



Dear Applicant,

Thank you for your interest in the role of Special Educational Needs Assistant at Edge Grove. This is a part time, fixed term position from 1<sup>st</sup> September 2026 - 9th July 2027. The role is funded through the local authority for a pupil with an EHCP and is currently for 22.5 hours a week, working daily from 8.30am to 13.00pm, dependent on the pupil's continued attendance at the school and the continued Local Authority funding.

The School seeks to employ an inspiring, child-centred and dynamic individual who will work collaboratively and proactively to celebrate and promote the excellence of Edge Grove's Mission, its Core Values and its pupils' remarkable progress and outcomes.

The successful candidate will place children at the centre of their thinking and work with teaching and non-teaching colleagues alike to ensure the best possible outcomes for each child. They will be solution-focused, be a strong communicator both when writing and speaking and will recognise and celebrate our community's unique cultural diversity.

The role will include supporting a pupil with Type 1 Diabetes, providing regular monitoring and support for a pupil with Type 1 Diabetes in accordance with their Individual Health Care Plan to ensure their health, safety, and wellbeing throughout the school day. The successful candidate will help the pupil access learning activities, remain engaged in lessons, and catch up on work missed due to diabetes management or medical appointments.

The role also involves supporting individual pupils and small groups, both inside and outside the classroom, to enable full participation in learning under the direction of the Form Teacher, Head of Learning Support and Head of the Junior Department. Responsibilities include assisting with the implementation of strategies outlined in pupils' Education, Health and Care Plans (EHCPs), monitoring progress, working collaboratively with SEND specialists and other professionals, contributing to the development of learning resources, and maintaining an understanding of programmes of study, schemes of work, and daily learning objectives alongside the class teacher.

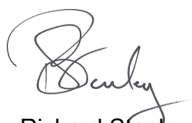
The successful candidate may have previous experience of working in independent schools, but this role is equally open to applicants who have never taught in independent schools. They will enjoy engaging with prospective, current and former pupils, teaching and non-teaching staff, parents and governors. They will demonstrate excellent administration, leadership, organisational and communication skills, be able to multitask effectively in a busy and demanding environment, have a high level of emotional intelligence and empathy and be able to work effectively with all stakeholders at all times.

'Knowing and growing each child through a love, life and learning approach' is the Edge Grove mantra, which articulates the warmth and strength of our diverse child-centred community in which children are at the centre of our thinking. Edge Grove provides children with 48 acres of beautiful estate, heritage buildings, wonderful facilities and the educational space for children to grow and develop. Our pupils feel a strong sense of belonging and pride in our community and devised the 12 Core Values of the School, living within them. We want children to develop their own unique character and creativity in pursuit of future happiness and success and in doing so to make their prep school days the best they can be.

The candidate specification which follows identifies the scope of the role, including the breadth of activities and personal specifications, but is not exhaustive. I hope that it provides you with all of the information that you need about the role. If you have any further questions, please do not hesitate to contact me or refer to the School website at [www.edgegrove.com](http://www.edgegrove.com). If the words above strike a chord and you would like to play a part in the School's educational development, please read on!

I look forward to receiving your application and meeting you.

With best wishes,



Richard Stanley  
**Headmaster**

## **JOB DESCRIPTION**

**Post:** Special Educational Needs Assistant

**Responsible to:** Form Teacher and Head of Learning Support

### **PROFESSIONAL RESPONSIBILITIES**

- Support the School in its Mission and Values
- Promote the academic ethos and life of the school.
- Set high expectations in terms of enthusiasm for learning.
- Dress in a way that is commensurate with the school working environment.

### **TASK AND DUTIES**

#### **Teaching and Learning**

- Provide support for pupils inside the classroom to enable them to fully participate in activities under the direction and guidance of the Form Teacher, Class teachers, Head of Learning Support and Head of the Junior Department.
- Assist in the implementation of the strategy outlined in the pupils Education, Health and Care Plan and monitor their progress.
- Develop an understanding of the specific needs of the pupil to be supported.
- Seek to motivate, support and stretch pupils to achieve their full potential.
- Work with other professionals (SEND specialists etc) as necessary.
- Be fully aware of programmes of study, schemes of work and daily learning objectives.
- Provide regular monitoring and support for a pupil with Type 1 Diabetes in accordance with the school's medical care plan.
- Assist the pupils in accessing learning activities and maintaining engagement within the classroom.
- Support the pupils in catching up on work missed during periods spent out of class for diabetes management, treatment, or medical appointments.
- Liaise with class teachers to identify missed learning and ensure appropriate resources and support are provided.
- Deliver targeted learning support on a one-to-one basis or in small groups as directed by teaching staff.
- Monitor the pupil's understanding and progress, reporting concerns to relevant staff members.
- Maintain accurate records of support provided and work completed.
- Encourage the pupil's independence, confidence, and participation in all aspects of school life.
- Work collaboratively with parents, healthcare professionals, teachers, and the Special Educational Needs Coordinator (SENCo) where appropriate.
- Follow all school safeguarding, health and safety, and medical procedures.

#### **Administrative Duties**

- Complete termly reviews of the pupil's progress.
- Attend EHCP review meetings.
- Be prepared to undertake other duties from time to time as the class teacher requires.
- Be prepared to carry out supervision and other duties in support of other staff. This could include accompanying a school trip.

## Standards and Quality Assurance

- Set a good example in terms of punctuality and attendance.
- Model acceptable behaviour; supervise and control children, encourage good social skills and adhere to defined standards.
- Attend any training that is necessary to fulfil the role.
- Be proactive in matters relating to health and safety and general well-being of the children.
- Be familiar with all school policies, both those pertaining to teaching and school life in general, and ensure they are accurately and consistently implemented.
- Participate in the school's appraisal process and attend review meetings as required.
- Assist with parental liaison under the direction of the class teacher.
- Be available to staff during break times to discuss pupils.

School staff are expected to demonstrate consistently high standards of personal and professional conduct.

The following statements define the behaviour and attitudes which set the required standard for conduct.

- School staff uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
  - treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
  - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
  - showing tolerance of and respect for the rights of others
  - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
  - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Staff must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

The School reserves the right to review and change this job description according to its needs.

## PERSON SPECIFICATION

Criteria	Details	Essential	Desirable
Qualifications and Training	● GCSE C or above in English and maths		Y
	● Teaching Assistant / Supporting Teaching qualification		Y
	❖ Child Protection Training	Y (but can be provided by us on acceptance of the job)	
	❖ First Aid Qualification	Y (but can be provided by us on acceptance of the job)	

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with young children</li> </ul>	Y	
	<ul style="list-style-type: none"> <li>❖ Experience of working in with a pupil with medical needs</li> </ul>		Y
	<ul style="list-style-type: none"> <li>- Experience supporting children with additional needs.</li> </ul>		Y
	<ul style="list-style-type: none"> <li>❖ Experience in observing, assessing, and recording children's progress.</li> </ul>		Y
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>- Knowledge of strategies for supporting pupils with learning difficulties.</li> </ul>		Y
	<ul style="list-style-type: none"> <li>- Ability to monitor and assess pupil progress and adapt learning activities as needed.</li> </ul>	Y	
	<ul style="list-style-type: none"> <li>- Strong communication skills for engaging with pupils, parents, and external agencies, where needed.</li> </ul>	Y	
	<ul style="list-style-type: none"> <li>- Excellent communication skills both written and verbal</li> </ul>	Y	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of pupils.</li> </ul>	Y	
	<ul style="list-style-type: none"> <li>• Ability to plan, prepare, and implement age-appropriate learning activities.</li> </ul>	Y	
	<ul style="list-style-type: none"> <li>• Strong time management skills to balance teaching, assessment, and administrative tasks</li> </ul>	Y	
	<ul style="list-style-type: none"> <li>• Commitment to maintaining confidentiality and integrity.</li> </ul>	Y	

## **CHILD PROTECTION**

In the context of their employment a member of staff will frequently be in the presence of children and will have appropriate levels of training in child protection. All members of staff comply with the School's Child Protection and Safeguarding Policy that is posted on the School's website. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety and welfare of pupils, they report concerns immediately in accordance with the Policy.

What is set out above amounts to a statement of what may be regarded as minimum expectations, not an exclusive summary and may be amended at the reasonable discretion of the Head to meet the changing needs of the School.

## **SALARY AND BENEFITS**

Edge Grove offers its staff attractive salaries and pay progression compared to the wider education sector. We reward experience and responsibility and will discuss the salary for this position with candidates at the interview.

### **Other benefits include:**

- ❖ Access to a group personal pension scheme;
- ❖ Free school lunch and refreshments during term time whilst the kitchen is operating;
- ❖ Parking on site in designated areas at no cost, although all vehicles are parked at the driver's risk;
- ❖ Income protection scheme;
- ❖ Access to an Employee Assistance Programme;
- ❖ Cycle to Work Scheme.

## **TERMS & CONDITIONS OF EMPLOYMENT**

- ✓ All appointments are subject to an enhanced check with the Disclosure and Barring Service and at least two references from past employers, including any school employment during your career.
- ✓ All staff comply with the School's Child Protection and Safeguarding Policy.
- ✓ All staff set an example to pupils and dress appropriately at all times;
- ✓ The School operates a no smoking and no vaping policy;
- ✓ The School takes its obligations under the Health & Safety at Work Act seriously and the post holder requires all staff to comply with all aspects of the School's Health & Safety Policy, particularly in relation to safe working practices;
- ✓ All staff keep up to date with the School's current policies and posted on the staff shared drives;
- ✓ The School reserves the right, for operational reasons, to transfer you to alternative duties. For this reason, it is a condition of employment that you are willing to do so, if requested, from time to time.

## **DATA PROTECTION**

The School collects personal data during the recruitment process, which it adds to the successful candidate's employment record. The School retains application information on unsuccessful candidates for six months after the completion of the recruitment process; after this, it will securely destroy it. For further information on how we use your information and with whom we share it, please refer to the Staff Data Protection Privacy Notice available on our website.

## RECRUITMENT & SELECTION

Edge Grove School Trust Limited is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All applicants undergo child protection screening. This post is exempt from the Rehabilitation of Offenders Act 1974. The School carries out pre-employment checks, seeks references and conducts an Enhanced DBS check and other relevant checks with statutory bodies on the successful candidate.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders as part of our Recruitment, Selection and Disclosures Policy. If you are shortlisted, you will declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account. Guidance will be provided when you are invited to interview.

Please read the Recruitment, Selection and Disclosure Policy which is available on our website and should be read before making your application.

Please fully complete an application form which can be found MyNewTerm or via our website [www.edgegrove.com](http://www.edgegrove.com). Please direct any questions to [hr@edgegrove.com](mailto:hr@edgegrove.com). Applications must arrive prior to the closing date and time. CVs are not accepted.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who are invited to interview.

The School is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.

To arrange an informal visit to the School or to discuss the role in confidence, please contact the Headmaster via [hr@edgegrove.com](mailto:hr@edgegrove.com) or 01923 855724.

