

APPLICATION PACK FOR THE POST OF
Learning Support Assistant
- part time (4 days a week)
Town Close School



**NORWICH'S FINEST PREP SCHOOL FOR
GIRLS AND BOYS 3-13 YEARS**

Required for May 2024



A WARM WELCOME

From the Head at Town Close School, Norwich

This is an exciting opportunity to work in a leading preparatory school with excellent facilities. The successful candidate will be a team player, taking a full part in the wider life of this happy and busy school.

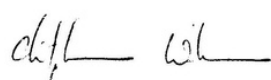
Town Close School is a co-educational day school of over 460 pupils aged 3 to 13 years, situated close to the centre of Norwich on a beautiful 15-acre site, including conservation woodland. Founded in 1932, it is now a charitable trust managed by a board of governors. The School is based around two large town houses and their extensive gardens; the main house is early Georgian and the other mid-Victorian. Purpose-built classrooms and other premises and accommodation have been added, most in recent years. A high specification sports hall was opened in September 2009, a superb performing arts hall in January 2010 and the Pre Prep and Nursery was extended and re-furnished in 2017.

Education lies at our core with pupils motivated to achieve, maintaining our outstanding reputation, with the encouragement of dedicated, capable staff and a loyal, supportive parent body.

In 2020, we were awarded the prestigious national honour of TES Pre Prep/Prep School of the Year. Despite the current climate, demand for places is excellent and academic performance is strong.

We aim to develop the full potential of each pupil. We are proud of our academic record, our renown for music, drama, technology and art, and our reputation for sport. Town Close School underwent a routine inspection in February 2022 conducted by the Independent Schools Inspectorate. The 'excellent' status was given in all areas of Education Quality Inspection, and the inspectors found the School to meet all requirements of the Compliance Inspection. Both reports can be viewed via our website www.townclose.com.

We look forward to hearing from you.



TOWN CLOSE AIMS & VALUES

Town Close aims to provide an engaging and creative learning environment that enhances children's moral, social, physical and academic development in preparation for their future lives. We value our individual pupils and staff for the breadth and variety of their talents and aim to maximise the growth and development of each pupil. Our core values are effort, commitment, respect for others, thoughtfulness, and consideration.

ACADEMIC

We seek to maximise children's academic growth through the acquisition of a wide range of learning skills, challenging children to think, question, adapt and collaborate. We encourage ambition, creativity and resilience and seek opportunities for children to explore, solve problems and take responsibility for their own learning.

EXTRA-CURRICULAR

We strive for pupils to discover and develop multiple skills and a broad range of interests through an extensive programme of extra and co-curricular activities. We seek opportunities for personal achievement and fulfilment and for children to be adventurous in participating in a range of activities, appreciating the rewards of individual endeavour and teamwork, exploiting maximum potential from the School site and resources.

PERSONAL DEVELOPMENT

We aim to provide a comprehensive personal and social education, allowing children to discuss, inform and instruct and to develop a moral, spiritual and aesthetic awareness of the world around them. We foster positive relationships and the development of key personal skills for life beyond school and aim to provide every pupil with excellent pastoral care within an ethos of tolerance, openness, warmth and personal responsibility.

STAFF

The School recognises the crucial importance of its staff in pursuing its aims and undertakes to provide appropriate support, professional training, review and development. The School is committed to safeguarding and promoting the welfare of children and all staff undergo child protection screening and training appropriate to the post, including checks with past employers and the Disclosure & Barring Service. The School expects staff to have high expectations of themselves and pupils and to act as positive role-models in all they do.

PARENTS

We seek to encourage parents to share in our aims, participate in the life of the School and work with us as partners in the education and nurture of their children.



JOB DESCRIPTION

Main Duties and Responsibilities

The role will support a child 1-1 in all areas of school life.

Support for the pupil

- Supervise and provide particular support for the pupil, ensuring their wellbeing and access to all learning activities.
- Work closely with the Learning Support Department.
- Promote inclusion and acceptance of the named child, encouraging constructive relationships within the classroom and with other pupils and their parents.
- Provide feedback to the named pupil and their parents.
- Liaise with teachers.
- Work with the pupil 1-1 when they are unable to access learning within the classroom.

Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of the needs of all pupils so that they have equal access to learning opportunities.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities as required.
- Assist with the supervision of the pupil and other pupils both in and out of lesson times, and accompany teaching staff and pupils on visits and trips.
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Head of Learning Support.

PERSON SPECIFICATION: LEARNING SUPPORT ASSISTANT

Category	Essential Job Requirements	Desirable Job Requirements	Method of Assessing
Qualifications	<ul style="list-style-type: none"> • Good standard of general education including literacy and numeracy 		Application
Experience	<ul style="list-style-type: none"> • Working with children and assisting children with SEND • Using computers / technology 	<ul style="list-style-type: none"> • Experience of working with children with Autism / ADHD • Experience in record keeping 	References
Knowledge and Skills	<ul style="list-style-type: none"> • Demonstrate an interest in children's activities and communications • Demonstrate an understanding of Child Protection and Safeguarding issues 	<ul style="list-style-type: none"> • Basic knowledge of relevant health and safety requirements in educational settings • Knowledge of Autism / ADHD 	Application Interview References
Disposition and attributes	<ul style="list-style-type: none"> • Trustworthy, able to respond to safeguarding needs of children and young people • Responsible, able to work sensitively and responsibly with children and raise any safeguarding concerns • Reliable • High standards of communication • Confident, calm, patient • Positive approach to responsibilities / role • Flexible and adaptable, able to multitask • Discrete • Totally committed to safe working practices and providing a safe environment for children • Able to contribute to teamwork • Able to put children at ease and listen to their concerns 	<ul style="list-style-type: none"> • Personable • Able to communicate enthusiasm for post 	Interview References

TERMS OF APPOINTMENT & APPLICATION PROCESS

Salary and Benefit package

Salary, which will be commensurate with experience, is based on the Town Close Scale, slightly above that of the maintained sector. School provides excellent catering for all staff, including a delicious lunch.

Teaching Assistants are paid on a 10-point scale (from £17,825 to £22,958 pro rata) according to qualifications and experience.

The working hours for the role are 31 hours per week, between 8.15am - 4.00pm on Mondays, Wednesdays, Thursdays and Fridays during term time. This role is being offered as a fixed term contract, initially until the end of the summer term 2024. In addition, staff have to attend required training where applicable.

Benefits include

- School lunch and refreshments throughout the day
- Onsite parking
- Discounted school fees for your child/ren
- Pension scheme
- Free flu jab on site

Equal Opportunities

Town Close is an equal opportunities employer and the School is committed to equality and diversity.

Safeguarding

All positions at Town Close are subject to an enhanced check from the Disclosure and Barring Service and the receipt of satisfactory references. The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

How to apply

Please complete and return the application form, which is available on our website. This should be accompanied by a letter of application of no more than 500 words addressed to:

Mr C Wilson, Headmaster

Either by email to: headsec@townclose.com or post to:

Town Close School
14 Ipswich Road
Norwich
NR2 2LR

Closing date: Friday 3rd May 2024