



Glendower Preparatory School



LEARNING SUPPORT ASSISTANT

INFORMATION FOR CANDIDATES

REQUIRED FOR AN IMMEDIATE START

CLOSING DATE: FRIDAY 24TH SEPTEMBER 2021

INTERVIEWS : WEDNESDAY 29TH SEPTEMBER OR THURSDAY 30TH SEPTEMBER 2021



About Glendower

Glendower is a leading London prep school for 250 girls aged between 4 and 11. Glendower has a reputation for excellence and attracts, develops and inspires some of the country's best teaching talent.

The school comprises of two sections; the Lower School (Reception - Year Two) and the Upper School (Year Three - Year Six). Glendower is a London day school, and offers an excellent 'all-round' education comprised of specialised teaching, a rigorous sporting calendar and an abundance of extra-curricular opportunities for girls of all ages.

Record of Success

Glendower has been rated 'excellent' in every area following our ISI Inspection (March 2020); which included the quality of teaching, pupils' achievements, opportunities in sport, music, Performing Arts and extra-curricular activities, as well as the provision and quality of pastoral care.

Glendower has an outstanding track record in preparing its pupils for the top senior schools in the country. Schools frequently attended by our students consist of:

- St Paul's Girls' School
- City of London
- Latymer Upper School
- Godolphin and Latymer
- Wycombe Abbey
- St Mary's Ascot



The Glendower Approach

Founded in 1895, Glendower is a traditional, yet forward-thinking school with a strong community ethos.

Glendower has a rich history of success and is very proud of its reputation as one of the leading prep schools in the country. Due to its incomparable location in the heart of South Kensington, Glendower has access to some of the best facilities in the UK, where daily Drama, PE and extra curricular clubs take place. These facilities enable every girl to flourish and unleash their talents in all aspects of school life.

The Vacancy

An exciting opportunity has arisen to join the school as a Learning Support Assistant starting as soon as possible. This is a one year contract.

We are looking for an enthusiastic, outstanding and dynamic candidate to join our Lower School team in support of a delightful young girl with specific learning needs in and around her classroom. The position is in a Year Two classroom.

Specific terms of the contract will be discussed at interview.



Areas of Responsibility

The successful candidate will be an experienced SEN Teaching Assistant and have good interpersonal skills with both colleagues and parents and be willing to assist across the class in group work when appropriate.

- To support the effective inclusion of an able Year Two pupil on both a 1:1 basis in the classroom, as well as in group sessions
- To implement the strategies recommended in the Educational Psychologist's report in the pupil's daily lessons
- To work closely with class teacher, SENDCo and therapists to enable the pupil to meet her educational needs
- To work closely with any subject specialist teachers to support the learning process
- To support the class teacher and Teaching Assistant in implementing an individual education plan and helping the pupil to attain her targets
- To support the pupil and others in her group to meet their educational needs when working in small groups, under the supervision and direction of the class teacher
- To undertake other reasonable ad-hoc duties and take part and supervise children in activities and outings, from time to time, as necessary
- To feedback any concerns about children or teachers to the appropriate line manager
- To attend speech and language therapy sessions as well as occupational therapy sessions and any other specialist lessons to enable continuous learning and support into the classroom
- To feedback relevant information to teachers and parents on a regular basis
- To provide targeted support, both inside and outside the classroom,
- Working on differentiated activities in a group scenario and where necessary on a 1:1 basis
- Liaising with the child's Speech and Language Therapist, Occupational Therapist and Physiotherapist, and integrating their specialist input and strategies into the lessons
- To use initiative to adapt concepts and apparatus for lessons accordingly
- To work under the direction of the teacher and/or therapists to prepare activities or work to support the learning of the pupil in the classroom



- To carry out duties in line with the normal expectations of a school environment (for example: playground duties and lunch duties)
- Photocopying and other administrative tasks to support the teaching
- By separate agreement with the parents, working with the pupil at home outside of school hours for an agreed number of hours where appropriate
- To support the aims and ethos of the School.
- To attend staff and school meetings and INSET days.
- To set a good example in terms of dress, punctuality and attendance.
- To undertake professional duties that may be reasonably assigned by the Class Teacher/Head of Lower School/Headmistress
- To be proactive in matters relating to health and safety.
- To act responsibly under the guidance of the School's Child Protection Policy in terms of the welfare and protection of the children.
- To maintain confidentiality in line with good working practice

Skills and Personal Attributes

- Ability to assist with helping a pupil to continue to develop with the very positive progress she has made
- Willingness to follow instructions or work on own initiative as necessary
- Ability to communicate effectively with parents and other professionals
- Ability to work within the policies of the school
- Desire to work effectively as part of a team
- Desire to establish positive relationships with pupils and empathise with their needs
- Willingness to encourage pupils to interact with each other in an appropriate and acceptable manner
- Ability to use language and other communication skills that children can understand and relate to
- Ability to undertake observations of individual pupil and complete lesson records under the direction of the teacher



School Aims

Since 1895, Glendower has been laying the foundations for its pupils' futures. Children have one opportunity for an education which will form the basis of their lives and, at the same time, one childhood; Glendower aims to keep a happy balance between the two. During their time with us, we instil the 'Six R's' in every student, resulting in confident, happy, engaging, mature, considerate and thoughtful young adults who are outward looking global citizens.



- *Responsibility*

Students are responsible for their words and actions, and any consequences these may have.

- *Resilience*

Students learn from their mistakes and persevere when they find tasks difficult.

- *Relationships*

Students are flexible and prepared to work and play with others. They can recognise when others are upset and make them feel better.

- *Readiness*

Students take ownership of their learning, from belongings and homework, to listening and responding to instructions

- *Resourcefulness*

Students can use their imagination and think creatively.

- *Reflection*

Students respond to teacher's comments to help learn and improve, whilst providing thoughtful feedback to others .



The Application Process

Applications should be marked for the attention of the Headmistress and include a covering letter outlining why candidates should be considered for the post.

Please ensure you complete a Glendower application form. CVs alone will not be accepted.

Glendower Preparatory School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and DBS vetting. Glendower is an equal opportunities employer.

If you have any queries regarding the post or application process, please contact Mrs Laura Pennick, Head's PA, via pennickl@glendowerprep.org / 020 7370 1927.



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