



ARNOLD LODGE

4 - 18 yrs Co-educational Independent Day School



I:I Teaching Assistant

Recruitment Pack

September 2017



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An Introduction to Arnold Lodge

Located in the heart of Royal Leamington Spa, Arnold Lodge is a 4-18 Independent School in Warwickshire, which delivers a bespoke learning experience to unlock the talents and potential of each and every child that comes through our doors. We believe that every child deserves the right to succeed in education whether they are aspiring for A* grades or pushing to do the best they can. We deliver an outstanding education for the pupils in our care whether this is providing the highest levels of pastoral support or the quality of our GCSE results year-on-year.

It is our aim to ensure that every pupil feels safe, happy and confident in school. Alongside this, we set out to value every pupil for their strengths (and through our pastoral sessions help our pupils to know their own strengths) and support each pupil to make the most progress they can academically and socially. This will look different from pupil to pupil but the bottom line is the same; each child will fulfil their own potential, whatever that may be.

Arnold Lodge is a wonderful place to work. The school's community atmosphere and family values mean that it truly is an enjoyable environment in which to work.

Arnold Lodge's Core Ethos

1. Every child in school should feel happy, safe and confident.
2. Every child should know their strengths (whatever they may be) and be valued for those strengths.
3. Every child should make the most academic and pastoral progress they can in a supportive and positive environment.

At Arnold Lodge, we believe that every child deserves access to an outstanding education. We believe that children are worth more than an entrance examination and it is for this reason we are an academically non-selective school. Some children will achieve a full set of A* and they will do so in an environment where they are valued for more than their hard work and intelligence. For a different child, attaining a D grade in English might be a huge achievement and this achievement, the strengths of that child, should be valued just the same. Academic study at Arnold Lodge is not about percentages and statistics: it's about the individual pupil and helping them to attain the very highest they can.

School is about so much more than classroom teaching, of course. Our non-selective approach continues in music and sport where pupils are encouraged to take part, gain experiences and to enjoy being active, creative and on the stage. Some of our pupils are outstanding artists or musicians and these skills are valued highly at Arnold Lodge.



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Salary: £12,500

Closing Date: 14th September 2017

Interviews: Week comm. 18th September 2017

Job Start: September 2017

The Post: This is a real opportunity to make a difference in an outstanding 4-18 Independent School. Located in the heart of Royal Leamington Spa, Warwickshire, we deliver a bespoke learning experience to unlock the talents and potential of each and every child that comes through our doors. We are looking for an experienced Teaching Assistant to work on a 1:1 basis with a pupil with Autism as he enters the final year of his GCSE studies.

If you'd like to know more before applying please contact us via reception@arnoldlodge.com / 01926 778050 or visit www.arnoldlodge.com for the full information pack, application form and the job specification.

Arnold Lodge is committed to safeguarding our children. The successful candidate will be required to provide an Enhanced Disclosure from the DBS and a disqualification by association disclaimer before any appointment is confirmed.

Applications: Applications should be addressed to the Head of SEND – Miss F Richards. Applications by email are acceptable, please send these to reception@arnoldlodge.com all applications must contain the following:

- A fully completed application form (found on the school website – www.arnoldlodge.com – under 'general information').
- A fully completed Recruitment Monitoring Form
- A letter of application of no more than two sides of A4 in size 12 font
- The names and contact details of two referees, both of whom should have known the applicant in a professional capacity.

Though Applicants may also provide a curriculum vita **in addition** to the elements outlined above, they are not required to do so. We reserve the right to close this application at any time should a suitable candidate be found and so we encourage early applications.



Job Description – 1:1 Teaching Assistant

Job Title	Teaching Assistant (1:1 Support – Secondary Phase)
Summary of the Role	To promote the inclusion of, and provide appropriate levels of learning support for, the pupil to whom you are assigned, enabling him to make best use of the educational opportunities available. The support provided will be based on that specified in an Education, Health and Care Plan (EHCP).
Line Manager	Non-Teaching SENCO
Liaising with	Head of SEND, Teaching and Support Staff
Key responsibilities	<ul style="list-style-type: none"> To support the teaching, learning and personal development of your assigned pupil as directed by the non-teaching SENCO and the Head of SEND. Where required, to provide in-class support for other individuals or groups of pupils. To support the implementation of the provision outlined in the pupil's Education, Health and Care Plan. To promote and foster constructive home/school partnerships; to attend relevant meetings; to contact parents and carers, as required, promptly and efficiently. To maintain and develop a positive working relationship with all members of staff; to liaise and cooperate with colleagues on whole-school matters. To show a willingness to support extra-curricular clubs, extension and enrichment activities. To carry out such other duties as may reasonably be required by the Head of School.
Provision	<ul style="list-style-type: none"> Work with teachers across different curriculum clusters to plan and prepare for lessons and to evaluate and adjust lessons and work as appropriate for the pupil's individual needs. Undertake structured and agreed learning activities/teaching programmes inside and outside the classroom, adjusting activities according to the pupil's responses. Use a range of strategies, informed by best practice in supporting pupils with SEN, to support the pupil's progress towards learning objectives, ensuring his/her safety at all times. Provide feedback to the pupil and teachers as required on achievement, progress and other matters, ensuring the availability of appropriate evidence. This may include routine marking of work under the guidance of a teacher. Attend the pupil's Annual Review and other interim review meetings as required Prepare objective and accurate feedback about the pupil as required by external agencies, the non-teaching SENCO and the Head of SEND.



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	<ul style="list-style-type: none"> • Establish productive working relationships with the pupil, acting as a role model and setting high expectations. • Promote independence in learning and employ strategies to recognise and reward achievement of self-reliance. • Promote high standards of pupil behaviour, consistently and effectively implementing agreed behaviour management strategies. • Provide Exam Access Arrangements for pupils with SEND, as directed by the Examinations Officer. • Support the use of ICT in learning activities and develop pupils' competence and independence in its use. • Produce lesson plan and worksheets as appropriate and adapt and customise curriculum materials. • Prepare and maintain the equipment/resources required to meet the lesson plans/relevant learning activities and assist in their use.
<p>Personnel and CPD</p>	<ul style="list-style-type: none"> • Undertake training and maintain up-to-date knowledge in relation to specific areas of SEN, as determined by the individual needs of the pupil.
<p>Additional Duties</p>	<ul style="list-style-type: none"> • Participate in training and other learning activities as required. • Play a full part in the life of the school. • Support the school's aims, mission, vision and values. • Adhere to the school's Code of Conduct for Staff. • Perform any responsibilities associated with being a member of the school's staff, as reasonably directed by the Head of School.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be defined. All staff are expected to comply with any reasonable request from a senior leader to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the postholder.



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Person Specification – 1:1 Teaching Assistant

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> 5 GCSEs at A*-C with English and Mathematics 	<ul style="list-style-type: none"> Educated to A level or higher
Experience	<ul style="list-style-type: none"> Experience of supporting pupils with SEND Experience of working with people and building sustainable relationships 	<ul style="list-style-type: none"> Experience of working in a secondary school environment Experience of supporting pupils on a 1:1 basis Experience of working with pupils with Autism
Skills	<ul style="list-style-type: none"> Able to support pupils 1:1, in small groups and in a whole-class context Able to work under own initiative to deal with situations Able to work as part of a team, understanding classroom roles and responsibilities and own position within these Able to build strong professional relationships with a range of people Excellent organisational skills 	<ul style="list-style-type: none"> Able to provide detailed and regular feedback on pupils' achievement and progress Able to use ICT effectively to support learning
Personal	<ul style="list-style-type: none"> High aspirations for pupils with SEND A 'can do' and patient, helpful attitude Ability to work flexibility Be prepared to support other wider school functions Willingness to take on additional training A professional manner 	<ul style="list-style-type: none"> Flexible with an excellent work ethic A sense of humour and a positive attitude

Conditions of Appointment

Hours of Appointment

This is a permanent position for 37.5 hours a week, Monday to Friday 8:00am-4:30pm, including all staff INSET days. This includes a one hour lunch break.

Notice Period

During the probationary period, the period of notice will be one week on either party. The probationary period will run for 6 months. After this time, the notice period will be 4 weeks.

Statutory Checks

An offer of employment is conditional on the following:

- Sight of your passport and verification of Right to Work in the UK



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- Sight of two other forms of I.D. e.g. driving licence, recent utility bill/bank statement showing home address (and dated within 3 months)
- Sight of the original of your marriage certificate (if applicable)
- Sight of the originals of your relevant qualifications
- A check of the Barred List/List 99 check
- A satisfactory enhanced DBS criminal record check
- Confirmation of medical fitness including completion of a Medical Questionnaire
- Check of employment history (including satisfactory explanations for any gaps)
- Check of references
- Overseas checks (where applicable)