



**(HMC & IAPS, CSA, Co-educational, Boarding & Day)
(Church of England Foundation)**

Appointment of Learning Enhancement Teaching Assistant (Full Time) From September 2019

THE SCHOOL

St Edmund's School is a co-educational day and boarding school with c. 570 pupils from the ages of 3 to 18. The Pre-Prep, Junior, and Senior Schools are on the same site and are closely integrated, using the same Chapel, music and art facilities, dining hall, science laboratories and sports hall. The school prides itself on its friendly, family environment where every pupil and staff member is known and valued.

The school is officially designated "a school of religious character". The Choristers of Canterbury Cathedral, who are full members of the Junior School, were incorporated into St Edmund's in 1972 and the Archbishop of Canterbury is Patron of the school. The Head is a member of the Headmasters' and Headmistresses' Conference (HMC) and the Master of the Junior School is a member of the Incorporated Association of Preparatory Schools (IAPS) and of the Choir Schools' Association (CSA).

Although the majority of children are day pupils, one quarter of the school's pupils are boarders, from a wide range of backgrounds. The school operates a five-day teaching week, but also runs a Saturday morning activities programme which is optional for Senior School day pupils. All boarders participate in both Saturday and Sunday activities programmes.

The school adjoins the University of Kent and is able to make use of many of the University's facilities: The Templeman Library, the Gulbenkian theatre and the public lectures amongst others. London's West End is within easy reach. Further information about St Edmund's may be found on the school's website: www.stedmunds.org.uk.

THE DEPARTMENT

The Department of Learning Enhancement plays a vital role at St Edmund's School and we pride ourselves in the knowledge that we get to know our pupils as individuals and build strong nurturing relationships which span both the academic and pastoral. The department currently consists of the Director of Learning Enhancement 3-18, one full time Learning Enhancement teacher and one part-time Learning Enhancement

teacher. The department assists those whose work is made more challenging by needs in the following four broad areas:

1. Communication and interaction
2. Cognition and learning
3. Social, emotional and mental health difficulties
4. Sensory and/or physical needs

For each pupil we teach, we teach to boost their self-esteem and capitalise on and increase their strengths as well as remediating areas for development. We are looking for a candidate who has very high expectations of themselves and others and works well within a team. The school places a high priority on professional and career development. All staff receive a full induction and support programme throughout the year to achieve their performance management targets.

The Role

The selected applicant will work 1:1 with a number of students across the school as well as teaching small groups of students and some in class support. Working closely with the Director of Learning Enhancement, Learning Enhancement teacher, subject teachers and outside agencies you will raise attainment levels, while also working on social skills and emotional regulation. Previous experience working with secondary school age students with AEN is essential. This post is a salaried full time position and you will be required to work a small amount of evening and Saturday duties across the year. The successful applicant will need to have high standards of work ethic in terms of motivation, presentation, punctuality, professional standards and team work and have a positive sense of humour. They must be able to follow instructions but also work by using their own initiative.

Key Responsibilities:

- One to one and small group work
- Deliver engaging, well thought out sessions that suit the specific needs of the students.
- To support individual students in lessons to make progress relative to the rest of the class up to GCSE level.
- Provide support and encouragement to children and young people.
- Develop and use effective communication systems appropriate to audience.
- To liaise regularly with the subject teacher and Director of Learning Enhancement to ensure that targets are being met.
- To work with professionals to gain an understanding of the needs and develop strategies for effective teaching and management of student.
- Work with the school's agreed behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.

Key skills and experience:

- Team Player
- Enthusiastic with a friendly approach
- Flexibility
- Dedicated
- Resourceful
- Professional
- Ability to communicate sensitively and effectively with a variety of pupils and staff.
- Be creative and hardworking
- Have a calm, patient and encouraging manner, with an ability to make learning fun.
- Have high expectations
- Be committed to getting the best out of every pupil
- Knowledge and experience with ASC, SEMH and communication needs
- Previous Learning Support experience
- It is essential that the applicant has good literacy/numeracy skills and should preferably hold a teaching assistant qualification.
- Be familiar and up to date with SEN Code of Practice.

CONDITIONS OF SERVICE

Subject to spaces being available fee remission of 50% is available to full-time members of staff, pro-rated for part-time members of staff. Lunch is offered free-of-charge for all staff whose working hours encompass the time of school lunch and who accept the necessary supervisory role of staff and pupils during this period.

St Edmund's School Canterbury 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 Service (DBS).

Personal information provided by candidates will be kept on a secure file in the school in line with GDPR legislation and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do.

APPLICATIONS

Applications must take the form of a completed Staff Application for Employment Form, full curriculum vitae, and a concise covering letter outlining the candidate's suitability for the post. The names and contact details (including emails) of two referees are required.

The deadline for receipt of applications is **9.00am Friday 3rd May 2019**. Applications should be emailed to slh@stedmunds.org.uk or posted to:



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