



# CHAFYN GROVE SCHOOL SALISBURY

## Part-Time Teacher Assistant The LINK (Learning Support)



### **CHAFYN GROVE SCHOOL**

Chafyn Grove is a thriving day and boarding prep school having approximately 200 boys and girls aged between three and thirteen years.

Chafyn Grove School is situated on the edge of Salisbury within 10 acres of land. The site has excellent academic facilities, with two large Science Labs, a superb Creative Arts Centre, impressive sports hall, heated outdoor pool, large astro hockey pitch and two all-weather tennis/netball courts.

The school provides a first class and broad-based education in which excellent teaching in the classroom is combined with the opportunity for children to develop their talents in music, art, drama, sport and outdoor pursuits. Academic standards are high across the ability range of the children; the School has a strong record of scholarship and 13+ success, as well as sending several pupils to Salisbury's grammar schools at 11. Cricket, tennis, athletics and swimming are the principal summer sports. Rugby, hockey, netball and squash are played in the winter terms. We are particularly strong at Hockey, with many teams regularly making the national prep school finals. Regular plays, concerts and art exhibitions confirm our commitment to the creative side of the children.

Our aim is to provide a relaxed but purposeful environment in which children can flourish, and in which each child is valued as an individual, yet can also experience the invaluable lessons of teamwork and community life. The school takes pride in the good manners and politeness of the children. Discipline is consistent but kind, and is based on mutual respect between children and staff.

### **LINK (LEARNING SUPPORT) AT CHAFYN GROVE SCHOOL**

The LINK consists of 5 members of staff including the Head of the LINK. It is a cheerful and dynamic team with a great sense of professionalism and team spirit. The team support pupils with various SEND, learning difficulties and sensory needs. The LINK team are an integral part of Chafyn Grove and offer huge support to pupils across the school. The LINK team work closely with the Teaching Staff to provide support and guidance with the changing needs of pupils.

We are fortunate to be well equipped and resourced. Each teacher has their own classroom with a laptop, data projector and interactive white board. In addition to this, all pupils and teachers have access to iPads and a set of commonly used apps.

### **BENEFITS OF SERVICE**

Chafyn Grove Prep School is a vibrant, exciting and fulfilling place in which to work. The teaching staff are highly professional and enthusiastic and all members of staff value the breadth of education offered by the school and enrich their teaching contributions with their own personal interests and experiences offered through after school activities twice a week.

The school is characterised by a warm, friendly and welcoming atmosphere. Members of staff support one another and this ethos is reflected in the ease of access that all members of staff have to the senior management team. Relationships with pupils are respectful, purposeful and warm. All new colleagues are supported through a personalised induction programme and are appointed a mentor to help them settle in upon arrival.

All teachers and support staff are currently offered an excellent pension scheme through Aviva with sickness protection, life cover and access to a 24/7 wellbeing support hub Scheme and have longer holidays than the maintained sector. Class sizes are small (typical class sizes of 10 - 16) and teachers have their own classroom. A wide range of opportunities for professional development exist and staff are encouraged to develop their skills and consider career options at all levels. There is the opportunity to take on additional responsibilities, for which there are allowances.

All staff enjoy free on-site parking. Free lunches (of excellent quality), fruit, biscuits and a wide selection of refreshments throughout the day are provided during term time. There is also the opportunity to join Parkwood Gym at a reduced, corporate rate.



### **THE ROLE**

Chafyn Grove wishes to appoint a Part-Time Teacher Assistant from January/February 2024 to join this friendly, forward-looking and well-resourced department. The successful candidate will have a genuine passion for Learning Support and a desire to inspire this in others. Previous SEND experience is desirable. The ideal candidate will also be able to contribute to the wider needs of the school.

**Hours:** 19.5 hours per week plus 4 inset days:  
Monday: 8am – 1pm  
Tuesday: 8am – 1pm  
Thursday: 8am – 1pm  
Friday: 8am – 12.30pm

**Salary:** Starting salary is dependent upon experience and qualifications.

**KEY RESPONSIBILITIES:**

The primary role is to provide classroom assistance to Year 5 to Year 7 pupils with SEND and varying learning difficulties. As the academic year progresses, the year groups and pupils requiring support within the school may vary. The role may also involve working with individual pupils on a 1:1 basis in and outside the classroom.

**MAIN DUTIES:**

1. To work with pupils with SEND and varying learning difficulties, understanding how to motivate and support them leading to increased progress. This may include neuro diversities such as dyslexia, dyspraxia, dyscalculia, ADHD, Autism Spectrum Disorder and other sensory needs.
2. To assist the Year 5, 6 and 7 teachers to deliver an alternative curriculum pathway where needed, for children with SEND and learning difficulties.
3. To work specifically on a 1:1 basis supporting individual pupils in and outside the classroom.
4. Plan and prepare 1:1 sessions with individual pupils as directed by the Head of LINK.
5. To deliver interventions that meet the changing needs of pupils with SEND.
6. To understand and interpret a pupil's strengths and weaknesses (which may be included in an EHCP) with assistance of the Head of LINK.
7. To assist in some key screening, referral and diagnostic systems to ensure that pupils who may need specific interventions are identified and their needs assessed effectively.
8. To provide feedback and communication on the development and progress of pupils to both staff and parents.
9. To uphold classroom management as dictated by the class teacher.
10. To escort pupils to and from external classes for games, music and ICT, as required.
11. To assist the teacher with presenting a well-organised and effective learning environment.
12. To support and assist with supervision of pupils during lunchtime and breaks.
13. To encourage children to behave responsibly, be part of a community and to develop good social skills.
14. To develop trust and a professional working relationship with the teachers, pupils and parents.
15. To contribute to raising standards by ensuring high expectations are set for the pupils.
16. To work in partnership with the Head of the LINK and Teaching Staff to create an engaging learning environment including the creation of displays.
17. To accompany teachers and classes on educational visits and trips, as required.
18. To attend appropriate meetings and training, as required.
19. Follow timetables and duty rotas, as required.

**General Duties:**

To be aware of and comply with all social policies and procedures relating to safeguarding, child protection, health and safety, security and confidentiality reporting all concerns to an appropriate person.

1. Comply with the school's code of conduct agreement – 'The interaction with pupil's policy'.
2. Work in a co-operative, diplomatic and flexible manner.
3. Attend relevant courses in order to enhance Professional Development as required.
4. Uphold the school policies and rules.
5. Attend all school inset days and training.

6. Undertake any duties or activities as reasonably required by the Head of LINK and contribute to the fuller life of Chafyn Grove School according to the normal expectation and tradition of an independent school.
7. To appreciate and support the roles of parents, professionals and teachers.
8. To attend and participate in relevant updates and meetings, as required.
9. To work in a co-operative, diplomatic and flexible manner.
10. To take part in the school's appraisal system of employees.

Elements of this job description may be re-negotiated from time to time at the request of either party and with the agreement of both.

#### PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>	Level 3 Teaching Assistant Qualification/NVQ.	SEND experience or qualifications.
<b>Experience</b>	<p>Proven excellence of supporting children as a Teacher Assistant.</p> <p>Knowledge of learning progression, as well as understanding of age appropriate expectations in all areas.</p> <p>Knowledge of how to use observation and assessment to set targets and inform next step planning of learning.</p> <p>Experience of responding to the needs and interests of children and planning activities accordingly.</p> <p>Experience of having worked effectively with parents/carers/guardians.</p>	<p>Experience of working in the Learning Support department of a school.</p> <p>Proven excellence of teaching children with SEND, learning difficulties and sensory needs.</p>
<b>Personal Requirements and Skills</b>	<p>The ability to develop good working relationships with all stakeholders including parents/carers/guardians.</p> <p>Demonstrate warmth, humour, enthusiasm and energy of personality.</p> <p>Able to motivate and engage pupils with varying learning difficulties and sensory needs.</p> <p>Excellent organisational skills and the ability to prioritise tasks, make decisions and manage time effectively.</p> <p>Ability to build and maintain good relationships across the wider school community.</p> <p>Commitment to promoting and safeguarding the welfare of children and young persons.</p>	

## **HOW TO APPLY**

Applicants should download and complete the application form available on the school website [www.chafyngrove.co.uk](http://www.chafyngrove.co.uk) and email this along with a short covering letter to the HR & Compliance Officer, Mrs Katie Straker: [recruitment@chafyngrove.co.uk](mailto:recruitment@chafyngrove.co.uk)

All applicants must be willing to undertake a full enhanced DBS check, complete a health declaration form and be willing to undertake all screening for child protection reasons.

Closing Date for Applications: 12<sup>th</sup> December 2023

Interviews will be held: January 2024

Start Date: January/February 2024

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**