



One-to-One Learning Assistant Candidate Specification

Required September 2024

Dear Applicant

Thank you for your interest in the role of 121 Learning Assistant at Edge Grove. This is a part-time position and the start date is for September 2024. The role is funded through the local authority for a pupil with an EHCP and is for 20 hours a week, working daily from 8.30am to 12.30pm, dependent on the pupil's continued attendance at the school and the continued Local Authority funding.

The School seeks to employ an inspiring, child-centred and dynamic individual who will work collaboratively and proactively to celebrate and promote the excellence of Edge Grove's Mission, its core Values and its pupils' remarkable progress and outcomes.

The successful candidate will work directly with a KS2 pupil who requires additional support to access the curriculum. The Learning Assistant will work closely with the Form Teacher to ensure that the pupil makes the best possible progress and this will involve both supporting in the class and the pupil individually where appropriate. The role will also entail some one to one and small group work outside of the classroom supporting the pupil with their emotional and social skills. The successful candidate will have strong English and Maths skills and will ideally have experience in a similar role and/or an understanding of neurodiversity within children.

The job description which follows identifies the scope of the role, including the breadth of activities on which the successful candidate will report to the Head of Learning Support.

Inspiring children are at the centre of an Edge Grove education and the School provides them with the space to enjoy their school days, feel a sense of genuine belonging and pride and to develop their own unique character and creativity. Through this, they have fun, collaborate with others and learn life skills which prepare them to thrive in the next stages of their education, fulfil influential roles in society and lead balanced and fulfilling lives.

If the words above strike a chord and you would like to be a part of our talented Learning Support Team, please read on!

I hope that this document provides you with all of the information that you need about this wonderful role; if you have any further questions, please do not hesitate to contact the School or refer to our website at www.edgegrove.com

I look forward to receiving your application and meeting you.

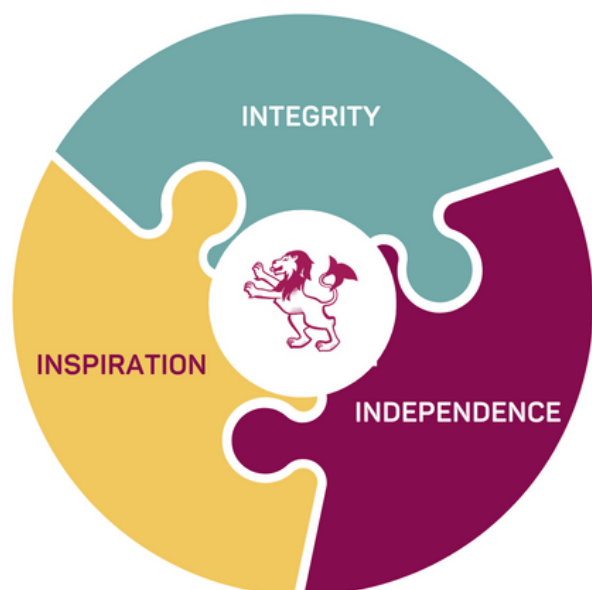
With best wishes,

Yours,



Ed Balfour
Head

Edge Grove School Mission and Values



Edge Grove is a leading UK prep school for boys and girls aged 3-13.

Whatever their unique heritage and identities, all pupils develop **Integrity**, **Independence** and **Inspiration**.

INTEGRITY

Pupils feel healthy, safe, happy and proud to belong and be a unique part of the Edge Grove community. They enjoy friendship and fun, promote kindness, and live and grow in alignment with the following self-elected 16 core Values:

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|------------------|-------------------|---------------|---------------|
| 1. Confidence | 5. Unity | 9. Creativity | 13. Kindness |
| 2. Passion | 6. Responsibility | 10. Integrity | 14. Respect |
| 3. Determination | 7. Risk-Taking | 11. Trust | 15. Humility |
| 4. Diversity | 8. Sportsmanship | 12. Empathy | 16. Tolerance |

INDEPENDENCE

Pupils develop, through child-centred active learning, intellectual, physical and spiritual confidence and independence, self-motivation and agency across a broad range of academic, co-curricular and pastoral activities and experiences. They ask and answer questions, develop curiosity, a Growth Mindset, passion and entrepreneurship.

INSPIRATION

Pupils hone the following transferable, lifelong World Economic Forum skills for future success and personal fulfilment:

- | | |
|--|---|
| 1. Analytical thinking and innovation | 6. Creativity, originality, and initiative |
| 2. Active learning and learning strategies | 7. Leadership and social influence |
| 3. Complex problem-solving | 8. Reasoning, problem-solving, and ideation |
| 4. Critical thinking and analysis | 9. Emotional intelligence |
| 5. Resilience, stress tolerance, and flexibility | 10. Technology design and programming |

Job Description

Post: One-to-One Learning Assistant
Responsible to: Form Teacher and Head of Learning Support

PROFESSIONAL RESPONSIBILITIES

- Support the School in its Mission and Values;
- 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.

TASKS AND DUTIES

Teaching and Learning

- Provide support for an individual pupil and, when appropriate, small groups of pupils inside and outside the classroom to enable them to fully participate in activities under the direction and guidance of the Form Teacher, Head of Learning Support and Assistant Head (Middle);
- Support pupils with special educational needs and help develop their social, emotional and intellectual skills;
- Ensure that progress made in Phonics, English and Maths is strong;
- Assist in the implementation of the strategy outlined in the pupils Education, Health and Care Plan and monitor their progress;
- Develop an understanding of the specific needs of pupils to be supported;
- Seek to motivate, support and stretch pupils to achieve their full potential;
- Work with other professionals (SEND specialists etc) as necessary;
- Develop appropriate resources to support pupils;
- Be fully aware of programmes of study, schemes of work and daily learning objectives.

Administrative Duties

- Help make and maintain basic teaching resources;
- Be prepared to undertake other duties from time to time as the form teacher requires;
- Be prepared to 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 any training that is necessary to fulfil the role;
- 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.

An Edge Grove teacher demonstrates consistently high standards of personal and professional conduct.

The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career:

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
 - Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position;
 - Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions to showing tolerance of and respect for the rights of others;
 - Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
 - Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of Edge Grove, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

What is set out above amounts to a statement of what may be regarded as minimum expectations, not an exclusive summary and may be amended at the reasonable discretion of the Head to meet the changing needs of the School.

CHILD PROTECTION

In the context of their employment a member of staff will frequently be in the presence of children and will have appropriate levels of training in child protection. All members of staff comply with the School's Child Protection and Safeguarding Policy that is posted on the School's website. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety and welfare of pupils, they report concerns immediately in accordance with the Policy.

What is set out above amounts to a statement of what may be regarded as minimum expectations, not an exclusive summary and may be amended at the reasonable discretion of the Head to meet the changing needs of the School.

SALARY AND BENEFITS

Edge Grove offers its staff attractive salaries and pay progression compared to the wider education sector. We reward experience and responsibility and will discuss the salary for this position with candidates at interview.

Other benefits include:

- Access to a group personal pension scheme;
- Life Assurance Cover which provides death in service cover;
- Income Protection Benefit;
- Free school lunch and refreshments during term time whilst the kitchen is operating;
- Parking on site in designated areas at no cost, although all vehicles are parked at the driver's risk;
- Access to an Employee Assistance Programme;
- Cycle to Work Scheme

TERMS AND CONDITIONS OF EMPLOYMENT

- All appointments are subject to an enhanced check with the Disclosure and Barring Service and at least two references from past employers, including any school employment during your career;
- All staff comply with the School's Child Protection and Safeguarding Policy.
- All staff set an example to pupils and dress appropriately at all times;
- The School operates a no smoking and no vaping policy;
- The School takes its obligations under the Health & Safety at Work Act seriously and the post holder requires all staff to comply with all aspects of the School's Health & Safety Policy, particularly in relation to safe working practices;
- All staff keep up to date with the School's current policies and posted on the staff shared drives;
- The School reserves the right, for operational reasons, 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.

DATA PROTECTION

The School collects personal data during the recruitment process, which it adds to the successful candidate's employment record. The School retains application information on unsuccessful candidates for six months after the completion of the recruitment process; after this, it will securely destroy it. For further information on how we use your information and with whom we share it, please refer to the Staff Data Protection Privacy Notice available on our website.



RECRUITMENT AND SELECTION

Edge Grove School Trust Limited is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All applicants undergo child protection screening. This post is exempt from the Rehabilitation of Offenders Act 1974. The School carries out pre-employment checks, seeks references and conducts an Enhanced DBS check and other relevant checks with statutory bodies on the successful candidate.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders as part of our Recruitment, Selection and Disclosures Policy. If you are shortlisted, you will declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account. Guidance will be provided when you are invited to interview.

Please read the Recruitment, Selection and Disclosure Policy which is available on our website and should be read before making your application.

Please fully complete an application form which can be found on the About Us / Job Vacancies page on our website www.edgegrove.com. Please email the completed form and an accompanying letter of application addressed to the Head, to hr@edgegrove.com. Applications must arrive prior to the closing date and time. CVs are not accepted.

Please refer closely to the 'Notes for Applicants' page in the application for employment and ensure that you are aware of your responsibilities relating to the declaration of criminal convictions and cautions for a position within the School.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who are invited to interview.

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.

To arrange an informal visit to the School or to discuss the role in confidence, please contact the Head via hr@edgegrove.com or 01923 855724.





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edgegrove.com

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