



ARNOLD LODGE SCHOOL

4-18YRS CO-EDUCATIONAL INDEPENDENT DAY SCHOOL



Teaching Assistant for English
Recruitment Pack
April 2019



ARNOLD LODGE
4 - 18 yrs Co-educational Independent Day School

School Mission:

**To develop the
happiness, confidence
and skills of each
pupil so they can be
successful in their
aspirations.**



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An Introduction to Arnold Lodge

Located in the heart of Royal Leamington Spa, Arnold Lodge is a 4-18 Independent School in Warwickshire, which places the happiness of children at the heart of our curriculum. We believe that it is only when children are happy can they grow in confidence and become aspirational learners.

We believe that every child deserves the right to succeed in education whether they are aspiring for A* grades or pushing to do the best they can. We deliver an outstanding education for the pupils in our care whether this is providing the highest levels of welfare, nurture and support or the academic quality of our GCSE results year-on-year.

It is our aim to ensure that every pupil feels safe, happy and confident in school while developing the skills they need to be successful in the modern world. Alongside this, we set out to value every pupil for their strengths (and through our pastoral sessions help our pupils to know their own strengths) and support each pupil to make the most progress they can academically and socially. This will look different from pupil to pupil but the bottom line is the same; each child will fulfil their own potential, whatever that may be.



Arnold Lodge's Ethos

- Every child in school should feel happy, safe and confident
- Every child should have the opportunity to develop and be valued for their individual strengths
- Every child should make the most academic and emotional progress they can in a supportive and positive environment
- Every child should develop the skills they need to be successful in the future

We believe that children are worth more than a limited entrance examination and it is for this reason we select on a child's potential and the value we can add – not on tapered academic assessments. Every child who joins Arnold Lodge deserves the right to feel happy, safe and confident in school and to be able to make the most progress they can.

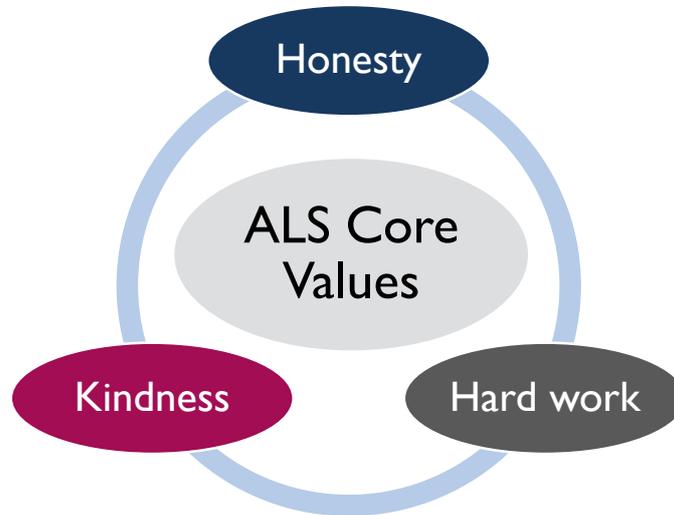
Academic study at Arnold Lodge is not about percentages and statistics, it's about the individual pupil and helping them to attain the very highest that they can. School is about so much more than classroom teaching, of course. Our approach continues in music and sport where pupils are encouraged to take part, gain experiences and to enjoy being active, creative and on the stage. Some of our pupils are outstanding artists or musicians and these skills are valued highly at Arnold Lodge. All of our pupils are encouraged to develop their leadership skills; from joining our Pupil Parliament, taking part in Duke of Edinburgh right the way to being selected Head Prefect, there are opportunities throughout the school for children to grow in confidence and find new interests and passions.



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Arnold Lodge's Core Values



Arnold Lodge's Core Values of Honesty, Kindness and Hard Work support the school mission and ethos to create a wonderful school environment. These values apply to every member of the school community – adults should aspire to these as much as the children should. We are, after all, role models for the children. This seemingly simple triumvirate creates a powerful recipe for success in teaching, learning and the work place.

The Core Values are central to the house system in school with each house representing a core value. Pupils, on entry to Arnold Lodge, take a short questionnaire to ascertain which of the core values is most akin to their personality and each member of staff will do the same as well as having the chance to earn points towards house competitions as well.

| VERITAS | AMICUS | DEDICAS |
|---|---|---|
|  Live the school values; don't just talk about them Embrace, don't resent, other opinions Be honest with yourself first Do the right thing at the right time |  Forgive mistakes; we all make them Respect everyone and their contribution Smile. Help others smile, too Be grateful for the kindness of others |  Always give your best Be ready to put in the work that isn't seen Inspire others by aspiring to be your best Only expect from others what you are willing to put in |



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Teaching Assistant for English

Job Start: September 2019 (or earlier)

The Post: This is a real opportunity to make a difference in an outstanding 4-18 Independent School. Located in the heart of Royal Leamington Spa, Warwickshire, we deliver a bespoke learning experience to unlock the talents and potential of each and every child that comes through our doors. As Arnold Lodge enters a period of growth, we need a talented teacher, passionate about raising standards and ensuring achievement for all.

We're looking for an enthusiastic, passionate and driven member of staff to join our secondary school as a Teaching Assistant for English. This is an excellent opportunity for an experienced teaching assistant or a newly qualified teaching assistant. You will work with our dedicated team of English teachers to provide in-class support for English and to lead 1:1 and small-group literacy interventions for pupils in Key Stages 3 and 4.

Due to being an independent school, there will be abundant opportunities to develop your skills and to further your passions across the whole school.

We're hoping to find someone with a genuine passion for supporting young people to fulfil their potential.

If you'd like to know more before applying please contact us via reception@arnoldlodge.com / 01926 778050 or visit www.arnoldlodge.com for the full information pack, application form and the job specification.

Arnold Lodge is committed to safeguarding our children. The successful candidate will be required to provide an Enhanced Disclosure from the DBS and a disqualification by association disclaimer before any appointment is confirmed.

Applications: Applications should be addressed to the Headteacher, Mr D Preston. Applications by email are acceptable. Please send these to reception@arnoldlodge.com addressed for the attention of Mr D Preston. All applications must contain the following:

- A fully completed application form (found on the school website – www.arnoldlodge.com – under 'general information').
- A fully completed Recruitment Monitoring Form
- A letter of application of no more than two sides of A4 in size 12 font
- The names and contact details of two referees, both of whom should have known the applicant in a professional capacity.

Though applicants may also provide a curriculum vitae **in addition** to the elements outlined above, they are not required to do so.



Job Description – Teaching Assistant for English

| | |
|--|--|
| Job Title | Teaching Assistant for English |
| Summary of the Role | To support the academic and pastoral development of Senior School pupils with Special Educational Needs at Arnold Lodge |
| Line Manager | Head of Literacy Faculty |
| Liaising with | Non-Teaching SENCo, Head of SEND, English Teaching Staff |
| Key responsibilities | <ul style="list-style-type: none"> To have high expectations of pupils with Special Educational Needs and Disabilities (SEND) and promote this aspirational ethos across the school. To support the teaching and learning of pupils with SEND or for whom English is an Additional Language (EAL) in lessons. To lead effective 1:1 and small-group interventions with a focus on literacy for pupils with SEND or EAL. To work closely with English teachers to plan for role in lessons and to plan intervention programmes. To promote and foster constructive home/school partnerships; to attend meetings with parents and liaise with parents as and when necessary To maintain and develop a positive working relationship with all members of staff; to attend INSET and liaise and cooperate with colleagues on whole school matters. To share responsibility with all colleagues for the pupils' pastoral care and safety, including duties in accordance with prepared rotas. To demonstrate a commitment to personal, professional development. To show commitment to and cooperate in the process of Performance Review/Appraisal/QA. To run at least one extra-curricular club, extension or enrichment activity. To carry out such other duties as may reasonably be required by the Head of School. |
| Monitoring, Assessment, Recording and Reporting | <ul style="list-style-type: none"> Work closely with English teachers to plan and prepare for lessons and evaluate and adjust lessons and intervention programmes as appropriate for pupils' individual needs. Undertake structured and agreed learning activities/teaching programmes inside and outside the classroom, adjusting activities according to pupil responses and keeping records of progress. Use a range of strategies, informed by best practice in supporting pupils with SEND, to support pupils to achieve learning objectives, ensuring their safety at all times. Provide feedback to teachers and pupils in relation to progress and achievement, ensuring the availability of appropriate evidence. Provide Exam Access Arrangements for pupils with SEND, as directed by the Examinations Officer. Support the use of ICT in learning activities and develop pupils' competence and independence in its use. |
| Pastoral Duties | <ul style="list-style-type: none"> Promote the general progress and well-being of all pupils. Alert appropriate staff to problems experienced by students. |
| Additional Duties | <ul style="list-style-type: none"> General administrative functions as and when required. To perform any responsibilities associated with being a member of the school's staff, as reasonably directed by the Head of School. |



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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be defined. All staff are expected to comply with any reasonable request from a senior leader to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the postholder.



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Person Specification – Teaching Assistant

| | Essential | Desirable |
|----------------|---|--|
| Qualifications | <ul style="list-style-type: none"> 5 GCSEs at A*-C with English and Mathematics. | <ul style="list-style-type: none"> Educated to A Level or higher in English. |
| Experience | <ul style="list-style-type: none"> Experience of supporting pupils with SEND, including pupils with an SpLD. Experience of working with people and building sustainable relationships. | <ul style="list-style-type: none"> Experience of working in a secondary school environment. Experience of supporting pupils to access the English curriculum. Experience of supporting pupils with EAL. |
| Skills | <ul style="list-style-type: none"> Ability to support pupils 1:1, in small groups and in a whole-class context. Enthusiastic in the use of ICT to enhance teaching and learning. Good communication and interpersonal skills. Ability to prioritise workloads and to be well organised. Ability to promote the school's aims and ethos positively and effectively. | <ul style="list-style-type: none"> Ability to use a range of strategies to support pupils with SEND or EAL. |
| Personal | <ul style="list-style-type: none"> High aspirations for pupils with SEND. Independence and ability to work as part of a team. | <ul style="list-style-type: none"> Flexible with an excellent work ethic. A sense of humour and a positive attitude. |

