



INFORMATION FOR APPLICANTS
LEARNING ASSISTANT
FOR PRE PREP
FULL TIME
COMMENCING SEPTEMBER 2019

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Dear Candidate,

Thank you for your interest in the position of Learning Assistant in our Pre Prep at Edge Grove. We are very excited about this role and the opportunities it affords. You will find a lot more information about it and the school in the attached pack but I wanted to give you a sense of the context of this appointment.

I am now in my seventh year of Headship at Edge Grove and I live on site with my wife, Alex, who is very much involved in the life of the school, and our two young children, Edward and Thomas. This is a unique community and we are all aware that we are lucky to be living and working in this school. Edge Grove pupils are all very much individuals but characterised by their generosity of spirit, tremendous enthusiasm, confidence and good manners. They approach school life with committed engagement making the most of the many opportunities available. We are entirely committed to providing an academically rigorous and creative education within a secure and happy environment where our pupils feel nurtured and valued.

Pupil numbers are buoyant and in the last six years they have increased by 45%. We are now at capacity and have started a number of development projects to ensure that all our facilities complement the excellent standards of teaching and learning. In recent years, we have introduced dedicated facilities for textiles, graphic design and home economics, refurbished our two science laboratories to a very high standard, provided two dedicated and interactive language classrooms and significantly enhanced our IT infrastructure and capability.

In September 2017, we opened our state of the art Pre School for our youngest pupils in Aldenham Village and work is underway on the new £3.6 million Lower School due for completion in September 2019.

I am aware that job descriptions and person specifications can appear rather daunting when one reads the full list of requirements and responsibilities. Please be reassured! We are looking for candidates who are keen to become part of the Edge Grove community, who can bring great personality, experience, innovation and commitment to the role and who have clear enthusiasm for preparatory education in the 21st century. Attitude and approach are just as important as qualifications and experience although do note that we will insist upon a recognised teaching qualification.

If you have any further questions, please do not hesitate to ask but in the meantime, thank you again for your interest in the position. Good luck!

Best wishes,



Ben Evans
Headmaster



THE SCHOOL

Founded in 1935, we are a vibrant and successful day and boarding prep (IAPS) school for boys and girls aged between 3 and 13, characterised by a genuine commitment to the pursuit of excellence. There are currently around 500 pupils at the School with a family style environment for our 50 boarding beds utilised by a range of weekly and flexi boarders. The School employs around 120 staff.

We are fortunate to be situated within 48 acres of parkland, only 15 miles from central London and conveniently located close to the M1 and M25 motorways. Our wonderful setting and facilities ensure our children are exposed to a wide range of experiences and develop confidence in a challenging, fun and inspirational environment.



At Edge Grove we offer a holistic education by encouraging the development of the whole individual, seeking to find and foster talent whether in the classroom, the art room, in music, on the stage or on the sports field. We firmly believe that all children can and will excel at something.



We encompass the traditional values of good manners and self-discipline coupled with a modern and progressive approach. We offer an education that instils self-assurance and a passion for learning that stays with children for the rest of their lives. Our first class teaching resources, strong academic approach and accessible and enjoyable teaching methods allow pupils to progress individually and reach their true potential in all spheres of school life.

to suit their academic and extra-curricular strengths. Edge Grove pupils characteristically approach the next stage of the educational journey with confidence and distinction.

Edge Grove was most recently inspected under a full integrated ISI inspection in September 2015 and was awarded 'Excellent' across all nine inspection categories. The report highlights how successful the school is in achieving its ambitious aims, including that of providing high standards of academic achievement through innovative teaching to ensure all pupils reach their full potential. It also reflects the importance the school places on learning in its broadest sense and in the recruitment and development of outstanding teachers and leaders.

Our November 2018 ISI Regulatory Compliance Inspection confirmed that we are fully compliant in all the standards, including the Early Years Foundation Stage and the National Minimum Standards for Boarding.



Working at Edge Grove offers the opportunity to be part of a vibrant and welcoming community, committed to academic excellence and the highest standards of pastoral care for its pupils. The Governors consider the development of excellence in the education offered to the pupils to be the underlying purpose of activities undertaken by all staff.

OUR AIMS

To provide a secure and happy environment in which children feel safe, nurtured and valued.
To promote high standards of academic achievement through innovative, reflective teaching, focussed assessment and a rigorous curriculum to ensure all pupils reach their full potential.
To promote a spiritual and moral awareness in our pupils based on the values of respect, empathy and kindness; developing a sense of service to the school community and beyond.
To foster self-confidence and a lifelong love of learning so that pupils leave as mature, engaging and thoughtful children.
To provide a wide range of opportunities in a co-educational environment to enable pupils to discover and develop interests and expand their experience.

OUR GUIDING PRINCIPLES



Teaching and Learning

The National Curriculum is followed in the Pre Prep (Nursery to Year 2) and in years 3 to 8, the National Curriculum and ISEB 11+ and 13+ curriculums form our main programmes of study.

In Pre School and Reception the principles of the EYFS are broadly followed with a focus on problem solving and creativity, both in the classroom and outdoors.

In year 1 and year 2 the National Curriculum guides our planning enhanced by an emphasis on independent learning and creativity.

Pre Prep

Pupils are class based with specialist teachers for Forest School, P.E. and games, art, music and French.

Lower School

Pupils are class based and set for English and maths. They have specialist teachers for art, music, drama, technology (home economics, textiles and graphic design), computing, French, P.E. and games.

Upper & Middle Schools

Years 5 to 8 are taught exclusively by specialist teachers and develop their independence through having to move around the School during the day to separate faculty areas. All pupils have a form tutor who is responsible for their pastoral care.

Our programmes of study are designed to be creative, innovative and engaging as well as academically rigorous, incorporating the principles of Building Learning Power to enable our pupils to be confident and independent learners. We also aim to equip our pupils with the skills necessary to lead successful lives in the 21st century; resilience, confidence, assertiveness.

We take pride in the vast range of options we offer our parents for their children with staggered pick up between 4pm and 6pm, activity choices over a five day week including an option for prep.

Pupils either take 11+ in Year 6 and move on to a range of local independent schools or stay on for Common Entrance (13+) and entry to a range of leading Public Schools.



THE ROLE

A Learning Assistant in the Pre Prep working in close collaboration with other Learning Assistants as well as the Head of Pre Prep and the Class Teacher to support the provision of education to the children in the class.

The post is offered on a full-time basis.

At Edge Grove we are looking for excellent professional skills, drive, imagination and the ability to motivate pupils in order to bring out the best in them. The person appointed will work well in a team and show initiative when working with colleagues and pupils.



THE PRE PREP DEPARTMENT

The Pre Prep Department consists of the Early Years Foundation Stage (Pre School and Reception) and KS1 (Years 1 and 2) occupying secure and well-resourced accommodation within the main school site, sharing many of the facilities with the older school years. There are currently 150+ pupils in Pre Prep with Reception, Year 1 and Year 2 having three classes per year groups with 18 children per class. In September 2017, the Pre School setting relocated to a new refurbished and state of the art facility in Aldenham Village, approximately 1 mile from the main School. Pre School can accommodate up to 40 children aged 3+.

We recognise the importance of keeping the children's interests at the heart of what we do. Alongside this, group enquiry is fuelled by timely topics which inspire rigorous, creative and meaningful learning. These topics also provide cross-curricula links in English and Maths.

MAIN RESPONSIBILITIES

PROFESSIONAL RESPONSIBILITIES

- Support the School in its aims, ethos and objectives
- Promote the academic ethos and life of the school.
- Set high expectations in terms of enthusiasm for learning.
- Dress in a way that is commensurate with the school working environment.

TASK AND DUTIES

Teaching and Learning

- Assist in the educational and social development of pupils under the direction and guidance of the Head of Pre Prep, Learning Success co-ordinator and Teachers.
- Help pupils to develop their literacy and numeracy skills and to improve their attainment across the curriculum.
- Develop an understanding of the specific needs of pupils to be supported.
- Provide support for individual pupils and small groups of pupils inside and outside the classroom to enable them to fully participate in activities.
- Seek to motivate, support and stretch pupils to achieve their full potential.
- Assist teachers with maintaining pupil records.
- Support pupils with special educational needs and help develop their social, emotional and intellectual skills.
- Work with other professionals (SEN specialists etc) as necessary.
- Develop appropriate resources to support pupils.
- Be fully aware of programmes of study, schemes of work and daily learning objectives.

Staff Meetings

- Participate in weekly or more frequent meetings and Staff training at the school which relate to the curriculum for the school or the administration and organization of the school.
- Attend all Staff INSET at the beginning and end of terms and as directed by the Headmaster.

Discipline and Relationships

- Maintain good order, discipline and respect for others among pupils.
- Promote an understanding of the school's code of conduct and values.
- Develop relationships with and between pupils conducive to optimum learning.

Assessments, Reports and Communication with Parents

- Keep records of pupils' performance for internal assessments.
- Build and maintain co-operative relationships with parents and communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.

Appraisal or Review of Performance

- Participate in the school's appraisal process and attend review and follow-up meetings as required.

Professional Development

- Keep up-to-date with current educational thinking and practice by both personal study and attendance at school training sessions, meetings and courses (IAPS, Herts for Learning).

School Policies

- Be familiar with all school policies, both those pertaining to teaching and school life in general and ensure they are accurately and consistently implemented.

Corporate Life

- Take part in the corporate life of the school by attending assemblies, school productions and major events and supervising pupils before and after School sessions.
- Cover for absent colleagues and carry out other supervisory duties as required.
- Contribute to the extra-curricular life of the School as required.



- Where a specific subject leading role is agreed in addition to the base LA role:
 - Work with HODs, Key Stage Co-ordinators and Subject Co-ordinators as appropriate to the subject.
 - Teach according to the educational needs of the pupils assigned to him/her, including setting and marking work considered desirable for the good performance of the pupils in terms of academic and social development.
 - Seek to motivate, support and stretch pupils to achieve their full potential in that subject.
 - Provide written reports for individual pupils and be available to meet formally with parents of children in your subject/class as agreed with the Head of Pre Prep.
 - Comply with the Teachers' Standards as published by DfE 2013 as may be subsequently amended.

Administrative Duties

- Prepare and present displays of pupils' work.
- Help make and maintain basic teaching resources.
- Support Teachers in all administrative tasks in order to support teaching.
- Undertake other duties from time to time as the class teacher requires.
- Carry out supervision and other duties in support of other staff. This could include accompanying a school trip.

Standards and Quality Assurance

- Set a good example in terms of punctuality and attendance.
- Model acceptable behaviour; supervise and control children, encourage good social skills and adhere to defined standards.
- Attend all phase meetings and participate in all planning sessions.
- Attend weekly whole-school staff meetings and training sessions.
- Attend relevant INSET as directed by the Head of Pre-Prep/Headmaster.
- Be proactive in matters relating to health and safety and general well-being of the children.
- Be familiar with all school policies, both those pertaining to teaching and school life in general, and ensure they are accurately and consistently implemented.
- Participate in the school's appraisal process and attend review meetings as required.
- Assist with parental liaison under the direction of the class teacher.
- Be available to staff during break times to discuss pupils.

Corporate Life

- Take part in the corporate life of the school by attending assemblies, school productions and major events and supervising pupils before and after school sessions.
- Cover for absent colleagues and carry out other supervisory duties as required.
- Contribute to the extra-curricular life of the school e.g. after-school clubs and activities as required.



JOB SPECIFICATION

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications	<ul style="list-style-type: none"> • Qualifications : Level 3 NVQ in Early Years Education and Childcare • GCSE Maths and English or equivalent. 	<ul style="list-style-type: none"> • Paediatric First Aid Qualification • Basic Food Hygiene Certificate Level 2
Experience	<ul style="list-style-type: none"> • A thorough knowledge of EYFS 	<ul style="list-style-type: none"> • Recent experience in an Early Years' setting / KS1 class environment
Ability / skills	<ul style="list-style-type: none"> • Professional and mature approach to work • Enthusiastic, flexible, reliable and conscientious in your care of the children, with the ability to inspire and motivate children. • Effective team member with excellent communication skills with peers • A nurturing approach to teaching and learning • Show initiative in your dealings with children in different situations. • Awareness of the need to follow set policies and guidelines within a caring and safe environment for the children • Be flexible in your approach to tasks • Powers of self-evaluation and a critical approach to own practice. • A clear understanding of recent developments in teaching and learning • Personal integrity, honesty, energy and stamina • Excellent communication skills with teachers and parents 	
General	<ul style="list-style-type: none"> • An exemplary attendance record in his/her present and previous employment 	
Personal Attributes	<ul style="list-style-type: none"> • Friendly, sympathetic and supportive personality • Energetic, motivated and enthusiastic 	

CHILD PROTECTION

In the context of his/her employment the member of staff will frequently be in the presence of children and must therefore have appropriate levels of training in child protection. All members of staff must comply with the School's Safeguarding Policy which is posted on the School's website and staff intranet. 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 and welfare of our pupils, these concerns must be reported immediately in accordance with the policy.



TERMS & CONDITIONS

Salary

By negotiation depending on qualifications, skills and experience and in accordance with the School's pay policy. This available on the website at <https://www.edgegrove.com/contact-us/job-vacancies/>

Hours of Work

For full time Learning Assistants in the Pre School the hours are laid down as being Monday to Friday 08:00 to 17:00 during term time. For full time Learning Assistants in the Pre Prep on the main site, these are laid down as being Monday to Friday 08:00 to 18:00 during term time. Staff are required to attend as advised during INSET days and on other days of required attendance. As with all its staff, the School may require you to work outside these hours to meet its 'reasonable' needs (e.g. open days and the like). There are usually eight inset days during the year scheduled as being three days prior to the start of the autumn, two days prior to the start of spring and summer terms and one day post the end of the summer term.

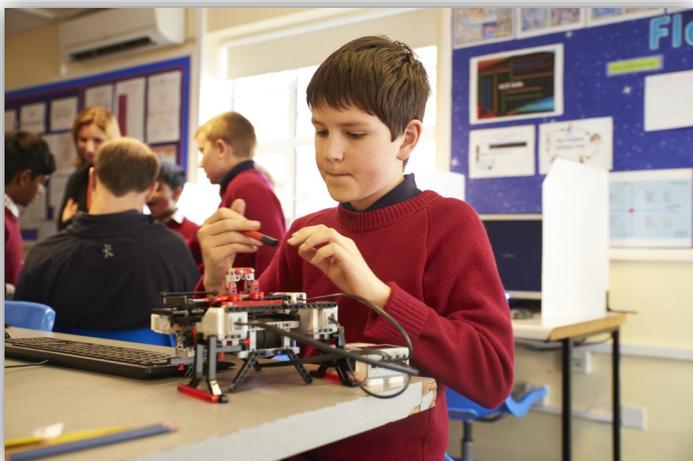
Probationary Period

This appointment will be subject to the completion of a probationary period of three months to the satisfaction of the School. During this period, notice will be one week on either side.

Pension

The School participates in a group personal pension scheme with Aegon into which you will be entitled to be enrolled. This is a contributory scheme into which you may, subject to legislation, elect to pay any percentage of your salary; the School will contribute matched funding of up to a maximum of 7.5% of your basic salary.

Should you wish not to enrol into this scheme, you will be automatically enrolled into the Edge Grove Pension with Nest and employee and employer contributions will be set at the minimum required by legislation. Regardless of choice, your pension arrangements will take effect from the first day of your employment. You will receive information which describes the benefits payable under the scheme from the pension provider. The School reserves the right to change the basis of rate of scale of benefit or to amend the scheme provisions.



Private Medical Insurance

The post holder is eligible to join the School's private medical insurance scheme. The School subsidises the premium by 2/3 (which becomes a taxable benefit) and staff contributions are deducted monthly from salary. Full details are available from the Bursar.

Lunches

The post holder will be entitled to free School lunches during term time. These will generally be taken with the children.

Parking

Staff may park in designated areas on the School site at no cost – please note that all vehicles are parked at the drivers' risk.

Dress Code

Teachers and support staff are expected to set an example to pupils and should dress appropriately at all times.

Smoking

The School operates a no smoking policy.

Health & Safety

The School takes its obligations under the Health & Safety at Work Act seriously and the post holder will be required to comply with all aspects of the School's Health & Safety policy, particularly in relation to safe working practices. All staff must keep up to date with the School's health and safety policies which are regularly updated and posted on the staff intranet.

Data Protection

Personal data collected will be used during the recruitment process, and if you are successful will be added to your employee record. If you are unsuccessful, the information will be retained for six months following the completion of the recruitment process after which all details or papers relating to your application will be securely destroyed. For further information on how we use your information and who we may share it with, please refer to the Staff Data Protection Privacy Notice which is available on our website <https://www.edgegrove.com/contact-us/job-vacancies/>

Recruitment, Selection and Disclosure

Edge Grove is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service. Our full policy is available at <https://www.edgegrove.com/contact-us/job-vacancies/>

Equality and Diversity

The School is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.

For operational reasons, the School reserves the right to transfer you to alternative duties. For this reason it is a condition of employment that you are willing to do so, if requested, from time to time.

APPLICATION DETAILS

This post, as with all others, is subject to the School's policy on Recruitment, Selection and Disclosure which is available on the School's website at <https://www.edgegrove.com/contact-us/job-vacancies/>

The closing date for applications is **9.00 am Friday 1 March 2019** and interviews will formally be held during the following week but suitable candidates may be interviewed at any stage so an early application is advised.

Interested candidates should apply by email only to Verena Clark via hr@edgegrove.com including a fully completed application form which is available from the School's website at <https://www.edgegrove.com/contact-us/job-vacancies/> together with a typed letter of application addressed to Mr Ben Evans, Headmaster, in either pdf or MS Word format. CVs are not accepted on their own but may be added to the application if deemed necessary.

To arrange an informal visit to the School or to discuss the role in confidence with the Head of Pre Prep, please contact Verena Clark as above.