



St Edmund's Junior School

Appointment of Learning Support Assistant

(Full Time – Immediate start available)

THE SCHOOL

St Edmund's School is a co-educational day and boarding school with c. 550 pupils from the ages of 3 to 18. 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. 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).

Until August 1996, the school was owned and governed by the Clergy Orphan Corporation and was originally founded to educate the sons of deceased clergymen of the Church of England and the Church in Wales. The school still maintains this role to a small extent. Furthermore, the Archbishop of Canterbury is Patron of the school. From September 1996, the school has been completely independent. Its assets, including its properties and trust funds, are owned by an independent charitable company, limited by guarantee. The directors of this company are the School Governors.

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 is known and valued.

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.



The Junior School includes Years 3 to 8 and currently has 192 pupils. We pride ourselves on close pupil support, high academic standards and a happy, nurturing environment.

Further information about St Edmund's may be found on the School's website: www.stedmunds.org.uk.

THE POST

This post has arisen specifically to support two pupils in the Junior School, both of whom have Education Health Care Plans. The successful candidate should have experience of working with children who have ASD, ADHD and Speech, Language and Communication Needs and a willingness to undergo further training in these areas.

The post holder will be responsible for ensuring the full inclusion of these two pupils in all aspects of the curriculum by implementing the support detailed in their respective provision plans and as directed by the SENCo.

Post Holder Requirements:

- A person-centred approach: To be able to relate well to both children, to understand their individual circumstances and aspirations and to establish respectful, trusting, supportive and constructive working relationships with them so that they can reach their full potential within a mainstream setting.
- To demonstrate a secure understanding of the objectives and content of both pupils' Education Health Care Plans in order to be able to support them in achieving their individually agreed outcomes together with the ability to contribute constructively to discussions about progress towards these outcomes.
- To be able to communicate effectively with parents and external agencies involved with their education and to participate in any meetings that concern either pupil as required, including Annual Review, respecting the confidentiality and sensitivity of information that may be shared and the need for discretion in the way that this information is handled.
- To demonstrate familiarity with the requirements of the curriculum and to be able to assist with the effective teaching of basic skills so that the pupils are able to access their learning. This is likely to include delivering specific 1:1 interventions as advised by the SENCo or external agencies.
- To be able to use areas of expertise to find a range of techniques to present learning tasks and curriculum content in a clear and stimulating way in order to maintain the pupils' interest and motivation in lessons. This might include contributing to the selection, preparation and/or adaptation of resources suitable for each child as directed by the teacher.
- To have an enthusiasm for creating visual displays/packs, in discussion with the teacher, in order to enhance the physical learning environment and support speech and language development.
- To be able to use effective monitoring and recording systems and feed back to the teacher and SENCo about individual pupil responses, behaviour and engagement. This will include regular use of the school's computerised tracking system.

- To support the physical, intellectual, emotional and social development of both pupils. To encourage their participation in structured and unstructured learning activities and help them to build confidence, self-esteem and independence within the school environment.
- To be flexible in accepting changes in time / hours and responsibilities according to the needs of the children, classroom organisation and the school day. To show an ability take initiative and be proactive within the busy school environment.
- To demonstrate a working understanding of current theory and practice in relation to learning, care and support for young people who have special educational needs including the SEN Code of Practice.
- To demonstrate commitment to collaborative and cooperative working with colleagues, providing consistent and effective support and working as a fully integrated member of the school staff team.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities including attending whole school meetings as appropriate.

CONDITIONS OF SERVICE

- 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).
- The school is a member of the Teachers' Pension Scheme and it is assumed that all teaching staff will continue as members of this pension scheme unless they inform the school otherwise. Fee remission of 50% is available to full-time members of staff subject to spaces being available. The staff discount is 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.
- All members of staff are expected to contribute to the wider life of the school community
- Personal information provided by candidates will be kept on a secure file in the school 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 Support 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 email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

The deadline for receipt of applications is **Monday 25th November 2019** with the interviews taking place that week. Applications should be emailed to:



slh@stedmunds.org.uk

Mrs Sarah Hudson
HR Manager
St Edmund's School Canterbury
St Thomas Hill
Canterbury
CT2 8HU

Tel: 01227 475600