

Learning Enrichment Assistant
One-to-one pupil support



**GREENFIELD
SCHOOL**

BRIGHT BEGINNINGS
BRIGHTER FUTURES

**RECRUITMENT
PACK**



LITTLE SCHOOL
Fledglings & Owls

0-3 yrs

PRE-RECEPTION
Robins

3-4 yrs

RECEPTION
Reception

4-5 yrs

LOWER SCHOOL
Years 1 & 2

5-7 yrs

MIDDLE SCHOOL
Years 3 & 4

7-9 yrs

UPPER SCHOOL
Years 5 & 6

9-11 yrs

NURSERY & PRE-SCHOOL

PRE-PREP

PREP



GREENFIELD SCHOOL

BRIGHT BEGINNINGS
BRIGHTER FUTURES

ABOUT US

Greenfield is an impressive standalone preparatory school in Woking, Surrey, providing the very best 11+ preparation and relevant, contemporary education to its pupils. The school's facilities are unique amongst prep schools in the area and allow our teaching staff to take their lessons to the next level, ensuring pupils are equipped and ready to embrace the next stage of their young lives.

In May 2023, the school was graded Excellent by ISI. This grade refers to both *the quality of the pupils' academic and other achievements* and *the quality of the pupils' personal development*. The outcome of this inspection was reflective of the hard-work, dedication and commitment of the school's employees, from teaching and support staff to estates workers and leadership. The examples given in the report are indicative of the creative, dynamic and enthusiastic teaching that takes place and the atmosphere that pervades the school.

Greenfield is renowned for its inclusive ethos and culture of kindness. School-wide initiatives surrounding wellbeing, climate change and charity fundraising are common and the community is a strong one.

Located on the outskirts of Woking town centre, and positioned between West Byfleet and Old Woking, the school is ideally situated to offer a balance of urban convenience and countryside living to pupils and staff alike.

Greenfield was voted Prep School of the Year by the TES in 2022.



AIMS AND ETHOS

Ethos

Greenfield School fosters a culture of inclusion, acceptance and understanding, whilst maintaining excellence in all areas of school life. We pride ourselves on being academically non-selective and providing a warm and compassionate environment, as our children develop their wider skills and academic potential. We celebrate our diversity and encourage our pupils to become kind, empathetic children with a strong sense of their place in the world. Greenfield offers an inspiring education for pre-eminence in tomorrow's society.

Aims

In partnership with Greenfield families, we aim to:

- Inspire and motivate children, enabling them to achieve their academic potential
- Discover and develop passion
- Identify and foster talent
- Encourage independence and resilience in our children
- Develop critical thinking and problem-solving skills
- Empower children to be active members of the local and wider community
- Create authentic, responsible and empathetic children who impart kindness, generosity and compassion



PERSON SPECIFICATION

We are seeking to appoint a part-time Learning Enrichment Assistant to join our School to provide one-to-one support for a pupil who has an Education and Health Care Plan. The pupil is currently in Reception. The post is a Fixed Term Contract for the time the pupil needs this whilst they are at Greenfield School. This role is term time only; attendance will be required on INSET days.

Experience of children with Special Educational Needs is essential.

Experience with hearing impairments or speech and language is desirable, but not essential. The successful candidate will be friendly, adaptable, flexible, well organised and confident dealing with parents, staff and pupils.

Early applications are encouraged. We reserve the right to close this vacancy early, should a suitable candidate be appointed before the closing date.



JOB DESCRIPTION

I. KEY RESPONSIBILITIES

- To support the learning and development of an identified pupil or pupils, with an Educational Health Care Plan (EHCP) for Special Educational Needs and Disabilities (SEND), through 1:1 and small group sessions and in-class support.
- To engage with external professionals and training in order to support the specific needs of the identified pupil or pupils.
- To support teachers, parents and other colleagues to help create an effective, safe and purposeful learning environment.

2. LEARNING ENRICHMENT ASSISTANT

- To assist in the differentiation of planning, preparation and delivery of lessons so as to enable the identified pupil(s) to access learning and make progress as directed by the class/subject teacher.
- To deliver specific therapies and activities as directed by the Learning Enrichment department or external professionals.
- To prepare specific resources to support the learning and development of the identified pupil(s) as directed by the class/subject teacher, Learning Enrichment department or external professionals.
- To offer information, observations, assessments etc. about the identified pupil(s) as required.
- To maintain pupil records as directed, specifically those of the identified pupil(s).
- To contribute to Annual Reviews of Educational Health Care Plans for the identified pupil(s).
- To take responsibility for individual pupils, groups or a whole class as required.
- To assist with a firm but caring discipline, reflecting the school's ethos.
- To undertake break and lunchtime supervision duties as required.
- To attend to minor injuries/accidents sustained by pupils.
- To organise/assist with before and after-school activities.
- To assist the identified pupil(s) with off-site activities as directed by the class/subject teacher or Learning Enrichment department.
- To liaise with the Learning Enrichment department in the identification and support of pupils with SEND.
- To attend Parents Evenings and other extra-curricular activities for the identified pupil(s), as required.
- To attend external training courses and school 'Inset' days as required.
- To attend staff meetings, according to personal timetables.
- To help ensure a clean and tidy workplace.
- To develop good relationships and communicate regularly with parents of the identified pupil(s).
- To ensure good and effective liaison across the school.

JOB DESCRIPTION- CONTINUED

3. DISCIPLINE, HEALTH AND SAFETY

- To assist in maintaining good order among the pupils, upholding the schools disciplinary procedures, safeguarding the health and safety of pupils on school premises, and during authorised school activities.
- To assist in maintaining good order in the classroom, ensuring proper use of equipment.

4. COVER

- To take temporary responsibility for any pupils, for a reasonable time, where the teacher is not available to teach them.

The post-holder will also be required to take on any additional responsibilities deemed appropriate by the Head or Bursar.



CONDITIONS OF EMPLOYMENT

REMUNERATION

We have our own Pay Scales which are regularly compared with other relevant pay scales in the sector. We are committed to ensuring competitive levels of pay and are pleased to be able to offer a high Employer contribution to the pension scheme. For this role, the pay will be competitive dependent upon experience.

HOURS OF EMPLOYMENT

The hours of work are negotiable but up to 3 full days a week (8.15am or 8.30am start to 3.30pm).

EQUAL OPPORTUNITIES AND SAFEGUARDING

At Greenfield School, we are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The appointment is subject to satisfactory pre-employment checks in accordance with the relevant statutory guidance, including an enhanced DBS check, satisfactory references, proof of identity and qualifications and a satisfactory medical questionnaire.

We promote equality of opportunity for all pupils and staff, both current and prospective, and we actively support an environment and culture that values equality, diversity and inclusion.



HOW TO APPLY

CLOSING DATE: 10TH MAY 2024 AT MIDDAY

INTERVIEW WINDOW: APPLICATIONS WILL BE REVIEWED ON AN ONGOING BASIS AND CANDIDATES WILL BE INTERVIEWED AT THE EARLIEST POSSIBLE OPPORTUNITY.

Please ensure you have read the school's Safeguarding and Safer Recruitment Policies, as well as the job description (above), before completing the Non-Teaching Staff application form. Click on the icons below to view and download these documents



The application form should be emailed, with a covering letter, to the email address detailed on the form by the closing date specified above. Please note we will need to contact two referees before interview.

Only the school's application form will be considered. We are unable to accept CVs.

We 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 applicant will be subject to an enhanced DBS check.



GREENFIELD SCHOOL

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