Grove House School

Learning Support Assistant
Candidate Information Pack

Supporting Excellence

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Headteacher's Letter

Grove House School
Sawyers Hall Lane, Brentwood, Essex, CM15 9DA
Headteacher: Miss L Christodoulides, BA Hons
Telephone: 01277 361498
Email: admin@grovehouse.essex.sch.uk

Dear Applicant

Thank you for your interest in Grove House School. I would like to take this opportunity to tell you a little more about us. We opened as a new special school for pupils aged 8-19 with SLCN in September 2015 and quickly grew to our capacity and beyond. We currently have 141 pupils on roll and, due to demand for places, our capacity will increase again from September 2027. All our pupils have an EHCP and have come to us from mainstream settings and alternative provision. Our pupils' priority need will be speech, language and communication.

Currently we have 11 form groups - two KS2, five KS3, three KS4 and one sixth form classes. Classes are ideally in groups of 12-15 pupils. Each class is supported with at least 1-2 Learning Support Assistants who stay with the class group across all lessons. Our teaching and therapy staff work together to support pupils.

We are a very friendly, supportive and welcoming staff. Our curriculum, whilst based on the national curriculum, is continually reviewed and ever changing as we look to meet the wide variety of individual pupil needs within each class group. Whilst this may have its challenges it also is extremely rewarding in that our staff have the flexibility to be creative and innovative in the development and delivery of the curriculum. We also have a team of speech and language therapists who lead sessions for students and support staff with strategies and training across the school

We are part of the SEAX Trust, a MAT consisting of 5 special schools, bringing opportunity to work collaboratively with other colleagues in our trust schools. Additionally we have a highly skilled and dedicated board of governors, some of whom were the proposers of the school in it's early days. They have supported us way beyond expectations and continue to be a valuable asset to the school.

I very much hope the post is of interest to you – please do contact us for further discussion.

Kind regards

Lisa Christodoulides

Grove House School

Learning Support Assistant

37 hours per week

39 weeks per year

Actual Salary: £23,661—£24,781

Job Description and Person Specification

Job Title	Learning Support Assistant
Grade	Scale 3 & 4 point 6-9 depending on experience
Based at	Grove House School
Reports to	Headteacher/Class Teacher
Responsible for	n/a
Liaison with	Teaching staff, support staff, Headteacher, pupils
Job purpose	To work in partnership with Class Teachers to assist pupils with complex learning needs and to support their learning in line with the national curriculum, codes of practice and school policies and procedures
Principal Accountabilities	Work with individuals or small groups of children under the direction of teaching staff Provide support to pupils with moderate learning, behavioural, communication, social, sensory or physical difficulties

Job Description

Learning Support Assistant Duties

- Interact with, and support pupils, according to individual needs and skills
- Implement planned learning activities/teaching programmes as agreed with the Teacher, adjusting activities according to pupils' responses, as appropriate
- Establish positive relationships with pupils supported
- Provide feedback to pupils in relation to attainment and progress under the guidance of the Teacher
- Support pupils with activities which aid literacy and numeracy skills
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- Attend to pupils' personal needs including help with social, welfare, care and health matters
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Participate in planning and evaluation of learning activities with the Teacher, writing reports and records as required
- Assist with the development and implementation of pupils' individual plans, eg IEPs
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the Teacher
- Assist the Teacher and other staff in the implementation of care programmes
- Support learning by selecting appropriate resources/methods to facilitate agreed learning activities
- Assist with the preparation, maintenance and control of stocks of materials and resources
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- Assist with the display and presentation of pupils' work
- Supervise pupils for limited and specified periods including break-times when the post-holder should facilitate games and activities
- Assist with escorting pupils on educational visits
- Assist pupils during activities e.g. swimming, PE

General Duties

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
- Encourage **interaction and teamwork** within the school and Trust; attend relevant school meetings, as required, share ideas and new initiatives

- Respect **confidentiality** and maintain **professionalism** at all times
- Actively engage in relevant training opportunities, taking responsibility for own **professional development**
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall **ethos, work and aims** of the school and Trust
- Comply with all **School and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

Person Specification

Qualifications and Experience			
Detail		**Essential**	**Desirable**
Specific qualifications & experience	Successful experience of working with children in a school environment	✓	
	Educated to NQF Level 2 or equivalent		✓
Knowledge of relevant procedures	Basic knowledge of First Aid		✓
	Understanding of School environment		✓
Literacy	Good reading and writing skills	✓	
Numeracy	Good numeracy skills	✓	
Technology	Knowledge of basic ICT to support learning	✓	
Communication	**Detail**		
Written	Ability to write basic reports	✓	
Verbal	Ability to use clear language to communicate unambiguously	✓	
	Ability to listen effectively	✓	
Languages	Use initiative to overcome communication barriers with children and adults	✓	
Negotiating	Can consult with children and their families and carers and other adults	✓	
Working with Children and others			
SEND	Ability to understand and support children with developmental difficulty or disability	✓	
Child Development	Good understanding of the general aspects of child development	✓	
	Ability to assess progress and performance	✓	
Health and wellbeing	Understand and support the importance of physical and emotional wellbeing	✓	

Curriculum	Good understanding of the general aspects of child development Ability to assess progress and performance	✓ ✓	
Behaviour management	Understanding & implementation of the school's behaviour management policy	✓	
Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
Team work	Ability to work effectively with a range of other adults	✓	
Working with partners	Understand the role of others working in and with the school Understand and value the role of parents and carers in supporting children	✓ ✓	
Information	Know when, how and with whom to share information Ability to follow instructions accurately	✓ ✓	
Responsibilities			
Organisational skills	Excellent organisational skills Ability to remain calm under pressure	✓ ✓	
Line management	Ability to supervise and monitor the work of volunteers	✓	
Time management	Ability to manage own time effectively Demonstrate a flexible approach	✓	
Creativity	Demonstrate creativity and ability to resolve routine problems independently	✓	
General			
Equalities	Awareness of and commitment to equality	✓	
Health and safety	Good understanding of Health and Safety	✓	
Child Protection and Safeguarding	Understand and implement child protection and safeguarding procedures	✓	
Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality Understanding and implementation of the Trust's Data Protection Policies	✓ ✓	
CPD	Be prepared to develop and learn in the role	✓	

Application Process

This sheet sets out the key information for any candidates applying for the post of Learning Support Assistant at Grove House School. Please read this information carefully and retain this sheet for reference during the application process.

Application process

Applicants must complete the SEAX Trust Application Form and submit it to the return address . **Please note:** This advert will remain open until such time as a suitable candidate is found, at which time it will close. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

Selection process

Applications will be ranked against the person specification for the role.
All shortlisted applicants will be subject to a face to face interview with the selection panel.
There may also be a skills test or practical assessment.
Further details regarding selection panel members and any planned assessments will be made available to shortlisted candidates in due course.

Shortlisted candidates

Applicants who have been shortlisted for the post will be notified as soon as reasonably practical upon completion of the shortlisting process.
The school will only contact shortlisted applicants and therefore if you have not received any communication from the school by this date your application has not been successful on this occasion.

References

References are required at interview, as they form an important part of the selection process. Referees will therefore be contacted **prior to the interview date** in relation to all shortlisted candidates. Please ensure that you have given consent to your referees so that provision can be made without delay. The school may review social media relating to shortlisted candidates as part of the screening process to ascertain whether candidates demonstrate appropriate conduct and behaviour and suitability for employment in a school

Interview date

Interviews will be held at **Grove House School on a date to be confirmed.** Please note the school does not reimburse candidates for interview expenses.

Further information and school visits

If you would like to visit the school, please contact **Kerry Stockbridge,** HR & Business Support Manager on 01277 361498.

The SEAX Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to satisfactory medical checks,

Application Process

Candidates should download and complete a SEAX Trust application from available from:
www.grovehouseschool.co.uk or **www.essexschooljobs.co.uk**

Required:	September 2026 or earlier if available
Visits to school:	If you would like to visit the school, please contact Kerry Stockbridge, HR Manager using the details below
Closing date:	This advert will remain open until such time as a suitable candidate is found, at which time it will close
Interview:	**TBC**
Salary and Band:	Scale 3 & 4 Point 6-9
Hours and weeks:	37 hours per week, 39 weeks per year Monday 8.30am - 4.30pm Tuesday 8.30am - 4.30pm Wednesday 8.30am - 4.45pm Thursday 8.30am - 4.15pm Friday 8.30am - 4.00pm You will be allocated a half hour lunch break each day which is unpaid
Actual Salary:	**£23,661—£24,781**
To apply:	Candidates should download and complete a SEAX Trust application form
Queries:	Kerry Stockbridge, HR & Business Support Manager Email: kerry.stockbridge@grovehouseschool.com Grove House School, Sawyers Hall Lane, Brentwood, Essex, CM15 9BZ Tel: 01277 361498
Staff Well-being Cover	Grove House offer extensive Staff Wellbeing and Medical Insurance Cover which includes physiotherapy, counselling and GP on-line support services

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

SEAX Trust

Grove House is part of the SEAX Trust

Work with us ...

The **SEAX Trust** is a small but growing partnership of Special Academies within the community of Essex, whose Vision is to:

- **Provide outstanding educational experiences for children and young people with special educational needs**
- **Put the well-being and achievement of pupils at the heart of all decision making**

We consider the main asset towards achieving our Vision is our body of **highly-valued staff** and, in recognition, we implement a wide range of **strategic and person-centred reward practices** in all of our Trust Academies.

Be rewarded by us ...

- We offer a clear and competitive **pay policy** and **progression route**
- **Holiday pay** and **salary** which is paid evenly across the year for our support staff
- Teachers and Local Government **Pension Scheme** facilities

Progress with us ...

- A focus to provide high quality **professional development** opportunities for all staff
- An extensive range of **in-house training** opportunities
- Experienced and **dedicated practitioners** who are keen to help you learn
- A range of exciting internal **career opportunities**

Be inspired by us ...

- **Challenging** roles and **recognition** of achievement
- A **motivational** strategy towards both education and business
- Staff **involvement** in wider decision-making

Be reassured by us ...

- A strategic aim to ensure a **fair work/life balance**
- A **highly supportive** organisational culture
- A firm commitment to the strengths of **equality and diversity**
- A sense of **cohesion and belonging**
- A policy to raise **matters of concern**

Ask us ...

Should you have any general queries regarding staffing at **SEAX Trust**, Kate Stannard will be pleased to speak to you. Please contact: **Kate Stannard, Director of HR for SEAX Trust Email: jobs@seaxtrust.com Telephone: 01245 262779**

We look forward to hearing from you soon.