



# HOWE GREEN HOUSE SCHOOL

## 1:1 LEARNING SUPPORT ASSISTANT

### Job Description

***Howe Green House is committed to the protection and safety of its pupils and follows safer recruitment practice. If called for interview you will need to bring your driving licence, passport or other photographic ID and original examination documents or certificates for verification. The interview will also assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.***

Howe Green House School was founded in 1987 by the founding Headteacher and a group of parents and staff. It is run as an educational trust and parents are able to become members of the company. All monies received from fees etc. are ploughed back into the school to provide for future development and the day to day running of the school.

The school is a member of the Independent Schools Association and caters for children from 3 - 11 years of age in a beautiful countryside setting with separate nursery provision for children from 2 years old. There are a variety of buildings that form the school surrounded by over eight acres of grounds. The school admits children from the age of three years into Little Oaks Nursery.

The Pre-Prep department comes under the leadership of the Head of Pre-Prep who oversees the work of the children from Reception to Year 2. The Head of the Prep Department is responsible for Years 3 to 6. The Senior Leadership also comprises the Deputy Head Pastoral, Senior Deputy Head, Headteacher and Bursar. The role requires the following:

- To work in partnership with the class teacher and the SENDCo to support the learning of one child;
- To motivate and encourage the child as appropriate by providing levels of attention, reassurance and to help with tasks as appropriate;
- To use praise, questioning and commentary where necessary to ensure that the child remains on task;
- To assist in carrying out individual programmes of learning;
- To make resources to support the child's learning;
- To work flexibly across the school day in line with the child's personalised timetable;
- To establish positive relationships with the child and to facilitate positive relationships between them and their peers;
- To monitor the child's responses to learning activities and where appropriate modify or adapt the activity with the teacher's agreement in order to meet the intended learning outcomes;
- To provide positive feedback and praise to re-enforce and sustain the child's efforts;
- To help the child to develop self-esteem and self-reliance;

- To support the child to develop social skills in the classroom and outside, including playtimes;
- To provide regular feedback on the child's learning and progress including the effectiveness of strategies implemented to the class teacher, SENDCo and parents;
- To provide written reports or records as required;
- To assist with the development and implementation of Support Plans and the assessment of their efficacy;
- To attend to a child's personal needs including minor first aid and writing of accident reports;
- To establish positive relationships with parents, referring educational concerns to the teacher and respecting confidentiality at all times;
- To attend whole school and departmental meetings as required;
- To carry out all such other duties as required by the school.

The school operates a no-smoking policy.

Due to the location of Howe Green House it will be necessary for applicants to have their own transport. The school checks all new appointments with the Disclosure & Barring Service previously Criminal Records Bureau for any criminal, or other background, that might disqualify an individual from working with children. The successful applicant will therefore be subject to a DBS Enhanced Disclosure. The school will also require the successful applicant to complete a medical questionnaire.

Applicants wishing to apply should write in their own handwriting enclosing a completed application form and Curriculum Vitae. Referees for short listed applicants will be contacted prior to interviews.

Howe Green House School is committed to an Equal Opportunities Policy.

The closing date for applications is midday on Monday 21<sup>st</sup> June 2021. Interviews are likely to take place shortly afterwards and will either be conducted in school or via Zoom. If selected for interview you will be contacted by telephone. It is therefore essential that a day time number is provided. Referees for short listed applicants may be contacted prior to interviews.

***The purpose of the interview is to assess a potential candidate's suitability for the post and give both parties the opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information which the candidate has provided on their application form.***