



# GRACE DIEU

## MANOR SCHOOL

### **Experienced Learning Support Assistant Required Part-Time (15 hours per week)**

#### **Job Description**

##### **About the School:**

Grace Dieu Manor School has a long and successful history of educating boys and girls. Established by the Rosminian Fathers in 1933, the School is situated in 120 acres of stunningly beautiful grounds on the edge of Charnwood Forest in North West Leicestershire. Steeped in history, Grace Dieu Manor School is a vibrant, Catholic, co-educational day school for boys and girls, aged 3 – 11. Applicants are urged to gain a sense of the ethos and atmosphere of the School by viewing the website [www.gracedieu.com](http://www.gracedieu.com).

The renowned educational enterprise at Grace Dieu Manor School ensures that the care and development of its pupils is its priority. The stimulating and happy environment ensures that children grow in confidence and reach their academic potential before departing to a broad range of top Senior Schools including: Ratcliffe College, Loughborough Grammar School, Loughborough High School, Repton and Trent College.

##### **Pastoral:**

*'There is a very happy, friendly, family feel throughout the school. Every individual is well-respected and treated with great courtesy and care.'* (ISI Inspection Report, November 2013)

##### **Moral:**

*'Pupils have a fully developed sense of right and wrong which is developed from the earliest age in the Early Years Foundation Stage.'* (ISI Inspection Report, November 2013)

##### **Social:**

*'the emphasis that the school places on developing pupils' confidence and self-esteem has led to pupils of all abilities achieving well in a range of sports and aesthetic activities such as art, music and drama.'* (ISI Inspection Report, November 2013)

##### **Academic:**

*'Pupils make good progress throughout the school to reach high standards by the end of Year 8 because the curriculum is good and the teaching effective'* (ISI Inspection Report, November 2013)

## **Job Description:**

- To support the Catholic ethos of the School.
- To be responsible to the Headmistress.
- To ensure that key policies relating to Child Protection and Anti-Bullying are known and that School procedures are also known and followed.
- To assist the work of the Class Teacher in relation to the pupil and to support his academic and general progress.
- To work with the Form Teacher and support him/her as he/she is ultimately responsible for the education and welfare of the pupil and his other subject teachers
- To undertake any courses (approved and authorised by the School) that would help develop the role of supporting the pupil.
- To help supervise and support the pupil's learning and provide guidance to enable the child to find answers and complete tasks and to prepare differentiated tasks/work when necessary (preparation time specific to the pupil has been allocated).
- To assist the pupil in developing his skills as an independent learner.
- To keep appropriate records and monitor progress where necessary.
- To help and work with the Form Teacher in the planning and implementation of programmes of work with guidance from specialists and outside agencies.
- To work with the School SENDCO as appropriate and to contribute to the Individual Educational Plan.
- To help prepare and maintain accurate records.
- To contribute input to the writing of biennial parental reports on the pupil, although these remain the responsibility of the Form Teacher.
- To provide general assistance to the Form Teacher where it relates to the pupil.
- To accompany the pupil's class on educational visits (if this fits in with the LSA's times in School).
- To attend staff meetings and Staff Inset as reasonably requested and as appropriate.
- To meet (together with the Class Teacher) the pupil's parents as often as is reasonably needed to give them appropriate feedback and reassurance.
- To assist the Form Teacher in the supervision of all the children in the class to ensure standards of work and behaviour are both maintained.

Salary will be dependent upon qualifications and experience.

## **Person Specification:**

- Experience of working within an educational setting
- Experience of working with students with learning difficulties or disabilities
- Ability to deal with challenging behaviour
- Ability to act on own initiative
- Ability to observe and monitor progress and maintain records.
- Good general knowledge of English and Mathematics to GCSE level or equivalent
- Specialist training – disability and/or learning difficulties, e.g., dyslexia (Essential)
- Good communication skills
- Calm and patient

## **Safeguarding:**

All staff share the responsibility for safeguarding and promoting the welfare of children and must adhere to, and comply with, the School's Child Protection Policy.

The School is committed to safeguarding and promoting the welfare of all children. All appointments are subject to satisfactory enhanced Criminal Records Bureau check (including a check against the Independent Safeguarding Authority's Children's Barred List, Prohibition List and a Self-Declaration Disclosure) and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK and an identity check.

**Candidates must provide original documents to confirm their identity at interview and bring proof of qualifications where relevant for the post.**

## **Recruitment Process**

Details and application pack may be downloaded from the School website: [www.gracedieu.com](http://www.gracedieu.com)

Candidates are required to submit a completed Grace Dieu Manor School Application Form with a supporting letter to the Headmistress, including details of two referees, one of which should be a current or most recent employer (where applicable). References may be taken up before interview.

Completed Application Forms and covering letter should be sent to The Headmistress, Grace Dieu Manor School, Thringstone, Leicestershire LE67 5UG. (Tel: 01530 222276)

Applications will be considered on receipt but should arrive no later than

**Friday, 4<sup>th</sup> January 2019**

**Interviews will be held week commencing Monday, 7<sup>th</sup> January 2019**