

**Candidate Information Pack**

**Senior School**

**Learning Support Assistant**

**April 2026 (Part Time)**



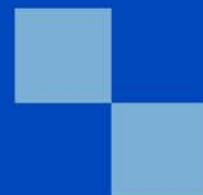
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# Overview



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# Welcome From The Principal



Ewell Castle School is an award winning happy and successful co-educational independent HMC (The Heads' Conference) day school on the Surrey/London borders near Epsom, easily accessible by public transport. We are a mixed-ability through school that offers children aged 4 to 18 the benefits of a family-friendly atmosphere whilst maintaining a stimulating and rigorous academic programme. Our Sixth Formers go on to Russell Group universities, degree apprenticeships and colleges in the USA to study medicine, law, veterinary science, maths, engineering, computing, business, economics and a host of other courses. We care about the holistic needs of the individual child, and this is facilitated by small class sizes, a personalised and high-performance approach as well as an absolute commitment to wellbeing.

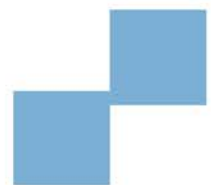
As a private school nestled in a historical conservation area, Ewell Castle oozes charm and character in a green and beautiful enclave. There is widespread affection for the School's family ethos and we are utterly loyal to our girls and boys, dedicated to inspiring their best performance achievement, whether in: academic success, sporting excellence or exceptional performing arts. The School's reputation for an ambitious, forward-thinking and progressive education for each pupil is well founded, as is our enviable reputation for pastoral care, creating a rounded and grounded experience for all.

Warm regards,

**Silas Edmonds MA, NPQH, FRSA**  
**Principal**



# School History



Established in 1926 by Proprietor and Principal, Herbert Rosslyn Budgell on the Castle site, the main building is housed in a castellated mansion which was built in 1814 in the Gothic revival style by Henry Kitchen. Originally a boys school, the Chessington Lodge site was acquired in 1953 and became Ewell Castle Junior School. In the 1980s Glyn House (the former parsonage on Church Street) was acquired as the site for the new co-ed Junior School for pupils in Years 3-6.

During the 2010s, the Junior School rebranded as Ewell Castle Prep School, the Sixth Form became co-ed in 2013 and the Senior School became co-ed in 2015 .

In September 2022 a new Sixth Form and administrative hub opened on Ewell Village High Street, increasing the number of classrooms available to an ever expanding Sixth Form in addition to Sixth Form classes at Chessington Lodge and at the Castle.

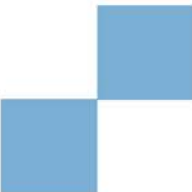
September 2024 saw the completion of the transfer of EYFS (Early Years Foundation Stage - Nursery to Year 2) from Chessington Lodge up to a single consolidated site at Glyn House on Church Street.

The School is now spread across four sites within the heart of the Ewell Village conservation area.





# School Profile



A member of HMC (The Heads' Conference), The Society of Heads and IAPS, Ewell Castle is a mixed-ability through school that offers children 4-18 the benefits of a family-friendly atmosphere whilst maintaining a stimulating and rigorous academic programme and delivering excellent learning support and pastoral care.

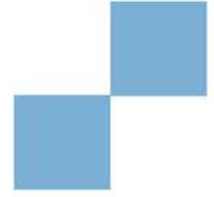
Proud of its reputation for outstanding pastoral care and specialist learning support provision, it cares about the holistic needs of the individual child. This is facilitated by small class sizes, a personalised and high-performance approach as well as an absolute commitment to wellbeing.

Somewhat of a 'hidden gem', nestled in a historical conservation area, Ewell Castle is a medium sized independent school that oozes charm and character in a green and beautiful enclave.

The school is committed to academic high performance, building resilience, equity, diversity and inclusion as well as empowering its girls and promoting positive masculinity. Ewell Castle School delivers a progressive 21st century education by providing a forward-thinking, inclusive, accessible and contemporary mixed ability co-educational independent education.

***'Ewell Castle is an unpretentious school that taps into the best in children. It's academically rigorous, without being hothousey.'*** Muddy Stilettos

# Vision, Mission Ethos And Values



## Vision

Our vision is to:

- INSPIRE
- ENGAGE
- EXCEL

To deliver a progressive 21st century education.

## Mission



We will inspire our pupils to thrive, engaging them to excel in a creative and academic environment. We will instil a growth mind-set to develop; confidence, contentment and emotional intelligence.

## Ethos



We are a vibrant learning community, inspiring every child to thrive:

- Discovering strengths
- Deepening intellectual curiosity
- Cultivating wellbeing

## Values



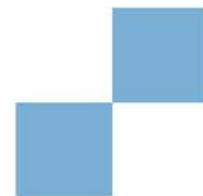
We live by our Shared Values:

- Personal Integrity
- Mutual Respect
- Social Responsibility
- Lifelong Resilience



# Job Description

## Senior School LSA

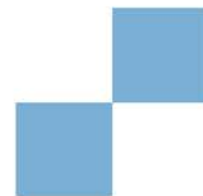


### Main Responsibilities:

- Supervise and provide support for pupils, including those with Special Educational Needs and Disabilities (SEND) ensuring their safety and access to learning activities both inside and outside the classroom.
- Assist with the development and implementation of Pupil Support Plans, (PSPs) and intervention groups, i.e. Executive Functioning Skills, Social Skills.
- To be a named Key Worker for a pupil/s with an Education, Health Care Plan (EHCP) including attending meetings such as the Annual Review and PSP review and target setting.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion of pupils, encouraging them to interact with others but also to work independently where appropriate.
- To work with pupils providing in-class and withdrawal support for both individuals and small groups of pupils.
- Work with and act upon guidance provided by colleagues and other professionals, such as the Speech and Language Therapist, Occupational Therapist and Educational Psychologist.
- Provide support for pupils struggling with personal, emotional, social, and behavioural concerns, e.g. by giving time to listen to their concerns to enable pupils to feel valued and respected.
- Develop pupils' cognitive skills by reinforcing concepts or terminology or discussing a query raised by individual pupils, enabling them to understand the subject matter and task at hand.
- Develop pupils' problem-solving skills by providing opportunities for developing investigative skills and encouraging pupils to use a variety of information sources and seek a range of solutions.

# Job Description

## Senior School LSA



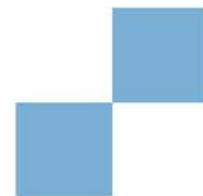
### Main Responsibilities continued:

- Encourage, and support where necessary, allocated pupils to take part in the co-curricular life of the school.
- Monitor and record progress of pupils and report back to the Head of Learning Support on pupils with a SEND as necessary.
- To work as a mentor with individual pupils to provide 'solution focused' activities to overcome barriers to learning, both inside and outside school and thereby assist them in achieving their full potential.
- Assist in the overall raising of standards and achievements for pupils with a SEND and through building pupils' self-esteem, enabling them to have high expectations and aspirations.
- To provide support in the further development of pupils' social skills.
- To supervise allocated pupils at break, lunchtime, before and after school in a variety of settings.
- To provide support and guidance for pupils in their use of ICT as required with class and Learning Support teachers, to support pupils in achieving learning goals.
- Support the teacher in managing pupil behaviour, reporting where needed and taking opportunities to praise and reward where appropriate.
- Support and complement the work of subject leaders by utilising administrative time to personalise resources for an individual or small group and assist with assessing, recording, and reporting. (Including verbal feedback to teachers and, on occasions, parents regarding pupil progress and attainment).
- To support exam requirements (Access Arrangements) for pupils entitled to extra time/scribe/ reader (training provided).
- To work with both Key Stage 3 and Key Stage 4 pupils.



# Job Description

## Senior School LSA



### General/Other:

- To respect and value our partnerships with parents, colleagues and the community
- To support the teaching and learning of SEND pupils
- To conduct oneself in an appropriate and professional manner at all times, supporting and fostering the aims, ethos and safeguarding policies of Ewell Castle School.
- To assist at school functions and with co-curricular activities.
- To work collaboratively with other year group colleagues and subject specialist staff
- To attend all staff meetings, Open Mornings and evening events as required
- To follow up any initiatives, directives or recommendations made by SLT and/or Senior Teachers
- To carry out playground and lunch duties as per staff rota
- To accompany the year group on day trips or as and when appropriate, residential trips
- To participate in Performance Management and Appraisal & Review arrangements

**This job description will be reviewed as and when necessary, in accordance with the needs of the School.**



# Person Specification

## Senior School LSA

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### Qualifications

#### Essential

- A Level or BTEC qualifications
- Minimum 5 GCSE Passes Grade A-C/Level 4 and above (or equivalent) including English and Maths
- High standard of literacy and numeracy

#### Desireable

- Level 5 Diploma in Teaching and Assessing Learners with Dyslexia/Specific Learning Difficulties
- Additional CPD supporting children with different learning needs

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### Experience

#### Essential

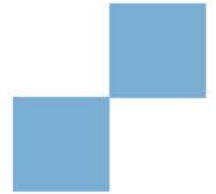
- Previous experience of supporting pupils with specific Learning Difficulties
- Experience supporting pupils in small groups or on one-to-one basis
- Experience supporting pupils with Dyslexia

#### Desireable

- Experience in supporting pupils with a variety of learning support needs
- Experience of supporting pupils across all the key stages
- Experience of working with a (school) management information system
- Experience of delivering access arrangements and in particular acting as reader and scribe in exams



# Person Specification Senior School LSA



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## Knowledge & Skills

### Essential

- Ability/willingness to support pupils at Key Stage 3 and Key Stage 4 (English/Maths)
- Have an awareness of SEND Code of Practice (2015)
- To be able to work alongside class teachers to enable them to provide the best support for pupils with learning needs
- Excellent interpersonal skills
- Ability to work as a team and on ones own
- A sound understanding of how children develop socially and mentally
- Ability to support the co-curricular life of the school including after school clubs and trips
- Ability to use current Windows based packages including Microsoft Word, Excel, Outlook and PowerPoint and software relevant to SEND documentation

### Desireable

- Understand the workings of a SEND department
- Experience supporting pupils in KS5

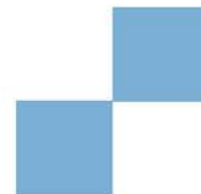
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## Personal Qualities

- Ability to liaise with parents and colleagues in a professional manner
- Be able to encourage and motivate pupils in their learning
- Be committed to the co-curricular life of the school
- A commitment to safeguarding and promoting the welfare of children
- To display the highest levels of integrity and complete trustworthiness and discretion
- Have an excellent punctuality and attendance record
- Be of smart professional appearance
- Display empathy, compassion and understanding
- Be flexible, versatile and self-motivated
- Be passionate about developing one's own practice
- An awareness of the importance of confidentiality and data protection
- Conversant with relevant educational issues and developments within the specific field but also in more general areas

# Why Join Us?

## Staff Benefits



01

### Fee Discount

Children of members of staff benefit by a 50% maximum (i.e. unaffected by scholarship or bursary) remission of school fees. (The remission is reduced pro rata for a part-time member of staff.)



02

### Lunches, Drinks & Cycle to Work

Lunches are provided during term time free of charge and complimentary hot drinks are available throughout the day. We also offer a cycle to work scheme.



03

### Pension Scheme

The School offers a generous contributory pension scheme.



04

### Interest Free Loans

Interest free loans are available for the purchase of computers through the School.



05

### CPD Opportunities

CPD opportunities are available to all staff. The School also part funds MQSL, NPQSL, NPQH and MA courses.

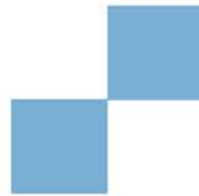
**Applicants invited for interview will be required to bring proof of identity e.g. passport, and qualifications to interview. Please note that we reserve the right to appoint before the closing date.**

**Further information about the School is available on our website: [www.ewellcastle.co.uk](http://www.ewellcastle.co.uk)**

Ewell Castle School 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). Staff recruitment is also subject to the School's Equal Opportunities' policy and monitoring procedure.



# Application And Selection Process



## How To Apply

- 01** Complete and submit the online application form, providing personal information, contact details, and professional history.
- 02** Include a letter stating your suitability for the post, including examples of your experience as required in the person specification
- 03** We will contact you shortly after the closing date if not sooner to advise whether your application has been shortlisted for interview.

## Selection Process



**Step 1**  
Application  
Evaluation

■ We will evaluate relevant applications against the requirements of each particular role.



**Step 2**  
Interview

■ Shortlisted candidates will be invited for interview and are required to bring with them original certificates and documents as requested by the HR Department.



**Step 3**  
Interview  
Assesments

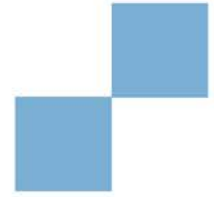
■ Shortlisted candidates will also be asked to complete a number of assessments, appropriate to the role they are applying for.



**Step 4**  
Selection and  
Outcome  
Notification

■ Interviewed applicants will be contacted and notified of the outcome of their application.

# Staff Testimonials



## School Administrator

'I joined Ewell Castle in September as part time Reception Administrator. It was a role that enabled me to get to know many students and members of staff over the years. No two days were ever the same and there were very few dull moments! I then transferred to the Principal's Office, which enables me to support the School in a different way, with opportunities to develop and grow. The camaraderie among the staff is great and the School is always a hive of activity. '



## Teacher

Flexible working benefits many staff at Ewell Castle, Teachers and Operational Staff.

Working three days a week has helped me balance my work life and my family commitments. I enjoy the choice offered me so that I can have control over my working patterns, which offers me peace of mind and better mental health.



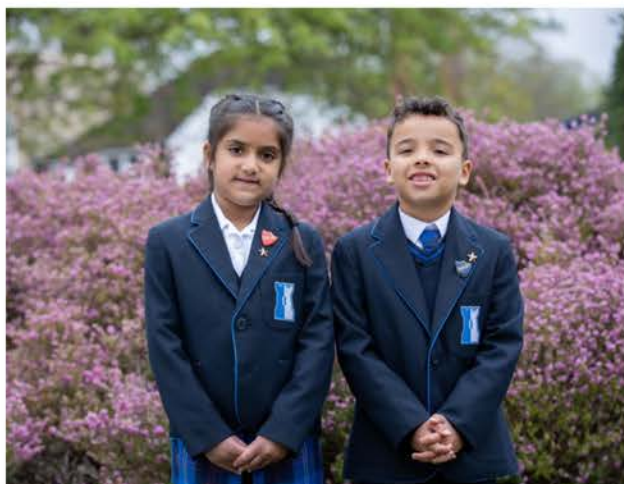
## Assistant Head

I joined Ewell Castle in December 2020 as a part-time Geography teacher and soon became Head of Department, working with a wonderful team of like-minded Geographers. I took on the additional responsibility of House Coordinator, organising House events and enjoying the competitive camaraderie of House Competitions among students and staff! I am now the Assistant Head:Teaching & Learning. The supportive coaching approach and opportunities for my own professional development have been pivotal in ensuring I am well-equipped for the role. Alongside this, I have a personal passion for sustainability and have loved working with students and staff to create a more sustainable and globally aware school community



# One School

Four Sites Within the ❤️ of Ewell Village



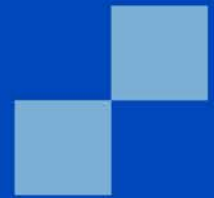
## Located within the ❤️ of Ewell Village

- The Castle (Senior School & Sixth Form)
- Fitzalan House (Sixth Form)
- Glyn House (Prep School)
- Chessington Lodge (Sixth Form)

- High-standard classrooms and learning spaces equipped with state-of-the-art technology.
- Well-equipped science laboratories for experiments and research.
- Computer labs with high-speed internet access and the latest software.
- Art studio and Design Technology workshop for visual and performing arts activities.
- Music Pavilion with recording studio and individual music teaching and learning pods
- Sports fields, 3 floodlit clay tennis courts, and sports hall.
- Music rooms with musical instruments and recording equipment.
- Prep School has large playing field, playground with netball courts and outdoor games.
- Onsite Forest School at the Prep School.
- Dining hall and Sixth Form Cafeteria.



EWELL CASTLE  
SCHOOL



Where children thrive within a  
progressive 21st century  
education

Independent Co-Educational Day School 4-18 years

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