

# ELIZABETH COLLEGE

GUERNSEY ♦ FOUNDED 1563

## PARTICULARS OF VACANCY

Learning Enrichment  
Assistant

March 2023



[www.elizabethcollege.gg](http://www.elizabethcollege.gg)  
01481 726544

Leading  
Independent  
Schools





## LEARNING ENRICHMENT ASSISTANT

March 2023

We are seeking to recruit an individual to work within our brilliant Learning Enrichment Team from March 2023. The postholder will ideally have experience of successfully supporting students with diverse learning needs, to help them fulfil their potential and achieve success in their studies.

This will be a full-time role required from Monday to Friday, from 8.30am to 4.00pm during term time plus INSET.

Please note that the College prides itself in offering an extensive extra-curricular programme in which all members of staff are expected to participate enthusiastically.

Information and full details of the post are included in the following documents, which are attached to and form part of these Particulars:

- ✓ Job Description
- ✓ Person Specification
- ✓ Selection Criteria

### ELIZABETH COLLEGE

Elizabeth College, founded in 1563 by Queen Elizabeth I, is a broadly selective day school. One of the earliest members of the Headmasters' and Headmistresses' Conference (HMC), the College provides a challenging, broad and stimulating academic and extracurricular programme for children between the ages of 2½ and 18.

Elizabeth College Junior School is coeducational. The infant department at Acorn House provides a pre-school and pre-prep education for children aged 2½ through to 7 (Key Stage 1). The Junior department, at Beechwood, provides an education for children aged 7 through to 10 (Key Stage 2) and prepares boys and girls for entry to secondary education at the age of 11. ECJS Acorn House and ECJS Beechwood are co-located on a site approximately half a mile away from the Upper School.

The Upper School became coeducational in September 2021 with girls joining the College in Year 7 and Year 12. This change was made recognising the needs of modern society and builds on both our well-established coeducational offering in the Junior School and the positive impact of our twenty-year Sixth Form partnership with The Ladies' College. Years 8-11 remain boys only as we take a phased approach to the introduction of the coeducational model.

The Upper School offers a wide variety of subjects with most students taking between nine and eleven GCSEs. At Sixth Form (ages 16-18), we work in an academic partnership with The Ladies' College in order to offer a broad curriculum and to flexibly accommodate the A level choices of our students.

Beyond the classroom, there are extensive opportunities for students to become involved in Sport, Music, Drama, STEM activities, trips and tours, the Combined Cadet Force (CCF), the Duke of Edinburgh's Award Scheme and many other activities.

Elizabeth College is proud of its academic record but we feel strongly that a successful school experience is about much more than examination certificates. We celebrate all of the talents of our students and look to support and guide them as children and young people through to adulthood.



## ISI INSPECTION NOVEMBER 2021

Elizabeth College has received an outstandingly positive report from its recent inspection. Assessing the quality of College's educational provision, the Independent Schools Inspectorate (ISI) gave Elizabeth College the highest rating of "Excellent" on both the quality of the pupils' learning and achievement and the quality of the pupils' personal development.

As a member of the Headmasters and Headmistress's Conference, Elizabeth College is inspected by the Independent Schools Inspectorate (ISI). ISI inspections are validated by Ofsted, but differ in elements of the framework used, and also the grading system.

The inspection was completed by a team of 8 inspectors in November 2021 and covered the whole of Elizabeth College, including the Pre-School, Junior School and Upper School.

ISI inspections allow Elizabeth College to be compared to the best independent schools in the UK. Inspection reports include both qualitative and regulatory assessments and include appraisal of the quality of the pupils' learning and achievement, personal development, spiritual, moral, social and cultural development, welfare, health and safety and the quality of leadership and management.

The inspection report is generous in its praise of the **overall quality of the education** provided by the College and for the pupils themselves, as exemplified by the following excerpts:

- The quality of the pupils' learning and achievement is excellent.
- Pupils of all ages and abilities develop comprehensive subject knowledge, skills and understanding across all areas of learning, appropriately challenged by teaching that addresses linguistic, mathematical, scientific, technological, human and social, physical and aesthetic and creative aspects of learning.
- Pupils move on to the next stage in their lives with confidence and self-assurance, wanting to live adventurously whilst approaching the concept of risk sensibly in all that they do.

The report also reflects on the College's **curricular provision, quality of teaching and excellent outcomes** which the whole College achieves from its broad intake of pupils:

- Pupils enjoy their learning, think independently and have energy and passion in their drive for success.
- Pupils respond well to a thoughtfully constructed curriculum and to teaching that demands active engagement by pupils.
- The pupils' excellent commitment to success is strongly inspired because teachers set high expectations and consistently model highly positive attitudes to learning and achievement.
- Pupils' achievements in external competitions, in gaining other intellectual distinctions, and their successes in sport and the arts are outstanding.
- Older pupils commented that, though the school encourages excellence it does not mean perfection and that they are helped to take a balanced approach to life.

**Pastoral care** and the quality of relationships throughout the school are particularly highly praised:

- The quality of the pupils' personal development is excellent.
- Pupils' strong sense of responsibility, resilience, perseverance and self-esteem is the result of a well-organised proactive pastoral system.
- Pupils can be themselves and respect one another for their individuality.
- Pupils are kind to each other and considerate to their teachers.

The College's **leadership opportunities** and role within the community are also highlighted:

- The opinions of pupils are routed through active school councils which influence the direction of the school.
- Many seek opportunities both in the school and the wider community to take on responsibilities and opportunities.



With the overriding objective of helping schools to build on their strengths and identify areas for further improvement, the report includes these recommendations:

- Ensure all pupils make equally strong progress across all areas of the school, through consistent application of marking, oral feedback and suitable challenge in all lessons.
- Strengthen junior school pupils' ability to apply information and communication (ICT) skills proficiently across the curriculum.
- Strengthen upper school pupils' ability to reflect on the philosophical and spiritual ideas to which they are exposed.

Principal of Elizabeth College, Jenny Palmer says,

"I am really pleased with the outcome of our ISI inspection and the very positive way it reflects on our students and all of the hard work that our staff do to support them. When the inspectors visited us in November their focus was on student outcomes and all we do as a school community to facilitate those outcomes, from Pre-School through to the Sixth Form. It is great to see our academic, extra-curricular and pastoral provisions recognised as excellent and it is really helpful to be provided with recommendations on what we can do to improve still further, something we have already made a start on."

*Please visit our website at [www.elizabethcollege.gg](http://www.elizabethcollege.gg) for further information about Elizabeth College. If you have any questions about the post, please do not hesitate to contact us.*

**Applications for this position must be submitted on the Elizabeth College application form** available on our website ([www.elizabethcollege.gg](http://www.elizabethcollege.gg)) or on request from:

Mrs Lauren Lihou, HR Manager E: [HR@elizabethcollege.gg](mailto:HR@elizabethcollege.gg)  
The Bursary, Elizabeth College, The Grange, St Peter Port, Guernsey, GY1 2PY

***Please do not submit supplementary information by CV or letter. All relevant information must be included in the application form.***

*Elizabeth College is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure check. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.*

*We welcome applications regardless of age, gender, ethnicity or religion.*

The closing date for applications for this post is **noon on Monday 28<sup>th</sup> November 2022.**





## Job Description

### Learning Enrichment Assistant

<b>Job Title:</b>	Learning Enrichment Assistant
<b>Place of Work:</b>	Elizabeth College
<b>Responsible to:</b>	Head of Learning Enrichment
<b>Principal Function:</b>	Support students with diverse learning needs to fulfil their potential and achieve success in their studies.
<b>Working Arrangement:</b>	Full-time during term-time plus INSET as required.
<b>Remuneration:</b>	LSA1 or LSA2, dependent on experience.

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### Purpose of Position

- Operate as part of a specialist team, supporting the inclusion of students with additional educational needs and those engaged with them, and adapt and deliver support to meet individual needs whilst promoting academic achievement.
- Develop and maintain effective and supportive relationships with students in order to support their specific learning and emotional needs.
- Advance students' learning in a range of classroom settings.
- Deliver interventions to ensure that students identified with additional educational needs make outstanding progress.
- Monitor the well-being and progress of individual students and maintain excellent communication with all stakeholders.

### Main Duties & Responsibilities

#### *Supporting student progress and outcomes*

- Assist the Head of Learning Enrichment/SENCo and Learning Enrichment Teacher to implement Individual Education Plans for students who have additional educational needs.
- Contribute to Annual Reviews and reports.
- Support learning and personal development through in class support and 1:1 and small-group intervention.
- Deliver individual and group intervention programmes, which provide a range of strategies that, will motivate, challenge and empower further learning.
- Observe, record and feedback information on student performance.
- Reinforce College expectations at all times and challenge poor behaviour within and outside the classroom.

### *Support learning and inclusion*

- Promote inclusion and acceptance of all students in College.
- Deliver small group and one-to-one interventions as directed by the Head of Learning Enrichment/SENCo.
- Monitor the 'whole child', including the social and emotional well-being of vulnerable students.
- Assist with whole class teaching where appropriate.
- Contribute to the safeguarding and protection of students.
- Meet regularly with the Head of Learning Enrichment/SENCo to discuss key students and other Learning Enrichment Assistant activities, make use of advice and supervision and develop competencies.
- Communicate your knowledge and understanding of students to other College staff so that informed decision-making can take place on intervention and provision.

### *Other support*

- Complete the administrative duties relevant to the role of Learning Enrichment Assistant including record keeping and data entry.
- Maintain student and family confidentiality at all times.
- Attend regular meetings, training and briefings, as required and contribute to the identification of good practice between individuals to enhance the Learning Enrichment provision.
- Undertake other reasonable duties as directed by the Head of Learning Enrichment/SENCo and/or SLT.

### *College culture*

- Support Elizabeth Colleges values and ethos by contributing to the wider culture of the school and upholding EC's core values.
- Help foster a culture and ethos that is committed to students fulfilling their potential.
- Support and work in collaboration with colleagues.
- Work flexibly in the interest of EC as required.

The above list of duties is not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities reasonably assigned to them by the Head of Learning Enrichment or Principal.

Job descriptions may be reviewed and subsequently amended or modified to reflect the changing needs of the school.



## Person Specification: Learning Enrichment Assistant.

	Essential	Desirable
<b>Qualifications:</b>		
Educated to a degree level		✓
Teaching Assistant Level 2 or 3 qualification		✓
GCSE Grade C or Level 2 equivalent functional skills in English and Maths	✓	
<b>Experience:</b>		
Good ICT skills to enable and support effective monitoring and management and to support students to access learning	✓	
Experience of working with young people with additional learning needs	✓	
Excellent literacy skills	✓	
Ability to monitor student performance and achievement and take appropriate action to improve and support achievement	✓	
Ability to prioritise workload	✓	
Ability to adapt as situations change and to develop and recognise and be sensitive to the individual needs of students	✓	
Commitment to the safeguarding and promotion of the welfare of young people	✓	
The ability to communicate with confidence to a wide range of people and develop positive, cooperative and effective working relationships with students, parents and colleagues	✓	
Experience in working with young people with Autism Spectrum Condition		✓
<b>Personal and Professional Skills and Attributes:</b>		
An enjoyment of working with young people and an empathy for their needs and concerns	✓	
Ability to work both on your own initiative and as part of a team	✓	
Excellent interpersonal and communication skills	✓	
Commitment to on-going professional learning and development	✓	
Commitment to professionalism, objectivity, sharing, teamwork and collaboration	✓	
A strong commitment to the academic, personal, social and spiritual development of students	✓	
Resilience, determination and a sense of humour	✓	
A commitment to very high academic standards, expectations, achievement and attainment	✓	
Enthusiasm and passion for learning and ability to inspire others	✓	
A commitment to contribute to the Learning Enrichment Department's extra-curricular activities and the wider life of the school	✓	