



Cranbrook
School



Learning Support Assistant

Waterloo Road, Cranbrook, Kent TN17 3JD
Telephone 01580 711801
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www.cranbrookschool.co.uk

School Information

Cranbrook School is a mixed state grammar school with pupils aged 11-18 years, including around 250 boarders. It was founded in 1518. Day pupils come from within 5.28 miles of the school, following a test to judge their suitability for a grammar school education. Boarders are admitted from a wide area, having sat the same test. Although it is a selective school, Cranbrook admits a wider ability range than many other grammar schools. We provide a challenging and supportive curriculum so that students of all abilities are catered for. The value-added scores that are achieved each year bear testimony to the success of our provision.

Pupils join at the age of 11 or 13, and in Year 10 they start GCSEs in nine or ten subjects. Most students then qualify for the Sixth Form, this being supplemented by a healthy intake into Year 12 from other schools. All Sixth Formers take at least three A levels and can choose the EPQ and other qualifications in addition.

For a state school, the facilities are impressive. Within the seventy acres of school grounds are found the six boarding houses, the Queen's Hall Theatre (used for assemblies, school productions, visiting theatre companies and concerts), a large library and lecture theatre. Sports facilities include a large sports hall, dance studio, cardio gym, weights room, heated outdoor swimming pool, squash courts and extensive playing fields and facilities for games - hockey, rugby, cricket, netball, tennis and athletics – as well as an astro-turf pitch. The school also possesses a Performing Arts Centre that houses a drama studio and music practice rooms, and a vibrant Sixth Form Centre. The school boasts an Observatory named after Dr Piers Sellers OBE, an Old Cranbrookian and NASA astronaut.

As a school, Cranbrook is very keen to educate the whole person and to this end it runs a wide programme of extra-curricular activities, including the voluntary CCF (combined cadet force) and Duke of Edinburgh Award Scheme, as well as a broad range of sports, music and drama, both during the week and at the weekend. We have a long tradition of overseas trips and in recent years groups have travelled to South America, Portugal, Nepal, Southern India and The Battlefields of Flanders. These visits have been for sports tours, cultural exchanges, adventurous activities and to work on projects.

Cranbrook is an active school which will appeal to those prepared to give generously of their time and to take academic work very seriously. The school seeks to appoint staff who will involve themselves fully in the life of the school and applicants are invited to indicate areas where they would be able to make a contribution.

The town lies in the Weald of Kent, about fifteen miles from Maidstone, Ashford, Hastings and Tunbridge Wells, and London is just an hour away by train from nearby Staplehurst. General information about the school can also be found on its website at www.cranbrookschool.co.uk.

Benefits of working at Cranbrook include:

- From September 2023, priority entry for staff children
- Lunch in the dining hall every day
- Regular socials and use of our on-site bar, the Coach House
- A rural site in a small country town, 15 minutes' drive from the nearest station (Staplehurst) and an hour from London.

If you would like further information, please contact Julie Cousins 01580 711818 or CousinsJ@cranbrook.kent.sch.uk

Job Description

Title Learning Support Assistant

Accountable to SENCo

Responsible to Bursar

Overall Objective

Supporting the teaching and learning for a student with Autistic Spectrum Condition. The candidate will ideally need to have a good understanding of students with additional educational needs and relevant experience in working with them in an educational setting. Applications are particularly welcome from candidates with specific prior experience of working with students with an identification of autism or sensory needs.

Job Purpose

- To assist the student with engaging with their learning across the curriculum
- To deliver individual therapy programmes under the direction of a specialist
- To liaise with other agencies in order to provide the student with holistic support.
- To assist in implementing relevant aspects of the SEND CoP 2015
- To apply the Academy's Inclusion and Equal Opportunities Policy.
- Promote a positive view of SEND students with special educational needs throughout the Academy.
- Enable the student to develop their confidence, interpersonal skills, self-esteem and independence.
- To support the teaching staff in enabling the student to achieve high quality learning outcomes.
- To work under the guidance of the teaching staff to support teaching and activities to promote the students' social and emotional development.

Key responsibilities

- Working under the direction of teaching staff to plan and deliver a range of learning activities, including differentiating (and individualising) learning materials where required.
- Enabling learning and providing appropriate support whether in the classroom, home or in withdrawal sessions, under the direction of teaching or other relevant staff
- Assisting the student in the development of their organisational and independent learning skills.
- Supporting the student in social settings during unstructured times of the school day.
- Monitoring and evaluating the students' responses to learning activities through observation and planned recording of achievement.

- Contributing to the delivery of local and national learning strategies; initiating other learning activities to support the development of the student's skills, and recording achievement against predetermined learning outcomes.
- Providing verbal feedback to the student on their progress and achievement.
- Providing feedback to teaching staff on student's progress and achievement.
- Providing specialist support for the student in tests and examinations.
- Assisting with the implementation and reviewing of provision sheets.
- Assisting with the supervision of the student outside of lesson time, including extra-curricular activities.
- Keeping daily records and contributing to reports as a part of the review procedure for SEND students.
- Contributing to behaviour management around the Academy and with individual students as appropriate.
- Carrying out administrative, clerical and organisational tasks related to support the work of the Learning Support team.
- Safeguarding and the Health and Safety of students.
- Being fully involved in supporting the Academy Evacuation Procedure, including procedural briefing on emergency evaluation (including refuge communication points and the use of relevant apparatus).
- To contribute to Annual Reviews as appropriate

Additional duties

- Attend team meetings and staff meetings as required.
- Maintain confidentiality inside and outside the workplace.
- Understand and apply Academy policies.
- Undertake any reasonable additional responsibilities requested at any time by the Academy leadership team

Necessary Experience

- Good standard of general education together with good numeracy and literacy skills
- Experience of working with students with autism and/or selective mutism
- Have good working knowledge of relevant policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- Have a creative approach to problem solving and use this to inspire and motivate students
- Be able to use basic technology

Desirable Experience

- Ability to relate well to teenage children and adults, understanding their needs and being able to respond accordingly.
- Experience of working with parents and carers and outside agencies
- Good influencing skills to encourage pupils to interact with others and be socially responsible.
- Must be flexible with effective time management skills.
- Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations.
- Excellent communication skills in order to build rapport with adults and students both verbally and in writing.

Conditions of Service

Hours: 18 hours per week – Flexible - hours within the school day to be agreed. There may be additional temporary hours available to deliver small group work for the right candidate.

. This position is term time only, plus 1 week of Inset

Salary: B15 - £22,135 - £8,672 pro rata

- The position is dependent on the student remaining on the school roll school and continuing to be in receipt of additionally funded support
- Contractual sick pay is dependent upon years of service. After five years' service entitlement to six months' full pay and six months' half pay.
- Occupational health clearance.
- An entitlement to join the Kent County Council Local Government Pension Scheme.
- Subject to an enhanced DBS check.
- Other conditions of Service will be detailed in the contract of employment.

THE APPLICATION AND APPOINTMENT ARRANGEMENTS

We look forward to receiving your application completed as fully as possible and returned to Julie Cousins. Please also send a hand-written letter stating reasons why you would be particularly interested and suitable for this post in support of your application.

Closing Date: Wednesday 26th January

Interviews: to be held week commencing 31st January

Return applications to: Julie Cousins by e-mail or post:

Barham House
Cranbrook School
Cranbrook
Kent TN17 3JD

Email : Cousinsj@cranbrook.kent.sch.uk

If you wish your application to be acknowledged, please enclose a stamped addressed envelope for this purpose.

Cranbrook School is committed to safeguarding and promoting the welfare of children and young people. All staff appointed will be required to pass an enhanced DBS check before commencing employment.

Cranbrook School welcomes applications from people with disabilities.

Cranbrook School has a no smoking policy

(A copy of our recruitment policy is available on request)