



# Grove House School

*Candidate Information Pack  
Learning Support Assistant*

**Supporting Excellence**

*[admin@grovehouse.essex.sch.uk](mailto:admin@grovehouse.essex.sch.uk) | [grovehouseschool.co.uk](http://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](mailto: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 special school that opened in September 2015. We currently have just over 100 pupils on roll across years 4-13. 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 9 form groups - one KS2, four KS3, three KS4 and one sixth form class. 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 to support pupils.

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.

We have a highly skilled and dedicated board of governors, some of whom were the proposers of the free school in its early days. 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.



# Our pupils say about Grove House...

Helped me to become  
more independent

KS4 Pupil

Helped me get the  
qualifications I need

KS4 Pupil

Understand me and  
others if they are upset  
about something

Friends

KS2 Pupil

Show me how to share  
my feelings instead of  
holding them in

KS3 Pupil

Your voice is always  
heard and people  
listen to what you are  
saying

I could not speak, spell  
at all so yeah—it has  
helped me a lot

Small classes

KS3 Pupil

There are absolutely no  
bullies at Grove House

Post 16 Pupil

Helped me boost my  
confidence a lot more  
to speak with other  
people

Biggest thing that has  
helped me is improving  
all my work

Friendships are made  
every day

Teachers talk and  
respect us

My visuals help  
me all the time

KS4 Pupil

GHS has helped me get  
back to school

Given me more  
choices

I can speak  
properly now

KS3 Pupil

I feel smarter

KS3 Pupil

I have developed the  
courage to talk to  
others and ask for help

Teachers and staff  
make sure we are OK  
with our learning

I found my smile  
while being at GHS  
Post 16 Pupil

I have got better at  
walking away than  
when I came here

They made a school for  
some kids that find it  
hard. KS4 Pupil

Helping me  
achieve my goals  
KS3 Pupil

In other schools  
they go to quickly,  
here they do it  
step by step

A good routine  
where every-  
thing stays the  
same  
KS4 Pupil

I don't worry about  
coming to school any  
more. I feel safer and  
happier.

KS4 Pupil

They have given me an  
I-pad to help me speak  
KS4 Pupil

The freedom to  
experience a lot  
of things

I'm looking forward to  
going to the flat and  
learning life skills

KS4 Pupil

The adults here  
like me

Adults helped me  
most by caring,  
providing and  
listening for me

Adults are  
understanding  
and will do  
anything to help  
you. Teachers  
try their hardest

The school has helped  
me get my education  
back up and I can do my  
work more easily

I can focus more  
easily  
KS2 Pupil

Grove House has smaller  
classes, OT room, nice  
teachers and assistants,  
school codes, therapy &  
sensory room

KS3 Pupil

Makes my speech  
louder and clearer and  
more time to learn -  
KS2 Pupil

Adults have helped me  
most with my learning  
and calming me down and  
realising what is right and  
wrong

I understand more because  
things are explained and (they)  
give me more time because  
there are less children

We have fun  
KS2 Pupil

# Application Process



This sheet sets out the key information for any candidates applying for the post of Learning Support Assistant at Grove House School. Please read this information carefully and retain this sheet for reference during the application process.

## Application process

Applicants must complete the SEAX Trust Application Form and submit it to the return address no later than **midday** on the closing date of **Monday 27th September 2021**. 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.

The school will only contact shortlisted applicants and therefore if you have not received any communication from the school by this date your application has not been successful on this occasion.

## References

References are required at interview, as they form an important part of the selection process. Referees will therefore be contacted **prior to the interview date** in relation to all shortlisted candidates. Please ensure that you have given consent to your referees so that provision can be made without delay. 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 Thursday 30th September 2021**. Please note the school does not reimburse candidates for interview expenses.

## Further information and school visits

If you would like to visit the school, please contact Kate Peters, HR & Business manager on 01277 361498.

# Grove House School



## Learning Support Assistant

37 hours per week

39 weeks per year

Actual Salary: £16,693

## Job Description and Person Specification

<b>Job Title</b>	Learning Support Assistant
<b>Grade</b>	Scale 3, point 4 (range 4-5)
<b>Based at</b>	Grove House School
<b>Reports to</b>	Headteacher/Class Teacher
<b>Responsible for</b>	n/a
<b>Liaison with</b>	Teaching staff, support staff, Headteacher, pupils
<b>Job purpose</b>	To work in partnership with Class Teachers to assist pupils with complex learning needs and to support their learning in line with the national curriculum, codes of practice and school policies and procedures
<b>Principal Accountabilities</b>	<p>Work with individuals or small groups of children under the direction of teaching staff</p> <p>Provide support to pupils with moderate learning, behavioural, communication, social, sensory or physical difficulties</p>

# Job Description



## 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 aid literacy and numeracy skills
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- 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 of pupils' individual plans, eg IEPs
- 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
- Support learning by selecting appropriate resources/methods to facilitate agreed learning activities
- Assist with the preparation, maintenance and control of stocks of materials and resources
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- 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
- Assist pupils during activities e.g. swimming, PE

## General Duties

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
- Encourage **interaction and teamwork** within the school and Trust; attend relevant school meetings, as required, share ideas and new initiatives
- Respect **confidentiality** and maintain **professionalism** at all times



- Actively engage in relevant training opportunities, taking responsibility for own **professional development**
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall **ethos, work and aims** of the school and Trust
- Comply with all **School and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

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.

*This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.*

# Person Specification



Qualifications and Experience			
Detail		Essential	Desirable
Specific qualifications & experience	Successful experience of working with children in a school environment	✓	
	Educated to NQF Level 2 or equivalent		✓
Knowledge of relevant procedures	Basic knowledge of First Aid		✓
	Understanding of School environment		✓
Literacy	Good reading and writing skills	✓	
Numeracy	Good numeracy skills	✓	
Technology	Knowledge of basic ICT to support learning	✓	
<b>Communication</b>	<b>Detail</b>		
Written	Ability to write basic reports	✓	
Verbal	Ability to use clear language to communicate unambiguously	✓	
	Ability to listen effectively	✓	
Languages	Use initiative to overcome communication barriers with children and adults	✓	
Negotiating	Can consult with children and their families and carers and other adults	✓	
Working with Children and others			
SEND	Ability to understand and support children with developmental difficulty or disability	✓	
Child Development	Good understanding of the general aspects of child development	✓	
	Ability to assess progress and performance	✓	
Health and wellbeing	Understand and support the importance of physical and emotional wellbeing	✓	

Curriculum	Good understanding of the general aspects of child development	✓	
	Ability to assess progress and performance	✓	
Behaviour management	Understanding & implementation of the school's behaviour management policy	✓	
Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
Team work	Ability to work effectively with a range of other adults	✓	
Working with partners	Understand the role of others working in and with the school	✓	
	Understand and value the role of parents and carers in supporting children	✓	
Information	Know when, how and with whom to share information	✓	
	Ability to follow instructions accurately	✓	
<b>Responsibilities</b>			
Organisational skills	Excellent organisational skills	✓	
	Ability to remain calm under pressure	✓	
Line management	Ability to supervise and monitor the work of volunteers	✓	
Time management	Ability to manage own time effectively	✓	
	Demonstrate a flexible approach		
Creativity	Demonstrate creativity and ability to resolve routine problems independently	✓	
<b>General</b>			
Equalities	Awareness of and commitment to equality	✓	
Health and safety	Good understanding of Health and Safety	✓	
Child Protection and Safeguarding	Understand and implement child protection and safeguarding procedures	✓	
Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality	✓	
	Understanding and implementation of the Trust's Data Protection Policies	✓	
CPD	Be prepared to develop and learn in the role	✓	

## Supporting Excellence

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

# Application Process



Candidates should download and complete a SEAX Trust application from available from:  
**[www.grovehouseschool.co.uk](http://www.grovehouseschool.co.uk) or [www.essexschooljobs.co.uk](http://www.essexschooljobs.co.uk)**

<b>Required:</b>	As soon as possible
<b>Visits to school:</b>	Unfortunately, due to COVID-19 restrictions, we are not offering on-site visits at this time. Instead, please visit our website.
<b>Closing date:</b>	Monday 27th September, noon
<b>Interview:</b>	Thursday 30th September
<b>Salary and Band:</b>	Scale 3, Point 4-5
<b>Hours and weeks:</b>	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 You will be allocated a half hour lunch break each day which is unpaid
<b>Actual Salary:</b>	<b>£16,693</b> (Point 4 under 5 year's service) pro-rata calculation
<b>To apply:</b>	Candidates should download and complete a SEAX Trust application form
<b>Queries:</b>	Mrs Kate Peters, Business & HR Manager Email: <a href="mailto:k.peters@grovehouse.essex.sch.uk">k.peters@grovehouse.essex.sch.uk</a> Grove House School, Sawyers Hall Lane, Brentwood, Essex, CM15 9BZ Tel: 01277 361498
<b>Staff Well-being Cover</b>	Grove House offer extensive Staff Wellbeing and Medical Insurance Cover which includes physiotherapy, counselling and GP on-line support services.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.



# 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**

### Ask us ...

Should you have any general queries regarding staffing at **SEAX Trust**, Kate Stannard will be pleased to speak to you. Please contact: **Kate Stannard, Director of HR for SEAX Trust** Email: [jobs@seaxtrust.com](mailto:jobs@seaxtrust.com) Telephone: **01245 262779**

**We look forward to hearing from you soon.**

