



EATON HOUSE BELGRAVIA SCHOOL

Required for an Immediate Start

Learning Enrichment Assistant (Full-time/Part-time)

Eaton House School

Eaton House Schools comprises of five individual schools spread across two sites. All the Schools are well known for their academic prowess 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.

Eaton House Belgravia School has a non-selective entry into a co-ed Nursery for girls for boys aged 4 to 11 years old. We strongly believe that the pupils should be given maximum opportunities to excel and fulfil their potential. We provide a wide and varied curriculum within a structured and traditional yet forward-thinking environment.

Eaton House is well known for its academic prowess and outstanding results in placing boys at 7+ and 8+ into the leading day and boarding Preparatory Schools. There is an emphasis on encouraging individual areas of talent as well as instilling confidence, self-worth and respect for others.

Eaton House School was established in 1897 and since 1937 has been housed in two adjoining white stucco buildings on Eaton Gate between Eaton Square and Sloane Square.

Job Purpose- To work with the Head of Learning Enrichment (HLe) to:

- establish outstanding provision within Learning Enrichment. The LE assistant will have allocated responsibilities within LE as their primary focus.
- oversee a coordinated approach to LE interventions across the school
- assess and identify students for Booster and LE literacy/numeracy interventions
- devise targets and deliver appropriate literacy, numeracy and social skills interventions to a range of pupils with educational needs. These may be small group or personalised and will be influenced by up-to-date academic data and with reference to professional reports, EHCPs and Annual Reviews, as appropriate
- provide some in-class support, as agreed with the HLe
- closely and regularly review progress of students attending interventions, keeping Provision Map up to date at all times and providing individual reports to parents/carers and impact reports for the HLe
- contribute to the identification and review of support strategies
- actively and accurately contribute to the Annual Review process
- deputise in the absence of the HLe

- ensure that all pupils who have SEND develop in confidence, independence and readiness for their next steps.

Qualifications and knowledge

- A positive individual who has a passion for supporting SEN pupils
- A qualification in SEN is preferable and not a pre-requisite
- Awareness of phonics and knowledge of how reading is taught
- A general awareness of the literacy and numeracy national curriculum requirements at KS1/ KS2
- Understanding of inclusive practices which offer equality of access to the curriculum for all, including Quality First Teaching strategies
- Knowledge and experience of writing targets, lesson plans, developing resources and assessing pupil's work
- Suitable level of ICT skills and experience of how new technologies can be used to raise achievement

Skills and abilities

- The ability to work as part of a team and to develop and maintain positive relationships with teachers and other support staff
- Strong ICT skills
- The ability to create a motivating and safe learning environment for all pupils
- Strong communication skills both writing and speaking
- Ability to lead and manage own work effectively and take responsibility for own professional development
- Excellent time management skills and the ability to prioritise and meet deadlines under pressure
- Ability to motivate pupils and raise their aspirations through a range of strategies

Salary

The School has its own competitive salary and salaries are reviewed annually. A Workplace Pension Scheme is available to all staff.

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.

Applications

Please send by post or email a completed and signed application form, along with any administrative enquiries, to hr@eatonhouseschools.com.

Any queries about the specifics of the role should be addressed to the Head of Human Resources, Miss Jessica Morse, at hr@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.