



**BELMONT
GROSVENOR
SCHOOL**



Appointment of:

1:1 Learning Support Assistant
February 2024

www.belmontgrosvenor.co.uk

Welcome from the Headmaster

I am delighted that you are considering applying for a **1:1 Learning Support Assistant** position at Belmont Grosvenor School. We are an independent school for children from three months to 11 years located in the beautiful Yorkshire Dales on the outskirts of Harrogate. Set in 20 acres of stunning grounds overlooking the Nidd Valley, Belmont Grosvenor is a magical place where children make outstanding progress in all that they try, giving them the foundations to thrive in an ever-changing world. The happiness and wellbeing of our children is at the heart of all we do. By utilising our unrivalled setting, we aim to provide a breadth of learning experiences both inside and outside the classroom.

We recognise that much time and thought goes into preparing an application and we, in turn, will give your application serious consideration, should you decide to apply. We look forward to hearing from you!

Nathan Sadler
Headmaster



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The School

Belmont Grosvenor School is an independent prep school and nursery for children from three months to 11 years, located in the beautiful Yorkshire Dales on the outskirts of Harrogate (10 minute drive). Set in 20 acres of stunning grounds overlooking the Nidd Valley, Belmont Grosvenor is a truly magical place.

Vision: *To nurture and challenge children to make outstanding progress in all that they try, 'building strong foundations to thrive in our ever-changing world'*

Values:

Down To Earth: *We are warm and friendly and make everyone feel welcome*

Ambitious: *We have big dreams and we are determined to achieve them*

Nurturing: *We are supportive and caring to the world around us*

Resilient: *We embrace changes, seize opportunities and enjoy taking risks*

Inclusive: *We celebrate individuality and respect everyone for who they are*

Joyful: *We cherish childhood and make every day fun. We inspire a lasting love of learning*



Key Responsibilities

We are looking for a passionate 1:1 Learning Support Assistant who:

- *Can inspire pupils with exciting learning experiences*
- *Is a positive role model, is enthusiastic and would be a strong team member*
- *Can enhance and develop the interaction, communication and educational needs of our pupils.*
- *Understands the position is challenging and full on – is energetic but also calm.*
- *Will promote the inclusion and acceptance of all pupils.*
- *Is a good communicator and have the ability to establish good relationships within the school staff team.*
- *Can maintain a safe and positive environment for all learners.*
- *Is highly passionate in their work with good organisational skills.*
- *Is flexible and can support all areas of the curriculum*
- *Will play an active role in all areas of school life*



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Full Job Description – 1:1 Teaching Assistant



MAIN DUTIES AND RESPONSIBILITIES

- Reporting to and in consultation with the Headmaster.
- To have a good understanding of spoken and written English.
- To demonstrate consistently high standards of personal and professional conduct.
- To have an excellent working knowledge of the curriculum appropriate to the age range.
- Assist in the educational and social development of pupils under the direction and guidance of the Headmaster, SENCO and class teachers.
- Provide support for a specific pupil – on an individual basis, for the pupil within a group and for the pupil within a class.
- To take the initiative in planning activities.
- Building a relationship with the pupil and helping the pupil to build relationships with others.
- Assist class teachers with maintaining pupil's records.
- Assist in the implementation of Pupil Passport targets to help pupils feel successful.
- Consideration of advice from staff in relation to the school Behaviour Policy.
- To be competent in the use of ICT and to use ICT as a tool for teaching and learning.
- To be punctual, smartly and appropriately dressed, and to behave in such a manner as is appropriate in line with the requirements laid out in our staff handbook, including the following of Health and Safety procedures.
- To acknowledge that you are part of a whole school community and to recognise your wider role and responsibility within it.
- Make positive contributions to all aspects of life at BGS adhering to the high standards expected.
- To contribute to the school vision and values.
- To work together with colleagues to build a happy and positive working environment.
- To respect the need for confidentiality when discussing school matters.
- To support and nurture the pupils in your care by ensuring a secure, stimulating learning environment for them.
- To be interested in changes and developments in education and to attend courses to update your knowledge as required.
- To build positive relationships with parents, ensuring that the relevant staff are informed of any concerns.
- To attend staff meetings / briefings and other meetings with colleagues and / or Governors as required.
- To work with the class teacher in the planning of school activities, including plays/productions, trips and visits.
- To carry out additional duties, such as playtime/lunchtime supervision, before School and after School care, as required.
- To attend Learning Review meetings if required and to assist the class teacher and SENCO in the compilation of records and reports as requested.
- To ensure the Health and Safety of all children within the school's care and to abide by the school's Health and Safety regulation
- Any other duties as determined by that Headmaster as they arise.



Further Information

Start date: ASAP

Location: Belmont Grosvenor School – Magic Tree Nursery, Birstwith, North Yorkshire, HG3 2JG

Status: Full-time or Part-time (to be discussed at interview)

Hours of Work: 40 hours per week or 24 hours per week (BGS term time only)

Salary: A competitive salary, using the BGS pay scale

Pension: NEST pension scheme (To be discussed at offer stage)

Holiday: All school holidays, including 8 week summer holiday and 3 weeks at Christmas (see term dates)

Additional Benefits Include:

- An excellent working environment in the beautiful, extensive grounds
- Professional Development and Training opportunities
- A friendly and supportive staff team with frequent social events
- Free school meals from the school kitchen
- Private parking



Information for Applicants

Safeguarding:

Belmont Grosvenor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Prospective staff should read the School's Safeguarding Policy, Staff Code of Conduct, Recruitment Policy and Keeping Children Safe in Education guidance, which are available on our website or in hard copy from the School Office. All shortlisted candidates will be required to complete a 'Suitability to Work with Children: Self Declaration form'. This form must be completed, signed and returned to the School Business Manager prior to the interview taking place. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

Equal Opportunities:

Belmont Grosvenor School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (ie. skills, qualifications, experience) in selection and recruitment.

How to Apply:

Candidates are asked to complete an Application Form (available for download from our website) and submit this as soon as possible, at the latest. CVs will not be accepted in substitution for completed Application Forms. Please also submit completed Equal Opportunities and Staff Disqualifications Declaration Forms (on our website).

Applications will be considered in the order in which they are received, and the School reserves the right to make an appointment prior to the closing date should the ideal candidate(s) be identified.

Applications should be sent by email to Caroline Garnham, PA to the Headmaster. Email: admin@belmontgrosvenor.co.uk



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Belmont Grosvenor School is committed to ensuring that the personal data of applicants and employees is protected. The School's Privacy Notice is available on our website and our Recruitment Policy sets out how the School uses and protects any personally identifiable information that is collected as part of the recruitment process.