

The Croft

Preparatory School



Learning Assistant

Starting September 2024

A Message From The Headmaster



Marcus Cook

I am delighted that you are taking the time to find out more about joining The Croft family.

Here at The Croft Preparatory School we value personal qualities as well as the ability to uphold academic excellence. We are looking for someone with enthusiasm and energy, someone who can inspire, motivate, develop and innovate.

We believe that The Croft is a special place, where children's minds are engaged, their curiosity encouraged, their imagination ignited and their lives enhanced. If you believe that you could embrace the ethos of this traditional, but forward thinking, family school and play a part in moving it on to even greater things, then we would like to meet you.

This pack can only give you a glimpse of our wonderful school; however I hope it conveys the exciting opportunities offered here at The Croft.

About Our School - Join us for #theadventure

The Croft Preparatory School is an independent co-educational day school for children from 3 to 11 years old, situated in a beautiful 30-acre site, in the heart of the Warwickshire countryside, on the outskirts of Stratford upon Avon.

The 25-acres and 5 acre wood provides an extensive sports field and multiple outdoor learning areas with Forest School sessions incorporated into the curriculum for all Early Years and some Pre-Prep pupils. Class sizes are traditionally limited to 20 pupils.

At The Croft we have a 'small school attitude within a big school'. Our mission is to provide each child with academic challenge and the opportunity to succeed and develop a sense of self-worth, whilst nurturing a lifelong love of learning in a happy and secure environment.

Here, every child is educated as an individual, and fully supported, to challenge themselves to fulfil their potential, adopting a **Growth Mindset** along the way. All of this is achieved through a wonderfully compassionate and motivational Staff, who deliver the highest standards of pastoral care and academic excellence.

A faculty structure of subject areas enable pupils to use their **Creativity** to extend their learning, challenging themselves and thinking 'outside of the box'. These faculties lie at the heart of the unique forward thinking curriculum enabling opportunities in the Creative Arts, Emotional and Physical Development, Humanities, Languages and STEM. The all-encompassing experience helps pupils to achieve their lifetime goals with confidence and enthusiasm, becoming independent learners and embracing the challenges that pupils of today will face tomorrow.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school is a member of IAPS.

About The Role

You will be flexible to work in EY, KS1 and KS2. Usually you will be allocated a year group for each academic year, although you may be asked to provide assistance in any year group, throughout the academic year, subject to the needs of the school.

Reporting to

SENDCo

Hours of work

Full time hours (37.5 per week)
35 weeks during term time
8.30am-4pm (*paid break*)

Salary

Competitive. Salary will be discussed with the successful applicant

Address

Alveston Hill, Loxley Road, Stratford upon Avon,
Warwickshire CV37 7RL

Additional Benefits

Pension

Death in Service

Comprehensive Health and Well Being Plan

including cash back for optical, dental, chiropody, therapy treatments (*physiotherapy, acupuncture, chiropractic, homeopathy, osteopathy*), consultations and a 24 hour advice and information line (*including counselling*)

Health Club concessions and Discount Scheme

Holidays to be taken during non-term time

Car park

Cooked lunch on the school premises (during term time)

The school is an equal opportunities employer and welcomes applications from all sections of the community.

Application Process

Application Form

The Croft Application Form must be completed in full before the application can be considered. Any discrepancies or anomalies in the information provided or issues arising from references will be discussed at the interview. Completed application forms can be emailed to jobs@croftschoo.co.uk or returned via post.

Interview Date

TBC

Expectations

We have a Growth Mindset ethos for all. Therefore we expect all staff to have the enthusiasm and ability to inspire, motivate, develop and innovate, together with the desire to make a difference.

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.

If you have any queries please do not hesitate to contact the school on 01789 293795 or by email to jobs@croftschoo.co.uk

Job Description

JOB TITLE: Learning Assistant

REPORTING TO: SENDCo

JOB PURPOSE: To assist in the delivery of effective teaching and learning, promoting the intellectual, social and emotional development of a child in all areas of the school

KEY RESPONSIBILITIES:

Teaching and Learning

- Assist in the educational and social development of children under the direction and guidance of the SENDCo, and Class / Subject Teachers, as appropriate
- Assist in the implementation and delivery of Individual Education Programmes and small group interventions for children, both inside and outside of the classroom and help monitor their progress
- Assist Class Teachers with maintaining child records by contributing to the monitoring and recording of progress, by observing and evaluating children's performance during activities, feeding information back to the Class Teacher and recording, as required
- Support the Class Teacher by contributing positively to planning, using ICT and other resources creatively, and ensuring that learning objectives and strategies are delivered effectively
- Support pupils in learning how to learn and to develop their thinking skills in order to become independent, cooperative and collaborative learners

Administrative/other duties

- Prepare and present displays of children's work in an imaginative and attractive way
- Support Class Teachers in preparation of resources and other tasks in order to support teaching, maintaining an effective learning environment
- Undertake other duties, as required, including supervision of pupils at break and lunchtimes, ensuring that they are actively engaged and involved in play, and that their health, safety and general well-being is being taken care of

Meeting pupils' wider well-being needs

- Provide appropriate personal care and comfort to the children, to ensure that their emotional and mental health needs are met, whilst at all times ensuring that both safeguarding and confidentiality requirements are met
- Promote positive behaviour, in line with School policies and through the use of praise and encouragement
- Support pupils with SEND to access extra-curricular activities
- Support children with emotional or behavioural problems and help develop their social skills and independence

Supporting the wider work of the school

- Comply with school policies and procedures related to child protection and safeguarding, health and safety, equal opportunities, and whistle blowing

- Contribute to the school's improvement planning and self-evaluation processes, through monitoring the impact of additional interventions and in-class support
- Support the running of lunchtime and after-school clubs for pupils
- Escort and supervise pupils on educational visits and out-of-school activities, as required
- Contribute to, and support, the review of IEPs, Pupil profiles and EHC plans

Working with colleagues

- Support and maintain collaborative, productive working relationships with school staff and professionals from external agencies
- Liaise with pupils, their parents/carers, teachers and practitioners from external agencies, to support pupils' learning and well-being
- Take responsibility in developing your own continuing professional development and complete all requested learning and development

This list of responsibilities is not exhaustive and the employee may be required to perform duties outside of this brief as is operationally required and at the discretion of their Line Manager.

Person Specification

	Essential Attributes	Desirable Attributes
Qualifications and Training	Level 3 qualification CACHE	Evidence of relevant and significant training and commitment to further professional development
Experience	Previous experience of working with children	Experience in an educational setting Experience of working with children with Special Educational Needs Experience in running specific interventions which demonstrate pupil progress
Professional Knowledge and Understanding	Sound understanding of recent educational developments affecting primary education Knowledge of legislative and statutory requirements relating to Equal Opportunities, Health and Safety, SEN and Child Protection	Knowledge of Safeguarding and Child Protection issues
Skills and Abilities	<p>Skilled practitioner showing commitment to both academic and general well-being of pupils</p> <p>Able to establish and develop positive relationships with children and colleagues</p> <p>Effective communication (both orally and in writing) to a variety of audiences</p> <p>Able to create a happy, challenging and effective learning environment</p>	
Personal Qualities	<p>Hard working with high expectations</p> <p>Enthusiastic and resourceful with a "can do" attitude</p> <p>Positive approach to behaviour management</p> <p>Approachable and empathetic</p> <p>Enthusiastic and resourceful</p> <p>Willingness to be flexible and work collaboratively, including any year group</p>	