



# LORENDEN

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## **1:1 Pupil Support Assistant Vacancy**

**Part time, fixed term contract from appointment until 8 July 2023 in the first instance**

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### **Introduction**

Lorenden Prep School is a small school of approximately 120 pupils, ages 3-11, with an excellent local reputation; most pupils come to the school from recommendations from other parents or staff. It is a friendly, family environment with one form entry and with high expectations of pupils of all ages. This year Lorenden celebrates our 30th anniversary. Lorenden was awarded the highest grades of 'Excellent' in all categories in its most recent Educational Quality Inspection by ISI. The Head is a member of IAPS and Lorenden is within the Methodist Independent Schools Trust.

Lorenden has flourished because staff have given generously and willingly of their time and energy to aid the academic and personal development of the pupils in the many forms that this may take.

It is the abiding hope of the Governors and Head that all staff will approach their employment by the school in that same spirit. We develop self-disciplined, thoughtful children with a cheerful 'can-do' attitude to life and a strong sense of fair play. We thoroughly prepare our children socially, physically and intellectually for secondary education so that they can take with them happy memories of their time with us.

We are looking for a dedicated person to work with a child who is currently in Year 1. This would be for 4.5 hours per day as a 1:1 Support Assistant across lessons, playtimes and lunchtime. You will be kind, have patience, have the ability to explain clearly and have a genuine interest in helping a child to do the best they can.

This is a very rewarding position in a friendly school.

## **Scope**

The role is offered on a rolling termly contract, subject to need, and with a half term's notice.

The role is part-time. This means Monday-Friday (5 days per week), 8:30am-1:00pm, for a total of 22.5 hours per week. There is scope for some flexibility with regards to the times of day when the successful candidate would be working - our priority is to find the right person.

The position is based in Year 1.

The role reports to the Head.

A full induction to the school will be given.

Competitive salary.

## **Job Description**

- To engage the child in activities on their own and with others across the curriculum and at play.
- To foster independence in the child and support as required.
- To encourage learning in all areas.
- To supervise and guide at play times and unstructured times.
- To assist with lunch arrangements.
- To work with the direction of class teachers, whilst using a large amount of initiative, independence and proactive behaviour.
- Maintain excellent communication with parents, teachers and TA.
- Assess and track the pupil's development as directed by the class teacher.
- Ensure own familiarity with key school policies and ensure policies are followed at all times.
- Undertake mandatory training (e.g. safeguarding) as required.

## **Person Specification**

Good level of understanding in Maths and English.

Recent experience of supporting a child or children in a school or home-schooling environment (desirable).

Teaching Assistant qualification (desirable).

Ability to explain concepts clearly and in different ways appropriate to the child.

The ability to work productively as part of a team.

Work using own initiative.

Flexible and adaptable to situations.

Compassionate.

Organised.

Kind and honest.

Confident.

Resilient.

Committed and willing to go the extra mile.

High expectations of pupils.

Friendly and approachable to colleagues, parents and pupils.

Uphold the Lorenden ethos of: We Care; We Share; We Strive; We Succeed.

Rigorous understanding of safeguarding procedures and best practice.

## **Dates and Deadlines**

Deadline for Applications: 12pm on Monday 30th January 2023.

*References will be sought for shortlisted candidates prior to the interview date.*

*Applications are only accepted on the application form and should be returned to the school by post, by hand or emailed to [office@lorenden.org](mailto:office@lorenden.org)*

***We reserve the right to deal with applications as they are received and therefore interview and appoint before this date, if appropriate. We therefore encourage applications in advance of the deadline for applications.***

*Please email Mrs Nicola McIntosh, School Secretary, at [office@lorenden.org](mailto:office@lorenden.org) with your contact details if you would like an informal discussion about the post.*

***Lorenden Prep School is committed to safeguarding and promoting the welfare of children, and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and Disclosure and Barring Service.***

***Safeguarding is of the highest priority at Lorenden and forms part of the interview and reference checks.***