







Grove House School

Candidate Information Pack

Learning Support Assistant

Supporting Excellence

admin@grovehouse.essex.sch.uk | grovehouseschool.co.uk

Headteacher's Letter

Grove House School
Sawyers Hall Lane, Brentwood, Essex, CM15 9DA
Headteacher: Miss L Christodoulides, BA Hons
Telephone: 01277 361498
Email: admin@grovehouse.essex.sch.uk

Dear Applicant

Thank you for your interest in Grove House School. I would like to take this opportunity to tell you a little more about us. We are a growing special school that opened in September 2015. We currently have just over 100 pupils on roll across years 4-12. Our school will ultimately cover the 8-19 age range. All of our pupils have an EHCP and have come to us from mainstream settings and alternative provision. Our pupils' priority needs will be around speech, language and communication although many will have associated difficulties such as attention management issues, moderate learning difficulties and social and emotional needs.

Currently we have 8 form groups - two KS2, four KS3 and two KS4. Classes are ideally in groups of 12 pupils. Each class is supported with at least 2 Learning Support Assistants who stay with the class group across all lessons. Our teaching and therapy staff work together in the classroom throughout the school day and have allocated joint planning time.

We are a very friendly, supportive and welcoming staff. Our staff team is growing rapidly as our pupil numbers increase. Our curriculum, whilst based on the national curriculum, is continually reviewed and ever changing as we look to meet the wide variety of individual pupil needs within each class group. Whilst this may have its challenges it also is extremely rewarding in that our staff have the flexibility to be creative and innovative in the development and delivery of the curriculum.

This is such an exciting time for us – every aspect of our new school is evolving at a rapid rate. The chance to be a part of this continued growth phase in our provision is a rare opportunity. I do urge you to come and visit, look around our site and meet the pupils and our staff team.

We have a highly skilled and dedicated board of governors, some of whom were the proposers of the free school. They have supported us way beyond expectations and continue to be a valuable asset to the school.

I very much hope the post is of interest to you – please do contact us for further discussion and to arrange a visit.

Kind regards

Lisa Christodoulides

Our School Site

Our school site has undergone huge change. We started in September 2015 in a refurbished small block with 4 classrooms for our opening year.

We have a main large building that has specialist therapy rooms, a sensory room, specialist art, music and ICT rooms, a large hall with stage and a gymnasium, in addition to a number of non-specialist classrooms.

We have a new build on the site which we are currently using as our growing primary base.







In Spring 2018 we refurbished our Technology block to provide dedicated facilities for Science, Design and Technology and Food Technology.





SEAX Trust

Grove House is part of the SEAX Trust

Work with us ...

The **SEAX Trust** is a small but growing partnership of Special Academies within the community of Essex, whose Vision is to:

Provide outstanding educational experiences for children and young people with special educational needs

Put the well-being and achievement of pupils at the heart of all decision making

We consider the main asset towards achieving our Vision is our body of **highly-valued staff** and, in recognition, we implement a wide range of **strategic and person-centred reward practices** in all of our Trust Academies.

Be rewarded by us ...

We offer a clear and competitive **pay policy** and **progression route**

Holiday pay and **salary** which is paid *evenly* across the year for our support staff, Teachers and Local Government **Pension Scheme** facilities

Progress with us ...

A focus to provide high quality **professional development** opportunities for all staff

An extensive range of **in-house training** opportunities

Experienced and **dedicated practitioners** who are keen to help you learn

A range of exciting internal **career opportunities**

Be inspired by us ...

Challenging roles and **recognition** of achievement

A **motivational** strategy towards both education and business

Staff **involvement** in wider decision-making

Be reassured by us ...

A strategic aim to ensure a **fair work/life balance**

A **highly supportive** organisational culture

A firm commitment to the strengths of **equality and diversity**

A sense of **cohesion and belonging**

A policy to raise **matters of concern**

Key Information

Please read this information carefully and retain this sheet for reference during the application process.

Application process

Applicants can apply in writing and submit it to the school via Kate Peters (k.peters@grovehouse.essex.sch.uk) no later than **12 noon** on the closing date of **Wednesday 4th December 2019.** All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

Selection process

Applications will be ranked against the person specification for the role.
All shortlisted applicants will be subject to a face to face interview with the selection panel.
There may also be a skills test or practical assessment.
Further details regarding selection panel members and any planned assessments will be made available to shortlisted candidates in due course.

Shortlisted candidates

Applicants who have been shortlisted for the post will be notified as soon as reasonably practical upon completion of the shortlisting process.

Referees

Referees will be contacted **prior to the interview date** to request references on all shortlisted candidates.
The school may review social media relating to shortlisted candidates as part of the screening process to ascertain whether candidates demonstrate appropriate conduct and behaviour and suitability for employment in a school.

Interview date

Interviews will be held at ***Grove House School* on Monday 9th December.**

Further information and school visits

Applicants who require further information or would like to visit the school should contact Kate Peters, 01277 361498 or k.peters@grovehouse.essex.sch.uk

Staff Well-being Cover

Grove House offer extensive Staff Wellbeing and Medical Insurance Cover which includes physiotherapy, counselling and GP on-line support services.

All staff at Grove House School commit themselves to contributing fully to the ethos and life of the school both in school and outside. The school operates its own salary structure broadly in line with School Teachers' Pay and Conditions.

Grove House School is committed to safeguarding and promoting the welfare of children and young people. It expects all staff, volunteers and contractors to share this commitment. The successful candidate will be expected to obtain DBS clearance at enhanced level and Section 128 clearance.

Job Description

Reports to: Deputy Headteacher /Headteacher
Liaison with: Teaching staff, support staff, Headteacher, Deputy Headteacher, pupils
Grade: Band 2, Range 3-6, actual starting salary £15866

Hours: 37 hours per week, 39 weeks per year
Monday 8.30am - 4.30pm
Tuesday 8.30am - 4.30pm
Wednesday 8.30am - 4.45pm
Thursday 8.30am - 4.15pm
Friday 8.30am - 4.00pm

Job Purpose
To work in partnership with class teachers to assist pupils' with moderate learning difficulties and additional complex needs, in line with the curriculum, codes of practice and school policies & procedures.

Principal Accountabilities
Working with individuals or small groups of children under the direction of teaching staff. Provide general support to pupils with moderate learning, behavioural, communication, social, sensory or physical difficulties.

Learning Support Assistant Duties

- Interact with, and support pupils, according to individual needs and skills
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Establish positive relationships with pupils supported
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support pupils with activities which support literacy and numeracy skills
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- To attend to pupils' personal needs including help with social, welfare, care and health matters
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required
- Assist with the development and implementation individual targets

- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher
- Assist the teacher and other staff in the implementation of care programmes
- To support learning by selecting appropriate resources/methods to facilitate agreed learning activities.
- Assist with the display and presentation of pupils' work;
- Supervise pupils for limited and specified periods, including break-times, when the post-holder should facilitate games and activities;
- Assist with escorting pupils on educational visits.

General Duties

- Understand and apply school policies in relation to health, safety and welfare;
- Attend relevant training and take responsibility for own development;
- Attend relevant school meetings as required;
- Respect confidentiality at all times;
- Understand and implement the Trust's Data Protection policies;
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager;
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

The SEAX Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Person Specification

Qualifications and Experience	Detail
Specific qualifications & experience	No specific experience required Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience
Knowledge of relevant policies and procedures	Knowledge of health and safety regulations Understanding of the operation of a school Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations
Literacy Numeracy Technology	Basic reading skills Ability to count Full working knowledge of ICT to support leaning
Communication	**Detail**
Written Verbal Languages Negotiating	Ability to complete basic forms Ability to exchange routine verbal information clearly Use initiative to overcome communication barriers with children and adults Ability to follow instructions
Working with others	**Detail**
Behaviour Management	Understand and implement the school's behaviour management
SEN	Ability to understand and support children with developmental
Curriculum	Good understanding of the school curriculum Knowledge of literacy/numeracy strategies
Child Development	Good understanding of the general aspect of child development
Health & Wellbeing	Understand and support the importance of physical and emotional

Working with partners	Understand the role of others working in the school Understand and value the role of parents and carers in supporting
Relationships	Ability to build open and honest relationships
Team work	Ability to work effectively with a range of adults
Information	Know when, how and with whom to share information
Responsibilities	**Detail**
Organisation skills Time Management Creativity	Excellent organisational skills. Ability to remain calm under pressure Ability to manage own time effectively Demonstrate creativity and an ability to resolve problems
General	**Detail**
Equalities Health and Safety Child protection /safeguarding Confidentiality /data protection CPD	Demonstrate a commitment to equality Good understanding of Health & Safety Understand and implement child protection and safeguarding procedures Understand procedures and legislation relating to confidentiality Be prepared to develop and learn in the role