



ESHER CHURCH OF ENGLAND HIGH SCHOOL

RECRUITMENT
INFORMATION PACK
2023



POSITION:
Learning Support Assistant







Dear Candidate,

Thank you for expressing an interest in joining the staff team at Esher Church of England High School. This is an exciting time to be joining the School and the Trust. This post offers an outstanding opportunity to be part of a highly cohesive and forward-thinking community. We value our staff and the important role they play in making our school great; day in and day out. In this pack you will find more information of what it is like to work at our school.

Our core values of Wisdom, Hope, Community and Dignity are brought to life at Esher High School in a unique way. This is achieved by our school motto 'Belong, Be More, Be Esher' which gives both our students and staff the guidance as to how to live our values. We work purposefully to educate our students to be open minded and inclusive of all, this is worked through 'Belong'. We value the extra efforts of all students and staff, we celebrate this with 'Be More'. This applies in the formal curriculum, the wider curriculum and in personal development. We have three 'Be More Days' each year to give students an opportunity to explore this further. 'Be Esher' is the fruit of all this work. It is about creating excellent young people who not only make the school a better place to be, but also the community beyond our school gates.

If you share the School and Trust's vision based on the unshakeable belief that children learn through all aspects of their daily lives and that their values and knowledge, experiences and habits are as important as their academic qualifications, we would be delighted to hear from you.

Yours faithfully,



Andy King
Headteacher



SCHOOL ETHOS

The school is committed to providing a happy and secure learning environment, in which all students have the right to learn and achieve, uninterrupted by others.

We place emphasis on all members of our community co-operating with others politely, considerately and honestly, promoting an understanding that right and responsibility go hand in hand.

Andy King

Headteacher





TEACHING & LEARNING STRATEGY

All our energies with regard to Teaching and Learning at Esher Church of England High School are encapsulated around the principles of 1% and 100%.

1% - Teaching Strategy

As educators we are constantly trying to improve specific areas of our practice by 1% marginal gains.

100% - Learning Strategy

As a team we focus on working towards ensuring that 100% of our pupils are working hard and thinking hard for every minute of every lesson.

The four areas of 100% that we work on are:

- 100% Time
- 100% Attention
- 100% Participation
- 100% Understanding

Our CPD sessions, which take place twice per half term, work to establish and embed consistent classroom routines and learning habits across the school, as we know that consistency is crucial to ensuring that all learners are clear on our shared expectations and school norms.

All staff benefit from regular, low stakes lesson Drop-Ins from which staff are given 1% improvements to improve their practice. There is no formal lesson observation cycle.

We also currently run a small programme of Instructional Coaching and this will be offered to a wider team of staff from September 2023.



ABOUT OUR SCHOOL



Esher Church of England High School is an excellent, high performing school and is proud to be part of Enlighten Learning Trust (ELT). As a trust, we have a strong record of working collaboratively with schools across all phases and we have seen the benefits of this approach for all involved. Our aim is to develop a strong sense of school-to-school support and through collaborative working we have built on growing outstanding teachers and leaders.

Our mission at Esher High School is that every student will grow in character, spirit, knowledge and skills, mindful of their part in God's creation. Our school offers a vibrant curriculum, both in the classroom and beyond. We strive for excellence in all that we do, in academic performance as well as personal development, in order that students and staff will flourish and be ready for future opportunities. Our commitment to academic excellence in a supportive environment is absolute and we provide an environment that enables everyone to work together in an atmosphere of mutual respect, openness and trust.

Our values are rooted in those of the Church of England but interpreted for our own unique setting and students. We apply these through an ethos of high expectations with a supportive and cooperative approach. We have a set of values that underpin our approach:

- Wisdom, knowledge and skills
- Hope and aspiration
- Community and living well together
- Dignity and respect

The school enjoys a fantastic campus set within a 16-acre site with wonderful, modern facilities including a large sports centre, lecture theatre/auditorium, science block and performing arts centre. We invest significantly in technology, with full migration to Microsoft Office 365, knowing that this is a key element in delivering a high-quality learning experience. The environment and resources support great learning and allow students to make the most of what we have on offer. We have high expectations of our students at all times, and work alongside parents to help the students to meet these expectations. Through this support they will become confident, ambitious and responsible citizens, ready to enhance the world around them now, and into the future.



WHY WORK FOR ESHER HIGH SCHOOL?

In addition to a competitive salary, we can offer the successful candidate continual professional development and the opportunity to further develop your skills and talents with us. You will have the opportunity to be part of a growing and dynamic trust led by a strong and dedicated senior team that provides support, effective challenge and strategic direction.

If appointed, you will be working with talented teachers and support staff, who are fully committed to delivering the best outcomes for students. We have low staff turnover and many of our leaders have grown up through our own staff team thanks to our excellent CPD activities, coaching and support.

Our vision, values and ethos provide an environment that enables everyone to work together in order that students flourish in every aspect of their learning. We also have strong links with parents and the wider local community and a highly supportive and dedicated governing body.

Staff benefits include:

- Bespoke professional development opportunities
- 2-week October half term holiday
- Staff Laptop
- Full Office 365 licence for home use
- LGPS pension scheme
- Staff wellbeing group
- Overseas wider curriculum opportunities
- Staff association dedicated to social activities, gifts, staff morale
- Free gym use
- On-site parking
- Cycle to work scheme
- Opportunities may arise to work within other ELT schools and phases



JOB DESCRIPTION

LEARNING SUPPORT ASSISTANT

30 hours per week, term time only (37.6 weeks)

Monday to Friday – 8.40 am to 3.10 pm

We can be flexible around start and finish times & the number of days worked

Part-time/Permanent

Start date: ASAP

Salary: PS4 (£20,722 to £22,716 FTE). Starting pro-rata salary £14,446
(Pay award pending)

Key Areas on Responsibility

To support the class teachers with their responsibility for the development and education of children in schools, which may include pupils with special needs. This will include activities such as communication with the Class Teachers (including creating Pupil Passports on Provision MAP) and sharing the Communication Passports created in SALT sessions.

- To discuss with, and report back to the teacher on the planning and assessment of student groups.
- To work as part of a team to ensure that the well-being, behaviour and personal development of students enhances their learning opportunities and life skills.
- To work with small groups of pupils out of class, or within a class, as required. This will include specialised support/interventions such as IDL.
- To accompany students on off-site provision as required.
- To maintain student records and files as required. This will include maintaining student information on Provision Map and collecting information for student annual reviews. This will also include anticipating the points in the year where there may be changes of teaching staff, then ensuring that the new teaching staff are given the information about how to support the education of children in the school, specifically those with special needs.

This role is based at Esher Church of England High School part of Enlighten Learning Trust.

Enlighten Learning Trust expects all staff to:

- Maintain confidentiality in and outside the workplace.
- Be pro-active in matters relating to health and safety and report accidents as required.
- Support the aims and ethos of the Trust setting a good example in terms of dress, behaviour, punctuality and attendance.
- To carry out all such duties as the SLT or your line manager may reasonably direct; this may include invigilation in exams.

Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics

- Able to demonstrate basic numeracy and literacy e.g. through GCSE qualification in English and Maths or equivalent or able to evident ability at an equivalent level.
- Able to work towards Vocational Qualifications Level 2 or equivalent experience in relevant field.
- Working knowledge of relevant skill set, systems, equipment, processes and procedures.
- Competent in a range of IT tools.
- May be required to undertake manual handling and physically demanding work.
- Ability to apply relevant health and safety, equality and diversity and other School policies and procedures.
- Ability to work with others to provide excellent customer service.
- Ability to communicate clearly.
- Accuracy and ability to prioritise and organise own workload.
- Experience of working with secondary aged children.

Please refer to the detailed Job Description for further information.

HOW TO APPLY/ THE APPLICATION PROCESS

More information about this vacancy can be found on the vacancies page of our website:
[Esher Church of England High School/Vacancies](#)

The closing date for applications is **Monday 17 April at 8.00 am**. Interviews for shortlisted candidates will take place within 2 weeks of the closing date.

If you are applying for this role via our school website, please submit your completed application form electronically to: recruitment@enlightenlt.education. Alternatively, if you are applying via Eteach please complete the online application form and submit your application via this platform.

We welcome early applications and will consider holding interviews and appointing before the closing date for strong candidates.

Shortlisted applicants will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. It is an offence to apply for a role if applicants are barred from engaging in regulated activity relevant to children.

This school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Please refer to the following link for further information regarding our [Child Protection & Safeguarding Policy](#).

Any successful applicants will be required to undertake an enhanced disclosure check by the Disclosure and Barring Service [DBS].



HOW TO FIND US

Esher Church of England High School
More Lane, Esher, Surrey, KT10 8AP

Tel: 01372 468068

Email: recruitment@enlightenlt.education
Web: www.esherhigh.surrey.sch.uk

Headteacher: Mr A King
Chief Executive Officer: Mr M Boddington



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