



CLAREMONT FAN COURT SCHOOL



JOB INFORMATION

LEARNING SUPPORT ASSISTANT (FULL OR PART TIME)

Closing date: 9.00am Friday 21 March 2025

Interviews held week commencing 24 March 2025



THE SCHOOL

Welcome to Claremont Fan Court School. We are a thriving, co-educational independent day school in Surrey for pupils aged 2½ to 18. Founded in 1922, we recently celebrated our 100th anniversary as an evolving, successful school.

We are proud of Claremont Fan Court School's strong reputation for being a compassionate, child centred, truly co-educational school of choice for families seeking an academically ambitious environment that educates the whole child.

Set in 100 acres of historic grounds, Claremont is known for focussing on the academic potential of our pupils, but not at the expense of their pastoral wellbeing; for a culture that nurtures pupils' limitless potential, not just in exams but also in equipping them with the skills to shape the world around them at university, in their careers and in the wider society beyond.

We prioritise, too, an understanding of character and the way in which our relationship with others are fundamental to our successes in life, university and careers.

Where else, within a school bus ride from south west London, can children from 2 ½ to 18 balance forest schools with further maths, lacrosse with the pursuit of a medical career, learning history in a building that made history or playing rugby while designing for a fashion show.

Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.



MISSION AND ETHOS

Mission

Our mission guides the ethos of the school and is a primary document for all who work at the school.

- To provide an environment where the God-given potential of every individual is recognised and valued. With this recognition comes the expectation of high personal achievement and moral standards and a developing awareness of our individual responsibility to each other and our world
- To maintain a broad and forward-looking curriculum in which pupils are encouraged to think independently to meet the demands of a rapidly changing world
- To encourage our pupils to awaken to all that is good and true within and around them in their spiritual journey of self-discovery
- To equip our pupils with a strong set of values for future decision making
- The following values are fundamental to everything we do: courtesy, respect, trust, moral integrity, self discipline, love for God and man
- The School embraces the whole Claremont family: pupils, parents, guardians, staff and governors in its mission, vision and ethos

Vision

In accordance with our mission, Claremont Fan Court develops individuals who are outstanding citizens, aware of their responsibility to others and contribute positively to global society.

We realise this by being a high-quality school of choice where young people achieve more than they think is possible.

Ethos

Goodness underpins this school. Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.

Young people leave Claremont Fan Court School as confident, contributing and caring members of the global community. They cherish the values that equip them to make a positive contribution and be a force for good in the world.



THE ROLE

We are recruiting for full time or part time learning support assistant to provide in-class support to pupils with specific learning difficulties in the Senior School from September 2025.

Learning support responsibilities

- To support pupils in lessons as identified by the head of individual needs
- To support pupil understanding of and access to the curriculum through clarification, further explanation and reinforcement
- To assist in keeping pupils focused and on task
- To help build pupils' confidence and enhance self-esteem
- To provide targeted support outside of the classroom where required
- To work professionally at all times and to maintain confidentiality in accordance with published school policies
- Liaise with the head of individual needs and subject teachers to share necessary knowledge about pupils
- Prepare any necessary modified resources for specific pupils in advance of lessons
- Facilitate pupil independence and inclusion
- Provide administrative support to the department

- Attend regular general staff meetings including morning briefings and departmental meetings
- Cover lessons within and outside the department and be available for exam invigilation as directed by the cover supervisor
- Check school e-mail account on a regular basis and reply to colleagues within 24 hours
- Keep up to date with developments in the special needs and disability area and share information where appropriate
- Carry out any other duties as required

Pastoral responsibilities

- Work within the pastoral team of Year Heads and tutors to share all necessary knowledge about pupils
- Report any issues of concern, including child protection issues, to the DSL and Heads of Year

Classroom environment

- Support the class teacher in establishing an environment in lessons that is positive and supportive of learning
- Consider the needs of pupils at all times interacting in a supportive and positive way
- Support the class teacher in establishing a

- culture for learning with pupils of all abilities
- Support the class teacher in establishing effective teaching practices so that pupil behaviour is consistently within the expectations of this school being purposeful, safe, respectful, open, valuable, and appropriate
- Assist with classroom displays within the individual needs department

Responsibility to parents

- Demonstrate a thorough knowledge of each learner and their individual needs

Performance measures

The performance of the learning support assistant will be measured by an annual performance review which will include the following:

- Quality of support within lessons and 1:1 sessions
- Advance preparation for lessons, tests and exams where necessary
- Proactive liaison with subject teachers
- Progress and well-being of pupils
- Rapport developed with pupils
- Organisation, communication and time-keeping skills

- Attending relevant school and department meetings and whole school INSETS



THE PERSON

The successful candidate is likely to have the following qualifications, skills and experience:

- Ideally possess a good honours degree and/or a qualification related to learning support
- A candidate educated to A level standard but with successful experience of learning support may be considered
- Previous experience of working with children with SpLD and other individual needs in Years 7 – 11 and an understanding of how they can be effectively supported within the classroom
- An ability to understand and offer further explanation of the subjects to be taken by pupils up to GCSE level
- An understanding of the role of a learning support assistant in the classroom vis a vis the teacher and pupils
- An ability to listen to both teacher and pupil and intrinsically understand the delicate balance required to provide constructive support
- A cheerful, enthusiastic and well-presented person, capable of inspiring confidence in pupils and parents
- Excellent communication skills, oral, written and in the use of ICT
- Prepared to work hard with energy and enthusiasm
- An understanding of the nature of independent learning
- Able to set high expectations amongst all pupils
- Organised and capable of working independently and as part of a team
- Eager to learn and able to attend all INSETs
- An awareness of health and safety issues and compliance with health and safety policy
- Aware of the nature of the school and prepared to commit to its all-round ethos, co curricular activities and pastoral approach
- A willingness to volunteer for activities beyond the job description, including providing support at school events such as entrance exams as well as internal exams



WORKING AT CLAREMONT

Claremont Fan Court School is set in a beautiful location and is a warm and welcoming community. Professional standards are high, and we encourage ongoing training and personal development.

The school is located just outside Esher in Surrey and is easily accessible from the A3, M3 and M25 with ample free staff parking. The nearest train station is Claygate which is a 25-minute walk, with local bus services also available.

Esher and its neighbouring towns offer easy access to both central London and the stunning Surrey countryside, offering a feeling of space whilst being only a stone's throw from London and all the facilities a capital city has to offer.

The local area has a mix of leisure activities available. Both the historic palace at Hampton Court and the beautiful gardens at RHS Wisley are nearby, as well as Sandown Racecourse. There are many arts venues (theatres, cinemas, live music) and sports clubs in the surrounding area and for cyclists there is access to some of the finest roads.

Benefits include group personal pension plan - the school makes a generous contribution with a 3%

employee contribution 5 x salary life assurance, cycle to work scheme as well as complimentary lunches and refreshments during term time.

Terms and conditions

Hours - Full time or part time during term time. When applying please start your preferred working pattern

Salary - £26,044 full time equivalent.



HOW TO APPLY

Please ensure you read the job information pack carefully, as well as the school's Recruitment, Disclosures and Selection Policy, Safeguarding Policy and Applicant Privacy Policy on our website.

Interested applicants should complete an application form, which can be found on our [website](#). You should provide a covering letter in support of your application addressed to the head, Mr William Brierly.

Please note: applications should be submitted by email to jobs@claremont.surrey.sch.uk.

Documents must either be in Microsoft Word or pdf format as we are not able to accept any other type of file.

References may be taken up at any stage during the

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recruitment process.

All applications will be acknowledged by email within one working day of receipt. Please contact Human Resources on 01372 473720 should you have any questions or if you have not received an acknowledgement.

Claremont Fan Court School and its staff are committed to safeguarding the welfare of children. Successful applicants will be required to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is an offence for any person barred from working with children to apply for this post.



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www.claremontfancourt.co.uk | jobs@claremont.surrey.sch.uk
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