



# Eton End

Co-educational Independent Preparatory Day School and  
Nursery for children from rising 3 – 11

## Special Educational Needs Assistant

For Spring/Summer 2023

## Briefing for candidates





# Eton End School

## Overview

Eton End is a small but growing day Prep School with approximately 215 children aged 2 to 11, situated on the banks of the River Thames between Datchet and Eton. With Windsor just across the river, we are in the middle of a large and broadly affluent catchment area and one where good education is much prized.

Ours is among the best.

The school was founded in 1936 for the children of Eton College masters and quickly broadened its reach into the wider community. The school still has strong links with Eton College and makes use of many of their facilities, including their swimming pool. As a result, Eton End is able to enhance its educational offer in some remarkable ways, just part of why the school is so special to its pupils and their parents.

Eton End has two forms in each year group, normally with a class maximum of 19.

## Ethos

From the outset, Eton End was associated with the Parents' National Educational Union (PNEU) and has tried to retain the best elements of that movement's educational philosophy, adapting them to present-day conditions. The roots of the school's ethos are embedded in the philosophy of the Victorian educationalist Charlotte Mason and we still live by the PNEU motto; "I am, I can, I ought, I will". In practical terms, this ethos means that the school and its governors are always open to new ideas. As just one example, until 2017 Eton End took boys to the age of 7 and girls to 11. Since then, the school has been fully co-educational, with the first cohorts of older boys moving upwards towards Year 6. While this was perhaps an obvious move and in line with market trends, it was a big change and the smoothness with which it has been implemented shows how good the school is at embracing new ideas and practices.

## The education

Eton End offers a rich and stimulating education from Nursery (ages 3-4) to Year 6, with fully integrated teaching and smooth progression for children as they move up the school.

Divided into two year groups, the Nursery – known as 'The Nest' – is very much part of the school. It has its own indoor and outdoor space on the ground floor of the original building, and also makes full use of the school's major facilities. Pupils join Woodpeckers at age 3 and move to the Sparrows or Starlings at age 4, with morning- or afternoon-only and full day options.

Pre-Prep begins with the Reception class and includes Years 1 and 2. The curriculum extends considerably beyond the National Curriculum, with a focus on developing communication and creative thinking skills. Lessons are mainly class-based, with specialist teaching for languages (French and Spanish), Art, DT, Science, Music and Games.

As children progress through the Prep School (Years 3-6) they become increasingly self-propelled and they are encouraged to explore topics for themselves. The formal curriculum broadens and there is a wide range of extra-curricular activities to cater for individual interests and abilities. Teaching makes full use of technology, and the school offers additional support for those who find academic learning more challenging as well as for the able and very able.

Children leave Eton End for a number of leading senior schools, mostly in the independent sector although some pupils will enter the maintained sector either in a local grammar or comprehensive school.

Pastoral care is an area of great strength. The school's size, ethos and style encourages a warm, friendly, family atmosphere, while policies and practices are comprehensive and well planned and managed. From the first day, every child is known by all and nurtured and supported at every stage of the Eton End journey. The school is about to embark on the journey to become an accredited therapeutic school to enhance our commitment to the mental health and well-being of our pupils. The school places great importance on traditional values of good manners, courtesy and respect and instils a strong sense of personal responsibility and citizenship in the pupils.





## Job Description

### The role

To provide one:one SEND support for pupils in nursery and the school

### The main responsibilities are to:

- To work closely with the Nursery staff, Head of Pre Prep and Head of Inclusion
- To work closely with staff in the nursery setting to provide one to one personalised send provision
- To support the pupil in accessing the curriculum at a level appropriate to them
- Adapt the learning to make it accessible for the individual and their specific needs
- To support the pupil with developing positive relationships with peers and other adults
- To support the pupil in developing communication skills
- To manage appropriate resources and ensure they are used effectively and efficiently
- To support the pupil with transitions
- To work closely with relevant staff to monitor progress
- To provide feedback to parents
- To record and feedback on progress
- To support the pupil with feeling part of the school community
- To attend meetings directly involving a discussion or review for the pupil receiving supported
- To liaise with external professionals as appropriate
- To attend training and CPD as required to support the pupil





Eton End

## Personal profile

The ideal candidate should have the following:

### Qualifications and experience

NVQ Level 3 or equivalent as minimum (Essential (E))  
Relevant qualification in English and Maths (E)

### Experience

Experience of supporting pupils with SEND (Desirable (D))  
Experience of working in an Independent (Preparatory) school setting (D)  
Experience of using strategies to manage behaviour (D)  
Experience of supporting speech and language needs (D)

### Skills

Good range of IT skills (E)  
Kind but firm handling of children (E)  
Strong written and verbal communication skills.

### Personal qualities (all Essential)

Genuine love of children  
Energy & enthusiasm  
Polite & clear communication  
Team player  
Good organisation  
Thoroughness  
Innovation / creativity  
Willingness & helpfulness  
Punctuality  
Willingness to "go the extra mile"

Discretion  
Pride in work  
Loyalty to the school  
Ability to form appropriate relationships  
and personal boundaries with children  
Emotional resilience in working  
Positive attitude towards authority and the  
use of it towards others  
Sense of humour  
**Stamina!**





## Remuneration, Terms and Conditions

### Remuneration

A comprehensive reward package will be offered, to reflect the experience and qualifications of the successful candidate.

In addition, there will be

- a generous discount on your children's fees (if applicable), if they join the School
- ongoing investment in your personal training and development
- all staff are provided with free lunch and parking during term time.
- access to an employee assistance programme

### Terms of employment

The SEN Assistant's appointment is dependent on

- verification of medical fitness (a satisfactory medical questionnaire and/or examination)
- two satisfactory references including one from your current or most recent employer
- Enhanced DBS clearance and barred list check
- proof of qualifications
- proof of your entitlement to work in the UK

A detailed contract will be agreed with the successful candidate.

There will be a probationary period of one year during which either party can terminate the employment on one months' notice. Thereafter, one terms' notice will apply to either party.



Thank you for your interest in this post. We very much look forward to hearing from you and, hopefully, to meeting you in person.

### **Safeguarding and Child Protection**

The successful candidate will be expected to commit to the following:

Eton End seeks to provide a safe environment for children. All staff will adhere to and ensure compliance with the School's Safeguarding Policy and Child Protection Statement at all times. If the teacher becomes aware of any actual or potential risks to the safety of welfare of children in the school, he or she must immediately report any concerns to the School's Designated Safeguarding Team.

Please note that it is the School's policy to employ the most suitable person for each appointment and not to discriminate against any person because of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.