



# LORENDEN

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## **1:1 Pupil Support Assistant Vacancy**

**Part time, from as soon as possible until July 2020 in the first instance**

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### **Introduction**

Lorenden Prep School is a small school of approximately 120 pupils, ages 3-11, with an excellent local reputation; most pupils come to the school from recommendations from other parents or staff. It is a friendly, family environment with one form entry and with high expectations of pupils of all ages. In 2018 Lorenden celebrated its 25th anniversary and was awarded the highest grades of 'Excellent' in all categories in its ISI inspection in November. In 2019, the school became a finalist in the Swale Business Awards. The Head is a member of IAPS and Lorenden is an acquired school in the Methodist Independent Schools Trust.

Lorenden has flourished because staff have given generously and willingly of their time and energy to aid the academic and personal development of the pupils in the many forms that this may take.

It is the abiding hope of the Governors and Head that all staff will approach their employment by the school in that same spirit. We develop self-disciplined, thoughtful children with a cheerful 'can-do' attitude to life and a strong sense of fair play. We thoroughly prepare our children socially, physically and intellectually for secondary education so that they can take with them happy memories of their time with us.

We are looking for a dedicated person to work with one child in Reception for 5 hours per day as a 1:1 support assistant across lessons, playtimes and lunch. You will be kind, have patience, have the ability to explain clearly and have a genuine interest in helping a child to do the best they can.

This is a very rewarding position in a friendly school.

### **Scope**

The role is offered on a 40 week per annum contract from September and July. (School term time is approx. 34-35 weeks; this role will be less than 40 weeks in the first year as the year has already started. )

The role is temporary until July 2020 in the first instance, subject to a probationary period.

The role is part-time. This means Monday - Friday (5 days per week), 8.30am-1.30pm.

The position is based in Reception.

The role reports to the Head.

Salary range is competitive and is pro rata for 40 weeks per annum.

## **Job Description**

- To engage the child in activities on their own and with others across the curriculum and at play.
- To foster independence in the child and support as required.
- To encourage learning in all areas.
- To supervise and guide at play times and unstructured times.
- To assist with lunch arrangements.
- To work with the direction of class teachers, whilst using a large amount of initiative, independence and proactive behaviour.
- Maintain excellent communication with parents, teachers and TA.
- Assess and track the pupil's development as directed by the class teacher.
- Ensure own familiarity with key school policies and ensure policies are followed at all times.
- Undertake mandatory training (e.g. safeguarding) as required.

## **Person Specification**

Good level of understanding in maths and English.

Teaching Assistant qualification (desirable)

Ability to explain concepts clearly and in different ways appropriate to the child.

Recent experience of supporting a child or children in a school environment. (desirable)

The ability to work productively as part of a team.

Work using own initiative.

Flexible and adaptable to situations

Organised

Kind and honest

Confident

Resilient

Committed and willing to go the extra mile

High expectations of pupils

Friendly and approachable to colleagues, parents and pupils

Rigorous understanding of safeguarding procedures and best practice

## **Dates and Deadlines**

Deadline for Applications: Friday 18 October 2019 (10am)

*References will be sought for short-listed candidates prior to the interview date.*

Interview Date: Wednesday 6th or Friday 8th November 2019.

*We reserve the right to deal with applications as they are received and therefore interview and appoint before this date if appropriate.*

*Please phone the school if you would like an informal discussion about the post.*

***Lorenden Prep School is committed to safeguarding and promoting the welfare of children, and young people and expect all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and Disclosure and Barring Service.***

***Safeguarding is of the highest priority at Lorenden and forms part of the interview and reference checks.***