

# The Role

**Cranford School** invites applications for the role of temporary **1:1 Pupil Support Assistant**.

This role is offered initially on a temporary basis (two terms). There is a possibility of the contract being extended and becoming a longer term position.

The successful applicant will work within our Senior School to provide one to one support to an individual pupil to help them achieve their learning goals.

The ability to establish strong working relationships with pupils, staff and parents is essential for this role along with the desire to inspire pupils to create a lifelong love of learning.

A level 3 childcare qualification and an appropriate SEND qualification along with experience of working in an educational setting would be advantageous. However, graduates or other appropriately experienced TA's will be considered.

The successful candidate will join a friendly, supportive, and ambitious team, both within the department and across the school.

In return for your expertise, you will receive:

- Term time only working (34 weeks per year on average)
- Highly competitive salaries
- Fee remission for eligible children
- Complimentary lunch and break time refreshments
- Use of our newly built gym
- One wellbeing day per term which can be taken during term time
- Employee Assistance Programme
- Free on-site parking
- A strong commitment to professional development and internal progression opportunities
- A stunning working environment with beautifully landscaped grounds and a listed building

Cranford School is just 5 miles from the historic market town of Wallingford, less than thirty minutes from the picturesque town of Henley-upon-Thames and within a short commuting distance from Oxford and Reading.

## Further Information

Please visit our website <https://www.cranfordschool.co.uk/information/career-vacancies> for further information including an Application Pack and Application Form. Please note, a curriculum vitae on its own will not be accepted.

For more information, to discuss the role, or any aspect of working at Cranford School, please contact Human Resources on 01491 651218.

# The Role

## Benefits

Cranford School pupils are happy, confident and motivated, giving them the perfect foundation to aspire to achieve across all areas of our broad curriculum. The small class sizes, close community and committed staff clearly promote our ethos as a welcoming, family School.

## Our Aims

- To provide a welcoming and nurturing community, which offers a dynamic, opportunity-rich education, firmly based on traditional values and which draws out the natural potential of each child.
- To maintain an environment where pupils aspire to achieve excellent progress across all aspects of the curriculum.
- To ensure pupils are happy, confident and motivated and that their self-belief, characterised by curiosity, resilience and a spirit of collaboration, inspires them to achieve at each stage of their individual learning journey.
- To deliver teaching and learning at Cranford School that is imaginative, vibrant and challenging, meeting the needs of all learners through a differentiated approach, demanding high expectations and a shared accountability for all.
- To provide a broad and challenging curriculum which encompasses the traditional and the innovative, prioritises opportunities for enrichment and independent enquiry and establishes an enduring ethos for learning.

## Our Values

These aims are underpinned by the value system we use throughout the School. We have five core values:

- Happiness
- Confidence
- Motivation
- Challenge
- Generosity of Spirit

These values permeate all aspects of School life, from our teaching and learning, broad curriculum and strong pastoral care through to the respectful and supportive relationships pupils, staff and parents develop with each other.

# The Role

## **Other benefits of working at Cranford School include:**

- A competitive salary
- A strong commitment to professional development and internal progression opportunities
- Membership of a Pension Scheme
- Fee remission for eligible children
- Complimentary lunch and break time refreshments during term time
- School Matron on site
- Use of our spacious School Library
- Use of our newly built gym (September 2023)
- A stunning working environment with beautifully landscaped grounds and a listed building
- Free on-site parking and situated within easy commuting distance of both Reading and Oxford, with quick links by rail from neighbouring Cholsey to Reading, Oxford and London
- A supportive community of highly motivated students and staff
- One wellbeing day per term which can be taken during term time.

## **Safeguarding**

Cranford School is committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers, and contractors to share this commitment and be fully aware of, and understand, the duties and responsibilities that apply to their role. All employees, volunteers and contractors must attend appropriate training in accordance with the School and local Safeguarding Board regulations.

Successful applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, checks with current and past employers, an Enhanced Disclosure from the Disclosure and Barring Service, the requirement to provide original evidence of qualifications as well as evidence of the right to work in the UK and, where applicable, a barred list, prohibition, and overseas checks.

Online searches will be carried out on shortlisted candidates along with the requirement to complete a Self-Disclosure form.

All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. In order to assess a candidate's suitability to work with children, shortlisted applicants must declare all previous convictions and cautions via a self-disclosure form (prior to interview), including those which would normally be considered 'spent'. This excludes those received for an offence in the United Kingdom if it has been filtered in accordance with the [DBS filtering rules](#).

We are an equal opportunities employer and welcome applications from all sections of the community.

Please see our Safeguarding policy here: <https://www.cranfordschool.co.uk/information/policies>.

# The Role

## **Job Description**

### **Role: 1:1 Pupil Support Assistant**

**Job Purpose:** To support and enable an individual pupil to help them achieve their learning goals. To support and assist our Classroom Teachers and promote the individual learning and progress of an individual pupil across our Senior School.

Excellent customer service, professionalism, and a willingness to go above and beyond is at the forefront of this role.

**Accountable to:** The Headmaster via the Deputy Head.

### **Contractual:**

This is a full time, term time only position.

# The Role

## **Accountabilities**

### **Teaching and Learning**

- Liaising with the school's SENCO regarding support for pupils and classes.
- Supporting learning under the supervision of the class teacher and the SENCO.
- Preparing differentiated learning resources as required.
- Leading small group or 1:1 interventions under the supervision of the class teacher, Head of Department/Key Stage or the SENCO.
- Understanding, implementing and monitoring individual support plans.
- Encouraging pupils' confidence, self-esteem and independence.
- Recognising signs of anxiety in pupils and offering reassurance.
- Helping pupils understand instructions, through repetition, re-phrasing or modelling.
- Encouraging pupils to communicate with staff and take responsibility for their own learning, confidently seeking support when necessary.
- Providing feedback on pupils' learning and difficulties to teachers.
- Providing assistance to teachers, before, during or after school sessions.
- Supporting children in social activities, clubs and on outings.
- Completing records and reports as required.
- Participating in staff meetings as required.
- Liaise with parents and carers as required.
- Liaising with external professionals for the benefit of pupils as required by SENCO.

### **Pastoral**

- Ensuring a commitment to safeguarding and promoting the welfare of children.
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all pupils in the school.
- Promote the safety and wellbeing of pupils and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy.

# The Role

## **Accountabilities**

### **Extra-curricular activities & other duties**

- Undertaking before school/break/lunch/after school duties as assigned.
- Promote, support, and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.

### **Planning**

- Contribute to effective assessment and planning by supporting the monitoring, recording, and reporting of pupil performance and progress as appropriate to the level of the role.
- Read and understand lesson plans shared prior to lessons, if available.

### **Management of resources**

- Assisting in ensuring that all resources are fit for purpose and used in accordance with health and safety guidelines.

### **Monitoring evaluation & assessment**

- Providing or contributing to oral and written assessments, reports and references relating to assigned pupils.

### **Training and development of self and others**

- Keeping up to date with current knowledge and understanding of the teaching of pupils.
- In liaison with line manager, setting personal targets and take responsibility for own continuous professional development.
- Promoting the sharing of good practice.
- To attend INSET and staff meetings.
- To attend regular meetings with the SENCO and other Senior School staff as required.
- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

# The Role

## Accountabilities

### General requirements - All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support the whole school traditions and values of the school.
- Support and contribute to the school's responsibility for safeguarding students.
- Adhere to School policies and procedures.
- To undertake any other duties that may reasonably be requested.
- Help and cover for administrative colleagues including reception duty, as and when required.
- Actively seek to implement Cranford School's Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- Actively seek to implement Cranford School's Equal Opportunities Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.
- Engage actively in the annual performance review process.
- The postholder's responsibility for safeguarding and promoting the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and always ensure compliance with the School's Safeguarding Policy. If in the course of carrying out the duties of the post the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the Designated Safeguarding Lead.

### Review and Amendment:

- This job description should be seen as enabling rather than restrictive and will be subject to regular review.
- This job description reflects the present requirements of the post and as duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

# The Role

## Person Specification

### Skills and Knowledge

- Experience working in a school environment or another educational setting.
- Experience working with children/young people.
- Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice.
- The ability to work positively and collaboratively with others.
- Good literacy and numeracy skills.
- Good organisational skills.
- Ability to build effective working relationships with pupils and adults.
- Skills and expertise in understanding the needs of all pupils.
- Knowledge of how to help adapt and deliver support to meet individual needs.
- Excellent verbal communication skills.
- Active listening skills.
- Knowledge of guidance and requirements around safeguarding children.
- Understanding of roles and responsibilities within the classroom and whole school context.
- Understanding of effective teaching methods.
- Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support.

### Qualifications/Attainment

- GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths.
- First Aid training, or a willingness to complete it.
- Honours degree (desirable).



# The Role

## **Attitude/approach**

- Possess a positive attitude and approach to learning.
- Possess a calm and professional manner.
- Possess a 'can-do' attitude and a willingness to get involved.
- Enjoy rising to the challenges inherent in a School environment.
- Sensitivity and understanding, to help build good relationships with pupils.
- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.
- A commitment to maintaining confidentiality at all times.
- A commitment to safeguarding pupil's wellbeing and equality.
- Resilient, positive, forward looking, and enthusiastic about making a difference.
- Capacity to inspire, motivate and challenge children and young people.

## **General**

Cranford School is an independent School and, as such, requires a high commitment from all staff, both in terms of energy levels and time commitment.

## **A member of staff should:**

- Be supportive of the spiritual and moral ethos of the School. This means complying with and upholding the School's ethos as found in our prospectus.
- Be supportive of the School's educational aims and objectives, found in the Whole School Development Plan, and of colleagues.
- Have the pupils' welfare at the heart of everything they do. Staff must follow the School's Child Protection Policy and refer to the Safe Recruitment, Supervision of Pupils and Health & Safety Policies. Staff must observe confidentiality as outlined in their contract of employment.
- Be flexible. As a small School, every member of staff must be prepared to undertake other duties within reason and help out in sometimes unexpected ways.
- Understand that they are part of the whole School and, therefore, have in mind the needs of the whole School, not just their section/department of the School.
- Understand that the School must run itself as a business concern which means that every member of staff is part of the marketing process.

# The Role

## **Professional qualities:**

- Relevant and appropriate qualifications as specified in the Job Description and a willingness to undertake further training.
- Good record of continuing professional development.
- Excellent knowledge and understanding of current educational issues.
- Show confidence in the use of new technologies.

## **Interpersonal Skills:**

- Have an understanding of how to motivate and inspire colleagues and pupils.
- Have an ability to build and sustain a positive and appropriate working relationship with pupils, staff, Governors, and the local community.
- Be a leader and a team player.
- Show responsibility for self and others.
- Be a good communicator, both orally and written.

## **Desirable Personal qualities:**

- Generosity of spirit and positive approach to life
- Tolerance and open-mindedness
- Flexibility and adaptability and a willingness to move with change
- Risk-taking
- Commitment
- Passion for subject
- Team spirit
- Loyalty
- Reliability
- Be robust
- Have enthusiasm – show a willingness to be involved
- Have a sense of humour

**Please read our Safeguarding Policy which can be found under 'Information, Policies' on our website, prior to submitting an application for any position. All members of staff, volunteers and contractors working at Cranford School have responsibility for Safeguarding Children.**

# The Role

## Application process:

- Only applications will be accepted from candidates who use the Cranford School application form. Please note, CVs will not be accepted in substitution.
- Application forms must be signed by the applicant. Typed or hand-written application forms are both accepted but the declarations on the final page of the application form must include the signature of the candidate.
- The successful applicant will be required to complete an Enhanced DBS Disclosure. For further information, contact the Disclosure and Barring Service – [www.disclosuresdbs.co.uk](http://www.disclosuresdbs.co.uk)
- All posts are exempt from the Rehabilitation of Offenders Act 1974 and therefore, even convictions regarded as 'spent', must be declared using the self-disclosure form, which must be completed by shortlisted candidates only. Please see the information on spent convictions and the DBS filtering rules before completing the self-disclosure form <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>.
- Only applications received in advance of the closing date will be considered.
- If a candidate is currently working with children or has previously worked with children, on either a paid or voluntary basis, the current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If the candidate is not currently working with children but has done so in the past, that previous employer will be asked about those issues. Where neither the current nor previous employment has involved working with children, the current employer will still be asked about the candidate's suitability to work with children. The employer may answer 'not applicable' if the duties have not brought the candidate into contact with children or young persons. The School may contact any of the candidate's previous places of work, whether or not they have been named in connection with a referee.

## Shortlisting:

- After the closing date, applications will be reviewed, and the shortlisted candidates will be invited for interview.
- Candidates who are not selected for interview will be informed by email as soon as possible after the closing date.
- Shortlisted candidates will be required to complete a self-disclosure form and an internet search will be carried out.
- Cranford School will seek references on shortlisted candidates prior to interview unless specifically asked not to do so by an individual. References will be taken up immediately if a candidate is offered the role. A successful appointment is conditional upon the School receiving satisfactory checks.

# The Role

## **Interviews:**

- Candidates invited to interview must bring with them three forms of original ID: passport, photocard driving licence and full birth certificate. Other acceptable forms of ID include a bank statement or utility bill issued within the last three months and/or a council tax statement issued with the last twelve months. At least one form of ID must show your current address. If these documents are unavailable, please contact HR who will be able to provide details of other acceptable official documents.
- Original qualification certificates must also be brought to interview.
- It is usual for an interview to involve a skills test where appropriate and a lesson observation in the case of Teachers.

## **Conditional offer of employment**

- All offers of employment for any position at Cranford School are subject to the following pre-employment checks:
- Receipt of two satisfactory references. All references will be validated by phone.
- Verification of identify (name, address, DOB).
- Verification of qualifications.
- Verification of professional status such as GTC registration, QTS Status (where required), NPQH
- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999).
- A Barred List check.
- A satisfactory enhanced check with the Disclosure and Barring Service. The candidate is responsible for bringing in the original DBS certificate for HR to see as soon as it is received prior to commencing work. Failure to do so will result in a delay to the start of the contract.
- A check that no Prohibition Orders exist (for qualifying posts).
- A Section 128 check to confirm the individual is not banned from the management or governance of an Independent School (for qualifying posts).
- A completed medical declaration that states that the candidate knows of no reason on the grounds of health why they are not fit to carry out the duties associated with their position.
- Overseas police check – if the individual has lived/worked abroad for 3 months or more in the last five years, a police check/letter of professional standing will be required from the country in which they were living will be required.
- Satisfactory completion of probationary period.
- Completion of Safeguarding Training.

# The Role

Under no circumstances should any individual start work at Cranford School until all these checks have been carried out and HR have confirmed by letter/email. In exceptional circumstances and at the discretion of the Headmaster, a candidate may start work before the DBS certificate has been received providing all other checks including a Barred List check are complete. A full risk assessment will be conducted and full supervision will be put in place.

## **Warning**

### **Where a candidate is found to be;**

- **on the Children's Barred List; or**
- **the Enhanced DBS disclosure shows they have been disqualified from working with children by a Court; or**
- **they have been found to have provided false information in, or in support of, their application; or**
- **they are the subject of serious expressions of concern as to their suitability to work with children**

**the facts will be reported to the Police, the Department for Education and the Independent Schools Association immediately.**

# The Role

## Safeguarding

Cranford School is committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and contractors to share this commitment and be fully aware of, and understand, the duties and responsibilities that apply to their role. All employees, volunteers and contractors must attend appropriate training in accordance with the School and local Safeguarding Board regulations.

Successful applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, checks with current and past employers, an Enhanced Disclosure from the Disclosure and Barring Service, the requirement to provide original evidence of qualifications as well as evidence of the right to work in the UK and, where applicable, a barred list, prohibition and overseas checks.

In line with Keeping Children Safe in Education, the School will carry out an online search as part of its due diligence on candidates. The online search aims to identify any incidents or issues that have happened, and which are publicly available online, and which may impact your suitability to work with children or in a School environment. If information is found during this search which the School feels affects your suitability for the role you have applied for, this will be discussed and explored with the applicant at interview.

Shortlisted candidates will be required to complete a self-disclosure which will need to be signed at interview. The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before a DBS certificate is received.

It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at Cranford School.

All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. In order to assess a candidate's suitability to work with children, shortlisted applicants must declare all previous convictions and cautions via a self-disclosure form (prior to interview), including those which would normally be considered 'spent'. This excludes those received for an offence in the United Kingdom if it has been filtered in accordance with the [DBS filtering rules](#).

We are an equal opportunities employer and welcome applications from all sections of the community.

Please see our Safeguarding Policy and Safe Recruitment Policy (including Recruitment of Ex-Offenders Policy) here: <https://www.cranfordschool.co.uk/information/policies>.