



A M E S B U R Y

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## **Special Educational Needs Assistant**

It is now widely recognised that a growing proportion of children have to cope with a particular learning challenge and it is essential that these children are professionally and compassionately supported. This is most certainly the case at our school and consequently we seek an enthusiastic, professional and caring person to join our close-knit team.

Amesbury is a fine co-educational preparatory school set in beautiful countryside near Hindhead, Surrey. There are approximately 350 children aged between 2 and 13. It is a friendly place to work, the staffroom comprising a mix of experience and youth who adopt a 'work hard, play hard' attitude. The children and their parents have no affectations and anyone who embraces the pomposity and elitism of some independent schools need not apply. Yes, we strive for excellence and embrace competition, and it is a competitive 'circuit' with many other prep schools nearby, but we are also compassionate, inclusive and mindful of those less fortunate.

Amesbury aspires to be a leader in the use of digital tools to transform education. All staff are required to demonstrate competence and a willingness to increase their digital skills, aligned with an interest to explore and use them effectively in teaching, learning and admin activities related to their role.

It is a great time to be part of a school which is just about to embark on an innovative programme of curriculum reform. Although we will still need to prepare children for entrance to senior school, we are especially fortunate to be able to develop strands through the whole curriculum which include gender and racial equality, climate change and leadership.

Therefore, we seek a Special Educational Needs Assistant who feels that his/her work is done not just in the classroom, but also around school in general.

If you think that you have the necessary qualities and that Amesbury would help you to develop in your career, you can apply by:

1. Filling in the application form on our website.
2. Writing a letter to me, outlining your views on the role of a Special Educational Needs Assistant.

This letter and your application form need to be with Kim Ainslie, who coordinates our recruitment, by email ([recruitment@amesburyschool.co.uk](mailto:recruitment@amesburyschool.co.uk)) by Friday 30 July 2021. Interviews will be held in the week beginning Monday 2 August 2021.

On many occasions I have been encouraged to join a school during 'exciting times'. I am not sure that this is the appropriate description for the circumstances in which we all find ourselves, but if you are the type of person whose 'glass is always half full' and who believes that out of challenges come not only difficulties, but also opportunities, then you could be the person for Amesbury.

With all best wishes,

A handwritten signature in black ink, appearing to read 'Jonathan Whybrow', with a long horizontal flourish extending to the right.

Jonathan Whybrow

## **Job Description**

### **Special Educational Needs Assistant**

This is a part time position of approximately 32 hours per week.

Mondays 8.30am – 5.45pm, Tuesdays 8.30am – 3.45pm, Wednesdays 8.30am – 1.00pm, Thursdays 8.30am -2.50pm and Fridays 8.30am – 1.00pm

The role is term time only working with pupils between the ages of 6 and 13.

#### **a) Qualifications**

- Ideally hold a SpLd Teaching Certificate. However, consideration will be given to suitably experienced applicants with the expectation that such a qualification would be completed within 2 years of starting the post.
- Level 5 Helen Arkell qualification is also acceptable.
- Candidates are expected to pursue the aspiration that every educator is a digital educator. All teaching staff at Amesbury are expected to use, and are supported in, the full breadth of learning technologies”

#### **b) Character & Personality**

You will:

- Be the opposite of a clock watcher and want to go the extra mile
- Understand that relationships, not rules, make schools successful
- Have a sense of humour
- Be an energizer rather than an energy sapper
- Be willing to roll up your sleeves and ‘pitch in’
- Dive headfirst into a very busy, creative school
- Be committed to working hard every day in order to develop something incredible.
- Take the initiative, work independently, and be prepared to take intellectual risks
- Want to work collaboratively
- Be a strong communicator
- See creative opportunities that are not always obvious
- Be utterly reliable

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#### **School Aims**

Our principal purpose is quite straightforward. It is simply that we want every child to enjoy his or her time at school; to feel valued as individuals, in an environment where their talents can prosper to the benefits of the community, so that when the time comes to leave us, each child will do so with confidence high, skills sharpened and personalities rounded.

More specifically we aim to:

- Develop in every child the necessary skills, aptitudes and abilities to enable him/her to move on to senior school and beyond as an emotionally resilient, autonomous learner.
- Develop a caring community within the school by encouraging commitment, courtesy, co-operation, tolerance and compassion towards one another whilst understanding that each individual is a member of a wider community.
- Promote and nurture a close relationship between home and school in the partnership of education.
- Provide pupils with a model of how an excellent organisation is run, one in which there is culture of high achievement, a willingness to adapt and a propensity for innovation.
- To create the circumstances in which all members of staff have the opportunity for personal development and feel able to make the fullest of contributions to school life.
- Fulfil our social and environmental responsibilities to society.

#### **Reporting**

1. This position is appointed by the Head, and reports to the Head of Department for line management purposes.
2. The Head of Department is responsible for this position's PPDP.

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### **Special Educational Needs Assistant**

#### **Purpose**

1. To teach an agreed timetable.
2. To maintain and develop the quality of teaching and learning, sharing best practice with other members of the team and where possible throughout the School.
3. To successfully manage the interface between school, parents and the wider community, recognising how crucial this function is in an independent fee-paying school.
4. To know and apply school policies on safeguarding, health and safety, behaviour, teaching and learning, equal opportunities etc. and to take part in any training courses related to these offered by the School to gain further knowledge (within employed hours).
5. To be prepared to accept changes to this specification in order to meet the changing needs of the School.

#### **Specific Responsibilities**

1. It is the job holder's responsibility for promoting and safeguarding the welfare of children for who s/he is responsible, or with whom s/he comes into contact, to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the role, the job holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.
2. Liaise with the Learning Support Group to ensure consistency of delivery across the curriculum.
3. Teach lessons according to the specific educational needs of the pupils at the times stipulated.
4. Maintain order and good discipline among pupils and safeguarding their health and safety.
5. Provide specific, targeted teaching of numeracy or literacy to individuals or small groups requiring additional help. This may be in-class or on a one-to-one basis.
6. Be proficient in the use of IT for supporting pupils.
7. Prepare regular written assessments of pupils' attainment and progress.
8. Attend Parents' Evenings or meet individual with parents to discuss pupils' progress.
9. Assist in the writing of IEPs that will target pupils' specific curricular needs.
10. Attend staff meetings to discuss curriculum, pastoral and other matters.
11. Attend all INSET days and training courses.
12. The post holder will report to the Head of Learning Support.

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#### **Miscellaneous**

1. Set an example in terms of continuous personal development, particularly through the Amesbury PPDP programme and by participating in appropriate training to maintain up to date professional expertise.
2. Undertake other duties appropriate to the general purpose of the post that may from time to time be reasonably assigned by the Headmaster including chairing/participating on such committees and working parties as the Headmaster may require.
3. Participate as widely as possible in the extra-curricular life of the school.
4. Treat as a professional confidence, any information concerning individuals, gained in the course of school life, in accordance with the school's confidentiality policy.
5. Complete required Prevent, safeguarding training and awareness in compliance with Amesbury's policies and procedures.

#### **Child Protection / Safeguarding**

Amesbury is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximize opportunity, minimise risk and continuously promote a culture of safeguarding amongst our work force.

All successful applicants will be required to complete an enhanced DBS check which must be maintained throughout the period of employment.