



WESTONBIRT
— SCHOOLS —

Learning Support Teaching Assistant

Candidate Pack



Westonbirt, Tetbury, Gloucestershire, GL8 8QG
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Westonbirt Limited, registered in England Number 11297618

WS WISHFORD
SCHOOLS

WESTONBIRT SCHOOL

Located in the heart of the Cotswolds, Westonbirt School is housed in a magnificent building, formerly the home of the Holford family. It has extensive grounds, including a nine-hole golf course and is set in an area of outstanding natural beauty, situated opposite the world famous Westonbirt Arboretum with whom we have a good relationship.

The Senior School is an independent boarding and day school for pupils aged 11-18. The School also benefits from sharing the grounds with Westonbirt Prep, a growing Prep School and Nursery. The School campus includes a Sports Centre and Swimming Pool and a 9-hole Golf Course.

The School consistently achieves excellent academic results and provides the pupils with a broad range of extra curricula activities to give depth to the learning. All pupils are inspired to achieve their very best potential and leave School with confidence and an ambition for lifelong learning.

For more information on Westonbirt School, please visit: www.westonbirt.org

WISHFORD SCHOOLS

In May 2018, Westonbirt Schools joined the Wishford Schools group. Founded in 2011, the group currently comprises nine independent schools in Wiltshire, Gloucestershire, Berkshire and Kent. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.

Schools work closely with the group's senior leaders to define the school's strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, the group provides expertise in property, legal, HR, finance, compliance and marketing matters leaving heads with time to focus on the children within their care.

For more information on the Wishford Schools group, please visit: www.wishford.co.uk

THE OPPORTUNITY

Working with the Learning Support Department to support pupils 1:1 and in classrooms with pupils to successfully support educational and social development to pupils within the school.

This is a Full-time role and covers the Westonbirt School day from 8.00am to 5.30pm, Monday to Friday. This is a term time only role.

Full job descriptions and person specification can be found in this pack.

REMUNERATION

The salary for this position will be dependent on qualifications and experience.

APPLICATION PROCESS & IMPORTANT DATES

Applicants should complete the school's application form and submit by email to Miss Michelle Andrews, HR Officer at michelle.andrews@westonbirtschool.uk The application form may be accompanied by a covering letter of no more than one page.

The closing date for applications is 11am on Friday 8 July 2022

This role is to commence in September 2022.

CONTACT DETAILS

If you have any queries or would like further information, please do not hesitate to contact Miss Michelle Andrews, HR Officer on michelle.andrews@westonbirtschool.uk.

Westonbirt Schools are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.

Job Description – 1:1 Teaching Assistant

Overview

- To provide full time one-to-one support for a Year 7 pupil who is an occasional wheelchair user.
- To work individually and in a class environment to support learning.
- To liaise with teachers and SENDCO on content of delivery and outcomes of lessons.
- To monitor and support the social and physical development of the child.
- To communicate regularly with parents on development.

Main Responsibilities and Tasks

- To assist the Subject Teacher to deliver the curriculum to an individual child who has special educational needs.
- To support the child in order for them to physically access the school site safely including through use of a wheelchair where necessary.
- To monitor, evaluate and record the child's progress and attainment in order to feedback to the teachers, SENDCO and parents as appropriate.
- To assist teachers in the creation and implementation of Individual Education Plans for the nominated child.
- To work on individual programmes and strategies with the child under the direction and guidance of the class teacher and in accordance with the SENDCO.
- To communicate with parents, Form Tutor and SENDCO on the child's development and future targets.
- To provide pastoral support to the nominated child.
- To follow and implement the school's rules and policies, including those on behaviour and safeguarding.
- To participate in school activities, attend meetings and training and perform supervision duties as appropriate.
- To be aware of the school safeguarding policy and to act according to its instruction.
- To establish constructive relationships and communicate with parents and outside agencies /professionals.
- To be punctual and diligent in the execution of your duties.
- To undertake such other duties as are required by the Head of Learning Support and the Headmistress.

Person Specification

The successful candidate will have the following skills, experience and qualities:

Essential attributes:

- Excellent communication skills with children and adults.
- A relevant NVQ or similar qualification related to working with children.
- The ability to work as successfully as part of a team.
- Empathy, compassion and positivity.
- Good written communication skills.
- A sense of responsibility and able to use their initiative.
- A constructive and problem-solving attitude.
- Adaptability and flexibility.

Desired attributes and experience:

- Experience in a school-based role or having worked alongside children.
- Experience of working with children with special education needs.