



One to One Learning Support Assistant Information Pack





The School

Monkton places thinking differently at the heart of its strategic vision. We are already one of the country's best known smaller boarding schools and pride ourselves on our size meaning you can really get to know all of the pupils and serve as a full part of our community. We are a Christian school with worldwide connections and interests, and have a strong reputation for pioneering and proactive pastoral care.

A single board of Governors oversees the entire School (Pre-Prep, Prep and Senior) and Monkton is a registered charity and is incorporated as a company limited by guarantee. The Principal acts as both the Head of the Senior School and as the CEO of the group. Monkton is one of the country's best known smaller independent boarding schools. It is a Christian school with worldwide connections and interests, having been founded in 1868 within the mainstream evangelical tradition.

Monkton Combe School is seen by parents to be a caring community which fosters a balanced education, as well as encouraging the pursuit of individual excellence. It is a friendly school where pupils develop their personal values in the context of a community where tradition, creativity and adventure are positive features. The expression of the School's ethos can be found in many fine examples of Monktonians achieving positions of leadership in the church and in other areas of life both nationally and internationally.

Monkton seeks to be a caring and well-ordered community which fosters a balanced education as well as encouraging the pursuit of individual excellence. It is a friendly school which believes in traditional values. The confidence, integrity, sensitivity and ambition of our pupils are priorities and we are eager to educate character, as well as intellect. It is expected that all full-time members of the Common Room will be committed to the concepts and challenges of boarding school life, wishing to contribute widely outside the classroom within pastoral, sporting and other extracurricular spheres.



Prep School

Monkton Prep School was founded over 130 years ago. The site is located within an area of outstanding natural beauty, is less than a mile and a half from Bath city centre and within easy reach of London, Cardiff and Southampton via an excellent train service. Pupils enjoy a broad and excellent programme within the



framework of outstanding pastoral care, both for boarders and day pupils. Flexi-boarding is also an option many pupils choose at some stage during their time at the school.

Facilities include an indoor, four lane, 25m swimming pool, a 300 seat auditorium, one full-sized and one half-sized astro pitch, tennis courts, outstanding sports pitches, an ICT suite, two science labs and a magnificent view over the Somerset hills to the South West.

The School is managed day-to-day by its Senior Leadership Team which is overseen by the Headmaster, Martin Davis. The staff are strong, experienced, supportive and highly capable.

Monkton Prep is a caring and vibrant community which fosters a balanced, all-round education as well as encouraging the pursuit of individual excellence. It is a friendly school which believes in traditional values. The confidence, integrity, sensitivity and ambition of our pupils are priorities and we are eager to educate character, as well as intellect, aiming to instil in the pupils a lifelong love of learning.

Pre-Prep School

Set on the same site as the Prep School, Monkton Pre-Prep is housed in a brand new fit for purpose building, with magnificent views overlooking the Midford Valley. Like the Senior and Prep Schools, the Pre-Prep takes pride in its excellent levels of Pastoral Care and the living Christian ethos on which the School was founded.

Prep School facilities are available to the Pre-Prep and so we are able to offer outstanding opportunities for Sport (including swimming), Outdoor Learning, Music and Art. Prep School teachers provide specialist teaching for our Reception and KS1 pupils. At the end of KS1, the majority of pupils move on to the Prep School.

The Pre-Prep School is led by Catherine Winchcombe. The deputy head post completes the Pre-Prep Leadership Team and oversees the academic provision. The Pre-Prep staff team is strong and cohesive and committed to providing excellence throughout the School, where possible collaborating with the Prep and Senior School staff. Our School Values: Confidence, Integrity, Service and Humility, form a strong foundation for our School community.

Our Vision: Monkton inspires young people to become confident, kind and ambitious adults who live fulfilling lives.

Our Mission: Monkton thinks differently. We start with a proactive pastoral environment to develop academically strong enthusiastic learners within a living Christian ethos.

Our Values: Confidence, Integrity, Humility, Service



The Role

Relationship: The post holder is responsible to the Special Needs Co-ordinator

Recent legislation and guidance makes it clear that the roles of teacher and support staff are not interchangeable. Accountability for the overall learning outcomes rests with the teacher.

Fundamental Task: To assist in providing a more effective teaching programme for a named pupil in Reception class, with the support of the Special Needs Co-ordinator, the class teacher and the school as a whole.

Responsibilities:

1. To assist the Class Teacher to deliver the curriculum to children who have an individual target outcome plan (TOP)
2. To assist in the formulation and implementation of individual plans as directed by the SENCO in line with school policy.
3. To work on individual programmes with the child under the direction and guidance of the class teacher and the SENCO.
4. To provide the teacher and SENCO with detailed feedback on the child's progress to inform the next stage of planning.
5. To support the teacher in the implementation of the rules and policies of the school.
6. To attend TOPs review meetings.
7. To assist in the compilation of reports and records in accordance with school policy.
8. To participate in school activities and attend staff meetings and training courses as required.

(Note: The post holder may be reasonably required to perform duties other than those given in the job description for the post, the particular duties and responsibilities attached to the post may vary from time to time without changing the character of the duties or the level of responsibility involved.)



Person Specification

Note: some of the areas described in this person specification would be developed through the training on the job over the course of the first year.

		Essential	Desirable
Qualifications	A commitment to professional development	√	
	First Aid qualification		√
	Qualification in childcare or educational support work (eg NVQ)	√	
Experience	Previous experience of working in a childcare setting		√
	Knowledge and Experience with ABA		√
Knowledge And Understanding	Equal Opportunities, Health and Safety, SEND and Child Protection	√	
Skills	Ability to communicate well and establish firm and consistent boundaries	√	
	Relate to children with an understanding in an open, calm and friendly way	√	
	ICT Literate		√
	GCSE standard of English and Maths		√
Personal Attributes	Patience, creativity and initiative	√	
	Flexible, adaptable and reliable	√	
	Sympathy with School's Christian ethos	√	
	Ability to work well within a team setting	√	
	Ability to be flexible and adaptable	√	



Terms and Conditions

Salary	<p>The salary will be paid at Point 15 of the Academic Support salary scale at £12.12 per hour, for 7 hours per week during term time (34 weeks plus 4.5 weeks of pro rata paid holiday entitlement). Possibility of more hours offered to cover holiday during term time.</p> <p>Salaries are subject to an annual review.</p>
Hours of Work	<p>8:30am - 12:00pm on Thursday and Friday, to suit the needs of the named child subject to termly review and the written agreement of the parents. This role will form part of a job share.</p>
Pension	<p>Monkton provides access to a stakeholder pension scheme as required by law. The School will comply with its obligations under the Government's auto-enrolment scheme at the relevant time. You will be provided with details of the scheme and your right to opt out in due course.</p>
Holiday	<p>33 days including bank holidays (pro rata for part time/part year). When a bank holiday occurs during term time this will be considered as a normal working day and the normal rules regarding holiday will apply.</p>
Sick Pay	<p>Membership of the Support Staff Sickness Scheme.</p>
Lunch	<p>Provided while on duty while catering facilities are functioning.</p>
Notice	<p>Half a working terms' notice in writing terminates this agreement.</p>
Retirement	<p>The normal retirement age for this employment is 65. However, the mechanics for compulsorily retiring employees have now been abolished so employees are required to provide notice in line with their contractual obligations, above, when they wish to retire.</p>
Medical	<p>All employees are subject to a medical report and to undergo a medical examination, if required.</p>
Security	<p>Monkton Combe School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service.</p>



Safeguarding

Monkton Combe School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service.

- [Child Protection \(Safeguarding\) and Staff Code of Conduct and Behaviour Policy, including EYFS](#)
- [Equal Opportunities Policy, including EYFS](#)