected to deliver two or more After School Activities.

After school activities take place each Monday to Thursday during term-time. The programme is wide-ranging but a few examples of what we offer are sports coaching, sailing, drama, arts and crafts, and music and study groups.

Activities are usually agreed at the beginning of each term – please note that full time members of staff are expected to offer at least two activities and part-time members of staff are usually expected to offer at least one, depending on their timetable arrangements. For candidates with an interest in the coaching of major field games, such as Rugby, Football and cricket, 2 afternoons a week may be swapped out of subject teaching into such major games coaching.

EQUAL OPPORTUNITIES

It is the policy of Claires Court Schools to ensure equality of opportunity for all members of staff, both teaching and non-teaching.

SAFEGUARDING STATEMENT

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with the Disclosure and Barring Service.

In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children.

APPLICATIONS

To apply, please download an application form from our website. Please post completed forms to the following address:-

HR Department
Claire's Court Schools Ltd
1 College Avenue
MAIDENHEAD
SL6 6AW

Alternatively, completed forms may be emailed to recruitment@clairescourt.com (no agencies, please). **Applications must be received by 12:00pm on Tuesday 12 November 2019.** Please apply early as applications will be considered upon receipt; we reserve the right to interview/appoint prior to the closing date.

NB: CVs will not be accepted in place of an application form, but may be submitted as additional supporting documentation.



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www.clairescourt.com

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