



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 90 pupils on roll across years 4-11 with an anticipated maximum roll of 95 in the academic year 2018/2019. At capacity we will be 105 pupils. 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 7 form groups - two KS2, three 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 16th January 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 21st January**.

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 11-16

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.

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.

Person Specification



Requirement	Detail
Essential	<ul style="list-style-type: none">•Have energy, commitment and a sense of humour•Commitment to meeting the needs of learners with a learning disability and complex needs•Be able to support the learning of all including those with challenging needs•Be able to work as part of a team•Be able to follow both written and verbal directions from ClassTeacher•Be committed to implementing school policies and practices•Have good communication skills both verbal and written•Have an ability to relate effectively to learners, parents/carers and professional•Be willing to learn and take on new skills
Desirable	<ul style="list-style-type: none">•Relevant qualifications•An understanding of the curriculum•Previous experience in either mainstream or special school•An understanding of the educational and developmental needs of children with learning difficulties•Self-confidence and initiative•Have the ability to support pupils' use of ICT
<p>A clean driving license and willingness to drive the school's mini-buses would be an advantage (all drivers must pass ECC minibus test.)</p> <p>Please note that applicants should write their letter of application with specific reference to how they meet the above criteria.</p>	

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