



EWELL CASTLE SCHOOL

Independent Co-Educational Day School
for Boys and Girls aged 3 to 18 years

Prep School Learning Support Assistant – Full Time or Part Time (Term Time only)

- Job Title:** Prep School Learning Support Assistant
- Job Location:** Prep School
- Reporting to:** Head of Prep School
- Start Date:** September 2024
- Salary:** Ewell Castle Support Staff pay scale (7-11)



INSPIRE – ENGAGE - EXCEL



Ewell Castle School Prep School Learning Support Assistant

Further Details

Full Time or Part Time

Term time only

Ewell Castle is a thriving, independent school located in leafy Ewell Village. The school is co-educational from Nursery to Sixth Form and enjoys small classes, over the whole School. Ewell Castle has an excellent reputation for its family-friendly ethos, with a strong focus on pupil wellbeing and personalised learning. The School has a vibrant community spirit including regular events for staff, parents and friends of the School. Ewell Castle is a genuine mixed ability school with a focus on achieving each individual child's potential.

Prep School Learning Support Assistants provide invaluable support, specifically to children in class with EHCPs, and also acting as Teaching Assistants as required. They are a vital link enabling all children to successfully access the curriculum providing encouragement and assistance to help children reach their full potential. LSAs will provide support in class, and also more dedicated 1-2-1 or small group support to children under the guidance of the class teacher. LSAs build strong working relationships with pupils and teachers to the benefit of all the children in the classroom. LSAs ensure children can integrate as fully as possible in the activities generally undertaken by the other children in the class and ensure that all children make progress.

Working hours are **8:00am – 4:00pm (36 weeks per year)**.

Potential candidates will need to be able to work flexibly and demonstrate high levels of emotional intelligence, patience and understanding. They will have an excellent communication skills, written and spoken, and be active listeners.

The starting salary for this position will be in accordance with the Ewell Castle Pay Scales which currently track in excess of the maintained sector's pay grades (ECS Support Staff scale points 7-11) and will reflect the experience and qualifications of the successful candidate. *Annual salary will be pro rated from full-time equivalent of £21,000 - £24,000, dependent on the agreed working days.*

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The Learning Support Assistant is accountable to the Prep School Head of Learning Support and works in partnership with class teachers to support individuals and small groups in the classroom according to their formal timetable.

Key responsibilities

- Establish positive relationships with pupils who are supported.
- 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
- Promote positive pupil behaviour in line with School policies and help keep pupils on task
- Interact with, and support pupils, according to individual needs and skills
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Monitor and record pupil activities as appropriate writing records and reports as required
- Provide feedback to pupils in relation to attainment and progress under the guidance of the Prep School Head of Learning Support.
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid.
- To assist with the preparation, maintenance and control of stocks of materials and resources.

Other duties:

- To participate in training as deemed appropriate for professional development and to attend Inset days and staff meetings.
- To support School functions as directed by the Head of the Prep School.
- To participate in appropriate meetings with colleagues, parents etc. relative to the above responsibilities and duties.
- To participate in Performance Management and Appraisal & Review arrangements.
- To positively contribute to the co-curricular life of the School.
- Carrying out any other duties which may reasonably be assigned by the Principal.

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

12/07/2024

Person Specification: Learning Support Assistant



	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 5 GCSEs A-C (including English, Maths and a Science) • Teaching assistant qualifications or the willingness to undertake formal training. 	<ul style="list-style-type: none"> • Qualifications relating to supporting students with Speech, language and Communication Difficulties, ASD. • Qualifications relating to supporting children with Emotional Wellbeing. • Level 5 Diploma in Teaching Learners with Dyslexia / Specific Learning Difficulties
Experience	<ul style="list-style-type: none"> • Experience of working with children • Experience in a specialized area of SEN e.g. Speech Language and Communication, ASD, Emotional Wellbeing • Learning Support or Teaching Assistant experience 	<ul style="list-style-type: none"> • Experience of working in school, supporting children across all the key stages. • Experience of working with a (school) management information system
Knowledge & Skills	<ul style="list-style-type: none"> • Be an effective and confident communicator, having a good command of English, both spoken and written. • Ability to work as a team and on one's own. • 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, software relevant to SEN. • Ability to understand the School's values and a desire to promote an excellent image of the School. 	<ul style="list-style-type: none"> • Knowledge and understanding of a range of special needs. • The desire to improve knowledge and understanding of a range of special needs through continuing professional development.

	<ul style="list-style-type: none"> • Ability to work in new and challenging situations 	
Personal Qualities	<ul style="list-style-type: none"> • Awareness of confidentiality and ability to deal appropriately with sensitive or difficult situations • Able to display the highest levels of integrity and be consistently trustworthy and discrete • Be a problem solver, and to be able to reflect upon one's own practice • Willingness to support the life of the school including school events • A commitment to continuing professional development • Be consistently reliable and punctual • Be of smart professional appearance • Flexible, versatile and self-motivated • Able to work productively with a wide range of staff, parents and pupils • A commitment to safeguarding and promoting the welfare of children • Excellent sense of humour! 	<ul style="list-style-type: none"> • Willingness to become involved in the co-curricular life of the School

28/06/2024





“ Ewell Castle is like being part of a working family”

Staff member Jan 2022

“ Ewell Castle is where every child becomes the best version of themselves, in a nurturing and supportive environment”

Parent, January 2022



Why join us?

- We are one of very few co-educational Through Schools in the Surrey/ London borders: we have a range of abilities and help each pupil to become the best version of themselves;
- Our mixed ability through School offers an independent education in small class sizes and has a distinctive family feel while also celebrating excellence;
- The majority of our pupils move onwards to Ewell Castle Senior School where they are also successful at gaining scholarships and awards.
- We have the benefit of using resources from the Senior School in our KS 2 which aids transition and provides added value to subjects such as Science and Design & Technology;
- The school offers complimentary lunches during term time;
- Colleagues have the opportunity to work in a supportive environment with committed, loyal and caring teachers who value academic and pastoral excellence;
- Generous pension is provided;
- 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.)
- Interest free loans are available for the purchase of computers through the school.
- Ride to work
- 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.

