



Alfriston School

Sports College

Penn Road, Knotty Green, Beaconsfield,
Buckinghamshire, HP9 2TS
Telephone: 01494 673740
Email: office@alfristonschool.com



June 2022

Role: School Support Assistant
Salary: Bucks Pay Range 1 - 2 (Point 6 - 15 depending on experience)
£18,329 - £22,766 Pro Rata, Actual Salary: £15,501 - £19,254
Contract Type: Permanent, Full-Time, Term Time Only
Hours: 37 Per Week, Monday-Thursday 8:30am-4:30pm,
Friday 8.30am-4.00pm
Start Date: 5th September 2022 or sooner if possible

Dear Applicant,

Thank you for showing an interest in the vacancy we have at Alfriston School.

We are looking for an enthusiastic, versatile and motivated School Support / Teaching Assistant to join our small but aspirational team based mainly in the English department to help deliver high quality teaching and learning across key stages 3, 4 and Post 16 to small groups of secondary aged girls with moderate learning difficulties as well as speech and communication difficulties and supporting other subjects in school.

To Apply: Please visit our website www.alfristonschool.com to download and complete the application form, please send a supporting cover letter with your application.

All applications are to be sent via email to recruit@alfristonschool.com for the attention of Mrs Ellie Davison.

If you would like to make an informal visit please also contact Mrs Ellie Davison, via recruit@alfristonschool.com who will be delighted to arrange this for you.

Closing Date for Applications: Monday 27th June 2022 at 12 Noon

Interview Date: Wednesday 29th June 2022 (Morning)

I hope after reading this information you feel able to apply for this post.

Yours sincerely

Jinna Male

Jinna Male
Headteacher



Alfriston is an outstanding Special School with Academy status for girls aged 11-19 with moderate learning difficulties and speech and language and communication difficulties. We currently have 150 girls on roll. All the pupils have an Education Health Care Plan and are taught in small groups and with additional support. Our staff are specialist subject teachers and are experienced in working with a range of special needs and abilities.

Pupils attend Alfriston from all over Buckinghamshire and some neighbouring counties. We also have weekly boarding provision for 20 pupils.

We consider the staff team as our most valuable resource. Training and development is a high priority in the school. There is also personal support given to staff to manage the diverse and challenging work needed to support pupils with significant special needs. At present there are 60 staff employed at the school working in the teaching, support, residential and administrative teams. We are proud of the excellent standard of education provided at Alfriston.

WHY WORK FOR ALFRISTON SCHOOL?

Alfriston School is based in Beaconsfield. The school benefits from outstanding modern facilities, all of our classrooms are fully equipped with interactive screens and access to class sets of laptops or iPads. All teachers are provided with a laptop that is renewed every three years. The school enjoys a recently modernised performing arts and music facilities that include the use of a dance studio, sound/recording studio and performance space, along with our exceptional sports facilities that caters for a range of indoor and outdoor activities including mountain biking, trampolining, cycling, football and many others. The school also enjoys use of its spacious swimming pool designed by a bespoke architect, as part of an upgrade of the sports facilities at Alfriston, the architects developed a concertina-like roof structure that echoes the shape of the pitched roofs on other buildings in the area causing minimal sound reverberation which is beneficial for the use of our students with their Special Educational Needs.

Staff often remark that Alfriston it is a great place to work. Staff retention is high which we think reflects the supportive and friendly environment in which we work. Our pupils are inspirational and full of potential. Staff feel they are people *"You just want to be with!"* Having been rated 'outstanding' by Ofsted in July 2013 it was noted "The excellent personal and academic opportunities offered ensure that the school makes a huge difference to the lives of students. As a result, all groups achieve outstandingly well from their individual starting points."

The school culture of teamwork and aspiration is reflected in the report where it states "The headteacher has a very ambitious vision for the school. Senior leaders and managers place a significant focus on improving staff performance through regular high-quality training and checks on their work. The governing body makes an excellent contribution to the school's effectiveness and work tirelessly to raise achievement through its regular visits to check teaching and learning."

Alfriston offers a wide and diverse range of professional development opportunities for staff, including the opportunity to train with Astra School Centred Initial Teacher Training (SCITT), a local Ofsted-outstanding school-centred teacher training provider.

Alfriston School also offers staff:

- A friendly working environment
- Supportive and caring colleagues
- Excellent opportunities for professional development
- Onsite parking
- Transport links (Chiltern Line and close to the M40)
- Discount on hire of selected school facilities
- Close to local amenities





Job Description

Position: School Support Assistant
Reporting To: Deputy Headteacher

Aim

To provide support for pupils in both pastoral and academic situations to help them to achieve their potential, and to ensure the safety and well-being of all pupils.

Main Responsibilities

- Liaise with the teacher to ascertain where assistance in class is needed
- Assist the teacher with the preparation of teaching aids and equipment
- Prepare areas for activities and to work with the teacher and pupils to ensure that equipment is stored away appropriately
- Work in a group setting or take a particular pupil in a one to one setting under the direction and guidance of a teacher
- Respond positively to the physical and emotional needs of the pupils within the school
- Reinforce the standards and expectations that exist within the Aims of Alfriston School
- If appropriate, assist in transporting or supervising pupils to offsite educational activities
- Represent the school in a positive manner
- Supporting other departments in school

Department Duties

- Test and record pupils reading levels
- Deliver interventions to pupils who need extra support with literacy
- Arrange visits and trips for the department
- General administrative duties for the department

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

This job description will be reviewed annually, as part of the staff development programme.



Person Specification

Criteria	Essential	Desirable
Qualifications		
First aid certificate		✓
Ability to drive the school minibus		✓
Experience		
Working in a mainstream or special school.		✓
Working with children with special needs.		✓
Knowledge and Skills		
Able to use ICT to support teaching and learning.	✓	
Understanding of promoting positive relationships within the wider school community.	✓	
Understanding equality and diversity issues and implications for policy and practice.	✓	
Good organisational skills.	✓	
Able to use initiative and work independently.	✓	
Personal Qualities		
Positive and friendly personality.	✓	
Ability to relate to young people in a positive manner.	✓	
Willingness to constructively challenge the work of self and others to continually improve own and team performance.	✓	
To show loyalty and commitment to the school.	✓	

This school is committed to safeguarding and promoting the welfare of children which will be reflected throughout recruitment. The selected candidate will be required to provide suitable references and undergo an enhanced Disclosure and Barring Service (DBS) check before taking up the post.