



RECRUITMENT INFORMATION PACK

## SEN SUPPORT ASSISTANT

**CLOSING DATE:** THURSDAY 17 OCTOBER

**INTERVIEWS:** THURSDAY 7 NOVEMBER, 9.00-11.00AM



# OUR SCHOOL



When our founding Headmistress opened the doors to Rowan in 1936, her aims were to instill in the girls a lifelong love of learning, develop a strong sense of self and to ensure that the friendships they made, endured as they grew and developed. Against the backdrop of a rapidly changing world, our methods have moved on but our vision and ethos at Rowan remain the same.

Rowan Preparatory School is a school with traditional values and a forward-thinking approach to education. We offer a broad and adventurous curriculum full of exciting opportunities. A vibrant, friendly and nurturing community, our girls are encouraged to be themselves. We value the achievements of each individual as they develop personal strengths and talents, and exceed expectations. The girls acquire life skills and knowledge that will prepare them for their time at one of a wide range of top senior schools and beyond.

As a member of United Learning, Rowan shares its objective of encouraging 'the best in everyone'. A personalised approach to learning and outstanding pastoral care in our happy environment, ensures that every girl develops a genuine love of learning. Rowan is a school where girls excel but, above all, it is a school where girls are happy.

Rowan Brae (for girls aged 2-7) is on the site on which the school was originally founded in 1936 and Rowan Hill (for girls aged 7-11) is a short walk away. Both school sites are substantial properties that have been sympathetically extended to provide additional accommodation as the school has grown.

Rowan Brae provides purpose-built facilities for our Early Years pupils, with dedicated outdoor learning areas providing a wide range of play-based educational equipment. There is also a playground with a stage area and climbing frame, along with our much-loved Glen, a multi-sensory area including sand pit, story circle and a grassed mound. A large general-purpose hall is used for a wide variety of group activities including gymnastics, drama, assemblies and lunch. This is supplemented by a specialist room for music and a library.

Rowan Hill houses years 3 to 6, and is enhanced by specialist, modern, well-appointed rooms for science, computing and music in addition to a library. We have a light and airy art studio and our impressive Engineering & Technology Suite is equipped with 3D printers, laser cutters and a range of tools and equipment to inspire our engineers of the future. The large general-purpose hall buzzes with activities from assemblies to gymnastics, lunch to orchestra and many more. Outside is the legendary Spinney; a wooded and grassed area that fuels imaginative play. We also have a light and airy Garden Room, an outdoor classroom used for a variety of extra-curricular activities and to promote eco-awareness across the curriculum.

Rowan benefits from the exceptional and extensive sports provision situated a short distance from the school. Facilities include netball courts, tennis courts, AstroTurf pitches, traditional grassed pitches, athletics tracks and an indoor pool.



# AIMS AND ETHOS



With a solid foundation of family and community and an innovative curriculum, Rowan Preparatory School provides a nurturing and inspiring learning environment that encourages girls to have a strong sense of self, a life-long love of learning and confidence in themselves to reach for the stars. We prepare our girls to face the future as educated, caring, and confident people, able to make a valuable contribution to society.

<b>Our Aims</b>	<b>Our Ethos</b>
Rowan Preparatory School aims to create a happy, friendly and purposeful environment.	Our eleven Star Qualities reflect the school ethos and are embedded in all that we do. Qualities such as resilience, empathy, perseverance and creativity are at the core of Rowan life.
We encourage all pupils to develop their full potential, strive for excellence and celebrate their achievements.	Pupils at Rowan feel physically and emotionally secure within a safe, considerate and caring community.
We help pupils to gain an appreciation of their own and other cultures and become responsible citizens in the wider world.	We endeavour to stimulate pupils' curiosity, enthusiasm and imagination, promoting independent and enquiring minds through questioning and thoughtful discussion.
The School embraces the whole Rowan family: pupils, parents, guardians, staff and governors in its aims and ethos.	We nurture the positive attitudes, values and beliefs necessary to challenge and extend pupils.



# THE ROLE



**Job Title:** SEN Support Assistant

**Responsible to:** Assistant Head for Inclusion

**Contract:** Permanent, part-time, term-time only

**Hours:** 14 hours per week (Monday and Thursday for 2024/25 academic year)

**Salary range:** £13.66-£15.68 per hour dependent on qualification (£26,634-£30,579 full time equivalent)

## **Job Purpose:**

- To work under the guidance of the Assistant Head for Inclusion in the planning and implementation of work programmes with individuals or groups of pupils with special needs.
- To provide general support to teachers in the management and organisation of pupil(s) with special needs in the classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.

## **Duties:**

### **Support to pupils**

- Support working relationships with the pupils, acting as a role model and setting high expectations.
- Support pupils with special needs in the most effective way.
- Meet the personal and physical needs of pupils such as assisting with mobility as necessary whilst encouraging their independence.
- Support pupils with special educational needs through the delivery of specific learning programmes and to contribute to setting individual support plan (ISP) targets and to ISP reviews.
- Facilitate pupils' access to specialist provision as indicated by their EHCP.
- Encourage pupils to interact and work cooperatively, ensuring all pupils are engaged in activities.
- Provide support in the delivery of the curriculum as appropriate.

### **Support to the teacher**

- Work closely with the teacher to assist in the planning, development and delivery of all areas of the curriculum.
- Work under supervision of the Assistant Head for Inclusion and teachers to support the learning, social, emotional and physical development of the pupils
- As required, prepare the classroom/outside areas for lessons, ensuring that specialist resources and equipment are available as necessary and cleared away at the end of the lessons as appropriate.

### **Support to the school**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person.
- Liaise with parents/carers or agencies involved in supporting development of special needs pupils.
- Attend relevant meetings and participate in training opportunities and professional development as required.
- Provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with school policy.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required within contracted hours and to take responsibility for special needs pupils under the supervision of the teacher.
- Assist with the general pastoral care of special needs pupils, including helping pupils who are unwell, distressed or unsettled.
- Assist in the development of basic Literacy, Numeracy and ICT skills where appropriate and support the use of these learning activities as directed by the class teacher.
- Help adapt and plan the development of resources necessary to assist in learning activities of children with special needs, taking into account pupils' interests, language and cultural backgrounds.
- Undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.
- Work within agreed school and United Learning policies and legislative standards, including due regard to Safeguarding Children and Health & Safety processes.
- Treat with professional confidence any information concerning individuals, gained in the course of working in the school.

### **Person Specification:**

- Proven experience and a genuine love of working alongside children with neurodiverse needs is essential, coupled with a warm, calm and nurturing personality
- Relevant Level 3 qualification or equivalent in addition to GCSE English & Maths (A\*- C or equivalent)
- Willingness to attend training relevant to the job (occasionally outside of working hours)
- Confident user of IT including Office 365.





# WORKING AT ROWAN & HOW TO APPLY

Rowan Preparatory School has been an integral part of the Claygate and Esher community for over 85 years, educating local families that continue to return to the school for each generation. Our school motto “Here We Work Happily” applies not only to our girls, but to our staff as well. We understand that our staff are our greatest asset; everyone is supported to reach their full potential and we welcome applicants from across many industry sectors and trades.

At Rowan, we are able to offer competitive salaries, high quality and continuous professional development (CPD) and a generous employee benefits package including:

- Extensive CPD opportunities for career development and progression
- Excellent support and training for trainee teachers
- Apprenticeship positions for those wanting to further develop or start a new career
- Free lunch and refreshments during term-time
- 250+ discounts through Perkbox
- Employee Assistance Programme offering confidential counselling and a 24/7 support helpline
- A fee discount for staff with children who attend any of the schools within the United Learning Group
- Local high street discounts
- Salary sacrifice schemes such as Cycle to Work and car leasing.

## **How to apply**

Please ensure you read the job information pack carefully, as well as the school’s Recruitment and Selection Policy, Safeguarding Policy and Equality Guidelines Policy which can be found on our website. United Learning values diversity and inclusion and is committed to creating and sustaining a more diverse workforce. We welcome applications from professionals of minority ethnic origin and from majority ethnic professionals who share our commitment to inclusion and diversity. We always appoint on merit.

Applicants are required to complete the online application form which is presented in a standardised format ensuring that all candidates are treated fairly and equally. As the information contained on the form is used during the selection process, it is essential that you complete all sections as fully as possible. We reserve the right to conduct interviews prior to the closing date. For any queries relating to the role or your application, please email [recruitment@rowanprepschool.co.uk](mailto:recruitment@rowanprepschool.co.uk), however please note that we are unable to accept CVs via email or post.

Rowan Preparatory School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service (DBS). References may be taken up at any stage during the recruitment process.