

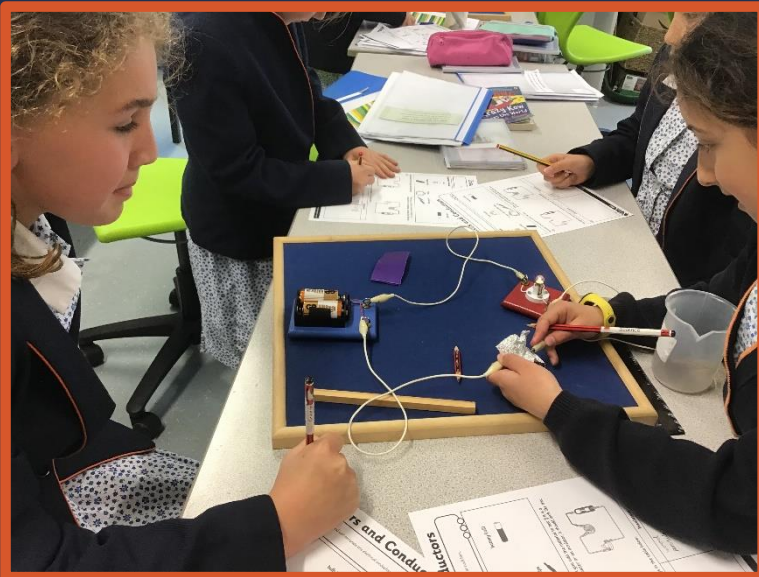
Learning Support Assistant

Part time or full time (4 or 5 days a week), term time only

Required from September 2023



St Swithun's
WINCHESTER



Thank you for your interest in us!



St Swithun's
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We are a **lively, effervescent and fun** prep school which takes great pride in introducing to children to as many experiences as possible. We know they're on a voyage of discovery to find out who they are, and it is our privilege to be their guide.

We are looking to appoint two learning support assistants to support children's educational journeys and help them master every opportunity offered to them. The jobs are immensely rewarding in themselves, and also provide **excellent experience** for anyone considering primary school teaching as a career at a later date.

If this short welcome resonates with you, we would very much welcome your application.

We look forward to meeting you.

Welcome to our school



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St Swithun's prep school in Winchester accommodates 230 girls aged 4-11 with a co-educational pre-school from age 3. The prep school is housed in a pair of **state of the art** buildings that opened in 2015 and 2016. The main block houses classrooms alongside specialist areas for Art and Design Technology, Computing, Food Technology, Science and Music. The adjacent building contains a Gym and a multi-purpose auditorium with retractable tiered seating.

It adjoins St Swithun's senior school, a leading GSA school offering day, weekly boarding and full boarding for 520 girls aged 11-18. Many facilities are shared, including catering facilities and a swimming pool complex that includes separate full-size and learner pools.

The schools are set on an impressive and attractive campus of **45 acres** overlooking the Hampshire Downs and within the South Downs National Park. The school is within walking distance of the centre of Winchester, and only an hour from central London.



All about us



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At St Swithun's prep school, **children's happiness** is at the heart of everything we do. We know that confidence is fundamental to success, so all activities are characterised by a palpable sense of fun and enjoyable challenge to ensure that pupils **flourish** in every way during their time with us.

Children here all enjoy a huge range of opportunities to shine wherever their interests lie; they are guided to give their very best, astonish their audiences and receive their applause. They are the leaders of tomorrow, and it is an enormous **honour and privilege** to be a key influence in their development.

Whilst gently selective and keenly focussed on intellectual rigour, we offer a genuine all-round education and we place enormous importance on celebrating **diversity** in everything that we do. We offer an inclusive, yet appropriately competitive, sports programme and we encourage children to have fun, take risks and get stuck in to all that we have on offer.



The St Swithun's learning community



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Our pre-prep curriculum, including our co-educational pre-school, is designed around the children's interests and intrinsic motivations, harnessing their love of asking questions and allowing them to become independent learners. Passions for **learning, literature and life** are developed from the earliest of days.

Then, throughout our key stage two classes from year 3 to year 6, we continue to hold the development of character and the pursuit of academic excellence in equally high regard. Children enjoy a weekly timetable that is opulent and varied; it emphasises the core subjects of English, mathematics, science and computing but balances these with a huge amount of sports, humanities, arts, languages and extra-curricular opportunities too.



Learning Support Assistant



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Teaching at St Swithun's Prep School is supported by a team of Learning Support Assistants, managed by the SENDCO. The LSAs are involved in whole class lessons, as well as one to one interventions and small group work. They also get involved with other areas of school life such as break duties, supervising a wide range of activities and supporting class teachers with preparation of work and marking.

LSAs at St Swithun's should be happy to work with children across the prep school age range of 3-11.

We are looking for an LSA who is willing to work either part-time or full time (4 or 5 days a week), term time only. The working hours are:

- Part time – 33 hours per week (8.00 – 16.15 each day, over four days)
- Full time – 41.25 hours per week (8.00 – 16.15 each day, Monday to Friday)

We would also be keen to hear from candidates who are willing to work after the school day to cover our afterschool club (from 3.45pm – 6.15pm) during term time for children from nursery to year two.

- You will be expected to work 35 weeks per year (St Swithun's term time, including staff training days).
- You will receive 5.6 weeks of paid holiday, considered to be taken during the school holidays.

Key responsibilities



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- Support the **aims and ethos** of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Work with groups of children.
- Help to provide a stimulating environment in which children can interact and develop fully.
- Guide and assist each child according to his/her level of development.
- Assist with planning and recording of children's progress.
- Assist in the implementation of Individual Education Programmes.
- Assist in the **pastoral care and welfare** of the children
- Assist with the general physical needs of the children.
- Support the children's development of **literacy and numeracy skills**.



Key responsibilities



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- Encourage the development of play and creative skills.
- Check and maintain classroom equipment and materials and, as necessary, assist in their production.
- **Support class teachers** in photocopying and other tasks in order to support teaching.
- Participate in the rota of duties, both playground and dining hall as required.
- Participate in appropriate school activities, staff meetings and **INSET training**.
- Prepare and present displays of children's work.
- Attend team and staff meetings.
- Be **proactive** in all matters, especially those relating to safeguarding and health and safety.
- Undertake any further duties as are deemed reasonable by the class teacher or senior management team.

Person specification



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All employees at St Swithun's are expected to adhere to the school's staff behaviour policy and foundation virtues.

Qualifications & Experience

ESSENTIAL

- A positive approach to learning and gaining new skills
- Some understanding of the importance of Health & Safety and Food Hygiene in the workplace
- A commitment to keeping children safe
- Level 3 NVQ in childcare or willingness to study towards

DESIRABLE

- Previous experience of caring for, or working with, children of primary school age
- Experience of delivering 1:1 or small group interventions to primary age pupils
- Paediatric First Aid qualification
- Experience and/or training in relevant fields, such as ELSA (emotional literacy) techniques, ELKLAN (speech and language procedures) or others
- Willingness to work in our after school club

Person specification



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All employees at St Swithun's are expected to adhere to the school's staff behaviour policy and foundation virtues.

Key Skills and Qualities

ESSENTIAL

- Enthusiasm for working with young people
- Punctuality, reliability and trustworthiness
- Patience and flexibility
- A positive approach
- A sense of fun
- A willingness to go above and beyond (such as volunteering to accompany residential trips on occasion or stay at school to help with school productions)

DESIRABLE

- The ability to think creatively and work imaginatively and originally with children
- An ability to be organised and use initiative to support other staff in the school
- Knowledge of / or enthusiasm for some sport in order to coach or help with games afternoons

Salary and application process



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SALARY

The hourly rate for this role will range from £10.54 to £12.65 depending on experience and qualifications; and the hourly rate for afterschool club is £15.92 (the pro rata salary will be calculated based on a term time only working pattern plus 5.6 weeks of paid annual leave entitlement).

Employees enjoy various benefits, including:

- Discount on school fees
- A generous contributory pension scheme
- Free membership of the school swimming pool
- Access to the school's staff wellbeing programme
- Refreshments whilst working, and free meals when required to be at work over a meal time during term time.

APPLICATION

Closing date for applications:

Monday 12 June 2023 at 9am.

The school reserves the right to appoint prior to the closing date.

Applications should be made using our online application form [here](#).

If you have any questions about the role or the application process, please contact the HR team by emailing recruitment@stswithuns.com or telephoning 01962 835798.

Child protection and safeguarding



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“St Swithun’s is a registered charity providing education for girls aged 3-18 (and boys in the preschool) and is committed to safeguarding and promoting the welfare of children.

All staff are expected to share and support this commitment and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.”

Child Protection Statement

- Every child has the right to freedom from physical, racial, sexual, verbal or mental abuse (this includes bullying and intimidation). Our overriding aim is the protection of the individual child within the school.
- We require staff to be fully aware of what child abuse is and the different forms in which it may present itself, and of their duties in respect to child protection.
- We will provide adequate training (both as part of an induction and an ongoing process) in recognising abuse, and what to do if abuse is suspected.
- We are committed to maintaining good communication within the School on child protection issues and to following recognised procedures.
- The Head ensures that the recommended procedures are followed when recruiting staff.

Explanatory notes



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Application form

- Applications will only be accepted from candidates completing the enclosed application form in full. CVs will not be accepted in substitution for completed application forms.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- The successful applicant will be required to complete a disclosure application form from the Disclosure and Barring Service.
- In accordance with government guidelines, we will seek references on shortlisted candidates for teaching and some other posts, and approach previous employers for information to verify particular experience or qualifications before interview. In other cases, if this has not been done, any offer of a post will be conditional upon receipt of satisfactory references. References should be from the applicant's current or most recent employer. If the current/most recent employer does/did not involve work with children, then the second reference should, if possible, be from the employer with whom the applicant most recently worked with children. Referees should not be a relative or someone known to the applicant solely as a friend.

Equal opportunities



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St Swithun's is an equal opportunities employer.

The school will recruit predominantly based on an applicant's relevant skills, experience, capabilities and potential for development. The ability to work with others will also be taken into account.

St Swithun's is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills free from unlawful discrimination or harassment, and in which all decisions are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

We do not discriminate unlawfully on the basis of age, disability, marital or civil partner status, race (including nationality, ethnic or national origin), religion or belief, sex or sexual orientation, gender reassignment or pregnancy or maternity (defined in the Equality Act 2010 as protected characteristics).



Explanatory notes



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- All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description / role outline for the position. If the referee is a current or previous employer, they will also be asked to confirm the following:-
the applicant's dates of employment, salary, job title/duties, reason for leaving, performance, and disciplinary record;
whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired);
whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.
- The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be discussed with the applicant before any appointment is confirmed. The School may also telephone the author of a reference to confirm its authenticity or to request elaboration of answers as appropriate.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.

Interviews & Pre-appointment checks



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Interviews:

- Interviews, except in extenuating circumstances, will be conducted in person at the school.
- During the interview process an applicant's suitability to work with children, and for the role for which they have applied will be explored.
- Applicants will be required to provide documentation confirming their Right to work in the UK.
- Applicants will be required to provide documentation suitable for obtaining a Disclosure and Barring Service (DBS) check.
- Applicants must also be able to show evidence of any qualifications on which their application relies.

Any offer of employment will be conditional upon:

- Receipt of at least two satisfactory references
- Verification of identity and qualifications
- A satisfactory DBS disclosure
- A check of the children's barred list
- Verification of medical fitness
- Satisfactory completion of a six-month probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- Further checks, dependent on the role. For full guidance please refer to the school's recruitment policy.



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