



# EATON HOUSE THE MANOR PREP

## JOB DESCRIPTION

### LEARNING SUPPORT ASSISTANT

#### HISTORY, AIMS AND ETHOS

The Eaton House Group of Schools was founded in 1897, previously known as Eaton Gate School, and has expanded to two sites in London: Belgravia and The Manor, situated on Clapham Common. Originally a boys' school, The Manor now comprises a Girls' School on site for children aged 4 to 11, a separate Boys' Pre-Prep from ages 4 to 8 and a Boys' Prep, from ages 8 to 13. It is a non-selective, nurturing and academically rigorous school with outstanding teachers.

The school believes that learning should be an exciting journey and all aspects of school life are tailored to ensure that the boys' natural curiosity and eagerness to learn are harnessed in these formative years. Approximately 225 boys start at the Prep School where they spend five happy years before moving on to a wide range of senior schools. The staff at Eaton House The Manor is made up of bright, passionate and experienced educators who are ambitious for the children, are their guides and supporters and offer the very best in pastoral care. Working together, boys are encouraged to strive and persevere to be their best selves and to develop into well-rounded young men, respectful of each other and aware of their responsibilities.

All the schools are well known for their academic drive and outstanding results across the board. Our understanding of all children and their different levels of development are addressed effectively with an emphasis on encouraging and fostering individual areas of talent as well as instilling confidence, self-worth and respect for others.



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#### CORE RESPONSIBILITIES

##### TEACHING AND LEARNING

Learning support assistants will be required to:

- Assist the class teacher in monitoring academic progress, record keeping, health and emotional wellbeing of the designated pupil(s) in the class (in liaison with the Headteacher and SENDCo), and in line with school policies;
- Attend INSET, staff meetings, parents' evenings and any other functions as required by the Headteacher and Deputy Head. Be available to parents for advice and discussion regarding their child, each day;
- Ensure that the right level of discipline is maintained in the classroom and that the designated pupil(s) follows the school rules;
- Play a full part in the life of the school, be flexible and aware of what is happening throughout the school. Undertake pastoral and supervisory duties in the school as required.
- Contribute to written reports on the child as required, highlighting their strengths, weaknesses and achievements;
- Develop a good understanding of the Prep curriculum and keep abreast of developments in current educational thinking and practice;
- Support good order, discipline and respect for others among pupils; to promote understanding of the school's rules and values; to safeguard health and safety; and to develop relationships with and between pupils conducive to optimum learning;
- Liaise with the Head of Learning Enrichment (SENDCo) regarding pupils with diagnosed or emergent special educational needs;
- Accompany trips and workshops;
- Undertake any administrative and other tasks related to the post, either at the direction of the Headteacher or Deputy Headteacher or through using his or her initiative;
- Work hours are appropriate to the designated pupil(s), which may be subject to change, as required.

##### ASSESSMENT AND REPORTING

Learning support assistants will be required to:

- Contribute to the marking and assessment of pupils' work and to record their development, progress and attainment;
- Analyse data generated by external assessments in order to improve outcomes;
- Provide oral and written assessments, reports and references for individuals

##### PASTORAL CARE

Learning support assistants will be required to:

- Build and maintain co-operative relationships with parents, and to communicate with them on the designated pupil's learning and progress;
- Be actively involved in promoting the wellbeing of pupils;

#### CORE RESPONSIBILITIES



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#### **PASTORAL CARE (CNTD)**

Learning support assistants will be required to:

- Provide a positive role model for all pupils in terms of personal standards of conduct, appearance and punctuality.
- Report any academic or behavioural problems to the Head of Year, Deputy Head and Headteacher.

#### **WIDER RESPONSIBILITIES**

Learning support assistants will be required to:

- Support the maintenance of an attractive and stimulating classroom environment, and to contribute to displays in the school as a whole;
- Take part in the life of the school by attending assemblies, registering the attendance of pupils and supervising pupils during breaktimes and lunchtime;
- Contribute fully to the wider / extracurricular life of the school.

#### **SAFEGUARDING AND CHILD PROTECTION**

Eaton House Schools is 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 past employers and the Disclosure and Barring check.

#### **APPLICATION DETAILS**

Please send by post or email a completed and signed application form ,along with any administrative enquiries, to: [asmallwood@eatonhouseschools.com](mailto:asmallwood@eatonhouseschools.com)

Any queries about the specifics of the role should be addressed to the Head of Human Resources, Miss Amelia Smallwood, at [asmallwood@eatonhouseschools.com](mailto:asmallwood@eatonhouseschools.com) or on 0207 924 6000.

*The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection 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 s/he must report any concerns to the school's child protection officer or to the headteacher.*