



Windlesham  
House School

- Est. 1837 -

Candidate information for

# Part time learning enrichment assistant

for September 2024  
(maternity cover for two terms)

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# A message from Ben



We are proud of our rich heritage and tradition (as the oldest prep school in the country) whilst embracing innovation and change to ensure that we are preparing our pupils to be successful, high achieving and accomplished young people.

Our magnificent country setting within the South Downs national park and state of the art facilities enable us to provide an exciting and innovative curriculum in a safe, nurturing and inspiring environment. The opportunities are varied and inclusive allowing children to be involved, to follow their interests, take risks and build lifelong passions. Our community is built on the values of respect, creativity and courage with all children feeling secure, happy and able to flourish.

Academic rigour and challenge are important; we want all pupils to achieve their potential within a supportive environment where learning is creative, engaging and accessible. Our unique ACE Habits for Learning – Active learner, Critical thinker and Explorer are embedded in all aspects of teaching and learning allowing children to develop essential skills and become independent learners.

One thing I always notice about the school is the tangible sense of excitement, purpose and energy everywhere I go. All academic subjects, creative arts, sports and co-curricular are taught in well-equipped specialist areas by teachers with passion for their subjects as well as love for their topics. Children are inspired and motivated every day within a caring community. It is a joy to hear children excitedly talking to their parents about what they are learning, how their match went or what they did at breaktime.

I am aware that job descriptions and person specifications can appear rather daunting when one reads the full list of requirements and responsibilities. Please be reassured! We are looking for candidates who are keen to become part of the Windlesham House community, who can bring great personality, experience, innovation and commitment to the role and who have clear enthusiasm for education. Attitude and approach are just as important as qualifications and experience. If you have any questions, please do not hesitate to ask but in the meantime, thank you again for your interest in the position.

Good luck!

A handwritten signature in black ink, appearing to read 'Ben Evans'.

Ben Evans  
Headmaster



# The role

The learning enrichment assistant role encompasses a wide range of responsibilities. Day-to-day tasks may vary, but they will all revolve around providing support and assistance to pupils, staff and the school community. It is essential to be flexible, patient, and adaptable. Learning enrichment assistants provide a vital role in supporting our pupils both in the classroom and on a one-to-one basis. You must have good communication skills, both verbally and in writing, and have empathy and interest in helping young people fulfil their potential.

Our school mission is to provide a stimulating, nurturing and safe environment where pupils are happy and develop into confident, independent learners who embrace a challenge, gain a lifelong love of learning, are prepared to take risks and have kind and generous hearts.

Windlesham House provide educational excellence through the provision of effective and inspiring teaching, encourage enthusiasm for learning and enable each pupil to achieve their potential. They will encourage pupils to be self confident, self motivated and self disciplined within a safe, nurturing and caring community ensuring they progress to their chosen senior schools as successful individuals.

If you feel you are the right person for this role and can contribute to our values and aims as well as being part of a vibrant community, we would love to hear from you.

A distinctive school where tradition meets innovation,  
providing opportunities for children to be  
creative, courageous and successful.







# Tasks and duties

## Key responsibilities

- Play an effective role to ensure all students make progress
- Plan alongside teaching staff for the needs of the students and ensure that a wide range of strategies for differentiation are used
- Teach small groups/classes/intervention groups
- Use data effectively to ensure early identification of SEND
- Develop good relationships with staff, students and parents
- Communicate effectively with teaching staff
- Be a reflective and responsive practitioner
- Contribute to pupil passports (IEPs)
- Support the team in decisions and actions
- Maintain high standards of record keeping in a timely manner
- Ensure the schools safeguarding policy is adhered to
- To provide individual support, as required, during examination sessions

## Teaching and Learning

- Teach a range of effective strategies for any neurodiversity that encourage independence, confidence and self-awareness
- Teach and support in both prep and pre-prep schools
- Be flexible and resourceful
- Write progress reports and end of term reports
- Promote the use of learning technologies for SEND children across the school
- Celebrate children's achievements
- Deliver effective, high quality teaching

## Pastoral care

- Building positive relationships with your pupil/s and driving interaction and positive learning outcomes

### Assessment, reports and communications with parents

- Assess children regularly and use school systems
- Communicate effectively to parents of children who have SEND and keep them regularly updated about their child's progress

### Staff Meetings

- Participate in weekly or more frequent meetings at the school which relate to the curriculum for the school or the administration or organisation of the school

### Appraisal / review of performance

- Participate in the school's appraisal process and attend annual review and follow-up meetings as required

### Professional development

- Keep up-to-date with current educational thinking and practice by both personal study and attendance at school training sessions and meetings

### School policies

- Be familiar with all school policies, both those pertaining to teaching and school life in general, and ensure they are accurately and consistently implemented

### Corporate life

- Take part in the corporate life of the school by attending assemblies, school productions and major events and supervising pupils before and after school sessions
- Cover for absent colleagues and carry out other supervisory duties as required

### Standards and quality assurance

- Supporting the Windlesham Way
- Support the aims and ethos of the school
- Set an example of professional conduct and personal commitment to the education and welfare of the children in the school which can be followed by colleagues and appreciated by parents
- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in presentations for parents and pupil performances/productions
- Uphold the school's code of conduct and dress code
- Attend team and staff meetings, parents' evenings, speech day, sports day, inset sessions and similar important functions both in and out of normal school hours and participate in open days for current and prospective parents and pupils







# Person specification

Please find below the qualifications, experience and skills required to undertake this post.

## Qualifications/experience

- NVQ 3 educational basis
- GCSE mathematics, English and science grade A - C
- Experience of working with a range of neurodiversities across EYFS - KS3
- Knowledge of child development and different ways children learn
- Previous experience of working with children- this could take the form of paid employment
- Desirable - Level 5 dyslexia qualified teacher
- Desirable - evidence of participation in training relating to special educational needs or voluntary work

## Ability/skills

- A high standard of literacy and numeracy skills
- A good level of competence and an up to date working knowledge of ICT
- The ability to contribute to the maintenance of clear, accurate records
- Communicate clearly and in a variety of forms with a range of pupils and adults
- The ability to work as a member of a team and foster positive relationships with a range of other professionals
- Good organisational skills
- Practical and organisational skills to contribute to the preparation and management of educational resources
- Commitment to maintain confidentiality on all school matters
- Commitment to high expectations for all pupils

## Personal attributes

- Sensitivity and understanding, to help build good relationships with pupils
- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding pupil's wellbeing and equality
- Resilient, positive, forward looking and enthusiastic about making a difference
- Capacity to inspire, motivate and challenge children

# What we offer

- The person appointed will be paid according to the Windlesham House School pay scales
- Access to the pension scheme with Scottish Widows
- Life assurance cover which provides death in service cover
- Free school lunch and refreshments during term time whilst the kitchen is operating
- Parking on site although all vehicles are parked at the driver's risk
- Access to an employee assistance programme
- School fee discount for staff whose children are Windlesham House pupils subject to the school's normal admissions procedures

## Terms and conditions

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 very 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 which are posted on the staff intranet





# How to apply

Completed applications should be emailed to [hr@windlesham.com](mailto:hr@windlesham.com) at latest by the closing date of 12 noon on Friday 24 May. Interview dates to be confirmed. To apply, please complete the application form which is available on our website.

## Important instructions for applicants

- Your application should include a covering letter summarising your suitability for the role with close reference to the role you are applying for.
- The application form should be used to detail all relevant qualifications and provide a full, dated career history with explanations of any gaps in employment.
- If you have spent three months or more living or working outside the UK, you should tell us the country/ies and the dates of your stay
- Space is provided in the application form to include a supporting statement. You should use this statement to set out clearly why you consider you are suitable and how you meet the criteria listed in the person specification for the post
- The application form asks you to declare all criminal offences, including those that are spent, and any relationship you have to other employees at Windlesham House.

Note that any misrepresentation of or failure to declare information that is material to the appointment may invalidate an application, or lead to summary dismissal if the applicant has started in post.







# Recruitment and selection

Windlesham House is committed to safeguarding and promoting the welfare of children and young people 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 who cannot take these offences into account. Guidance will be provided when you are invited to interview.

Once appointed, the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the school's child protection policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's designated safeguarding lead or to the headmaster.

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

## 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 be securely destroyed. For further information on how we use your information and with whom we share it, please refer to our [Data Protection policy](#).



# Our school

Windlesham House is a distinctive day and boarding school for girls and boys aged 4-13 where tradition meets innovation, providing opportunities for your children to be creative, courageous and successful.

As the oldest prep school in the country (est 1837) and the first prep school to become co-educational (1967), we have always led the way in embracing the new. We are progressive and innovative in our ethos and approach while embracing our traditions and rich history. Focussing on the wellbeing of every child, each benefits from a first class and distinctive education full of exciting opportunities and experiences in the glorious South Downs; the grounds are alive with children building dens, climbing trees, playing golf and collecting chicken eggs.

Our outstanding programmes, including World Languages and Sports Academies, have earned us recognition across all aspects of the education we offer and provide exciting opportunities for girls and boys aged 4-13. Recently a parent said, "Windlesham House continues to thrive and nurture future generations of exceptional children." We are delighted to be laying the foundations for the future with our Green Plan and innovative leadership Diploma & Futures Programme for Years 7 & 8.

To learn more about the school, please explore our [website](#).

## A breath of fresh air

Looking back on your childhood, what memories stand out to you? Hopefully days of exploring nature, playing with friends and learning new skills ... our beautiful 65 acres of grass and woodland, nestled in the foothills of the South Downs allows children to be children, giving space to learn, discover and play. There is plenty of wildlife to spot – including a family of deer, badgers, pheasants and plenty of birds. With over 1000 trees to climb, there's plenty of scope for a treehouse or den to house adventure seekers.







# Our values

At Windlesham House, we take great pride in the individual journey our pupils go on whilst here and what sort of child they become at the end of that journey. They are encouraged to be curious, we want them to be creative, celebrate each other's successes, show commitment in everything they do, make a contribution and show that they care.

We aim to

- Providing educational excellence through the provision of effective and inspiring teaching, encouraging enthusiasm for learning and enabling each pupil to achieve their potential
- Sustaining a supportive, kind and happy environment where the individual and spiritual needs of the pupils and staff are recognised and provided for within a community that celebrates diversity
- Encouraging pupils to be self-confident, self-motivating and self-disciplined within a safe, nurturing and caring community ensuring they progress to their chosen senior schools as successful individuals
- Attracting, developing and retaining exceptional staff whose commitment to the children is transformational whilst also continually seeking opportunities to grow and develop through the investment in first class facilities and resources
- Communicating and collaborating closely with parents to understand their expectations and aspirations
- Ensuring a bespoke and modern boarding environment tailored to each pupil's individual needs

“Our teachers really go above and beyond.  
They are forward thinking, conscientious  
and do a brilliant job engaging  
every single learner.”

*Ben Evans, Headmaster*