

Widford Lodge School

Candidate Recruitment Pack



Headteacher's Welcome

We believe that children who are happy and secure in their learning environment are more likely to achieve their potential.

Traditional values are at the core of the school's philosophy whilst we prepare young people for a rapidly changing world.

Dear Applicant,

Thank you for your interest in the current Learning Support Assistant vacancy at Widford Lodge School.

Widford Lodge is a unique and special learning environment. We have been inspiring a love of learning in pupils between the ages of 2½ and 11 since 1935. We are set in beautiful grounds on the edge of Chelmsford, not far from the A12.

In November 2022 the inspection by ISI awarded us an “**excellent**” report for both regulatory compliance and educational quality.

Our **vision** is simple - to enable all of our children to flourish in a happy and nurturing environment. We have a strong sense of community amongst pupils, staff and parents; we empower pupils and staff so that children can fulfil their potential and develop into confident and curious learners. We provide opportunities for pupils to take part in a variety of sports, music and drama activities, to help care for our chickens and to spend time with our school dog, Bonnie. Forest school, trips and visitors enhance the pupils' learning experiences, our extended opening hours of 8am to 5.30pm enable pupils to participate fully in all that we have to offer.

Please come and explore our school and see how our children learn, grow in independence and become well rounded and resilient young people ready for the challenges and opportunities their lives will bring.

For further information about our school, please visit our [website](#).

To arrange a visit to the school, or to discuss the role further, please contact me on [**headteacherpa@widfordlodge.co.uk**](mailto:headteacherpa@widfordlodge.co.uk)

I look forward to welcoming you to our school.

Michelle Cole A.C.I.B. – P.G.C.E.

Headteacher



About Widford Lodge School

We are proud of our record of achievements. Widford Lodge pupils reach their full potential, flourish in a nurturing environment and develop a love of learning

Widford Lodge School is set in a secluded setting on the outskirts of Chelmsford, close to the A12 with convenient access from all of Chelmsford, Brentwood and surrounding towns and villages.

Widford Lodge School was founded in 1935 by the Witham family, as an all-boys boarding school. During the Second World War, we acquired the distinctive school hall when the school was commandeered by the local ambulance corps. In 1985, we introduced the Pre-Prep, accepting boys aged four to seven. At the end of the 1980s, we became a day school. In the early 1990s, Widford Lodge became a co-educational day school for children between the ages of 2½ and 11 years old.

Our deceptively compact school site includes school buildings in an elegant manor house and purpose-built classrooms. Our grounds include a nine acre sports field (a short walk away), a flood-lit tennis court and all-weather multi-purpose sports area as well as our playground and woods.

We provide a caring, inclusive and diverse environment for our school community, offering a broad and balanced academic curriculum in a stimulating setting full of opportunities in which children can thrive. Each and every one of our pupils are important, and we cherish their individuality and work together to support their all-round wellbeing and progress.

As an independent school, we are able to refine the curriculum to suit our ethos whilst preparing the children for a variety of academic challenges. Many of our children sit the 11+ and take entrance and scholarship exams to local senior independent schools. Our passionate teachers, subject specialists and small class sizes ensure our pupils work at pace, making progress whilst taking increasing responsibility for their work and effort.

Our core values represent the intrinsic principles that guide our actions and serve as our cultural cornerstones: **Honesty, Empathy, Acts of Kindness, Respect and Tenacity.** Our HEART logo was also designed by pupils.

We are proud of our place in the community, and always looking to do more to work in partnership to improve educational provision for all. Charitable work is an important part of our school activities. In 2022 we were presented with the award for best supporting school by the Little Edi Foundation, a Chelmsford based charity that supports disadvantaged young people and their families in Chelmsford.

Our new Learning Support Assistant

Full time: term time only

To commence: January 2024

We are seeking an experienced and enthusiastic Learning Support Assistant who will foster the participation of pupils in the social and academic processes of the school, enable pupils to become more independent learners and help to raise the standards of achievement for all pupils.

The successful candidate will:

- be organized
- Be a good communicator
- have experience working with children
- Have at least GCSE English and Maths, Grade C
- Applications from candidates with LSA Level 3 qualifications are welcome.
- Be motivated to work with young people
- Have the ability to support the pastoral needs of our pupils
- Have a great sense of humour

What we can offer:

- A well-respected school with established partnerships in the local community and with external agencies.
- A collaborative and forward-thinking leadership team.
- A well-resourced working environment with dedicated, supportive and enthusiastic colleagues.
- A lovely school, with great facilities.
- A culture of continual professional development to ensure your success and develop your career.



- A parent community that is very supportive of the school and its aims.
- A thorough induction process to build initial confidence and awareness of whole school approaches and expectations.
- Employee assistance programme.
- Free car parking on site.
- High quality free lunches.
- Pension
- An attractive rate of pay: depending on experience in the range £10.50-£12.00 per hour

A candidate will only be considered for shortlisting and move forward in the remaining person specification criteria if they meet the initial **essential** criteria under qualifications, knowledge and experience.

	Essential These are qualities without which the Applicant could not be appointed	Desirable Extra qualities which can be used to differentiate applicants
Qualifications	<ul style="list-style-type: none"> • English and Maths GCSE, at least Grade C or equivalent • Evidence of continuous professional development 	<ul style="list-style-type: none"> • LSA Level 3 qualifications are welcome.
Experience	<ul style="list-style-type: none"> • experience working with children • good communicator, • Excellent interpersonal skills • Ability to prioritise and be well organised 	<ul style="list-style-type: none"> • Proficiency in ICT • Experience working in a school
Knowledge	<ul style="list-style-type: none"> • Awareness of Safeguarding and pastoral issues • Appreciation of the ethos of Widford Lodge School 	

Application process

Application Form

- Applicants must use the school's application form - available from the school website
- CVs are not accepted.
- Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education. Include all the training you have completed.

References

- Please make sure your referees are aware of your application and that they are able to provide a swift turn around. Please give the name and contact details of your two most recent employers. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children.
- In the case of references from a school, this should be the Headteacher (or Chair of Governors for Headteacher positions).

It is the School's policy to employ the best-qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, nationality or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening including checks with past employers and the DBS. All new posts within the School are subject to a probationary period.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the Exemptions Order 1975, 2013 and 2020. Therefore all convictions, cautions, reprimands and final warnings must be declared other than those which are "protected" under the Act.

The application

Pay range:	Attractive salary, depending on experience in the range £10.50-£12.00 per hour
Hours	Full time during term time are 8:00am to 4:00pm five days per week.
Start date:	5th January 2024
Closing date:	Monday 13th November 2023 at 12.00 noon
Interview dates:	Monday 20th November 2023
Visits to the school:	Please email: headteacherpa@widfordlodge.co.uk
School website link:	www.widfordlodge.co.uk
Send your completed application form to:	headteacherpa@widfordlodge.co.uk
Any questions, call the school office team:	01245 352581





Job description

Learning Support Assistant

Support for pupils

- support pupils' learning activities, attend to additional learning needs, and help in development;
- help with the care and support of pupils;
- contribute to the health and well-being of pupils;
- establish and maintain relationships with individual pupils and groups;
- be an effective model for pupil behaviour.

Support for the teacher

- help with classroom resources and records;
- contribute to the management of pupils' behaviour, both in the classroom and on the playground, as required;
- support the school curriculum, especially literacy and numeracy activities;
- provide support for learning activities;
- support the use of ICT in the classroom;
- assist in the maintenance of a safe environment for pupils and staff;
- assist in the presentation of display materials;
- support teaching staff or senior colleagues with routine administration;
- supervise snack and lunch times;
- assist with trips and sports fixtures;
- work as part of a team.

Support for the school

- contribute to the maintenance of pupils' safety and security;
- review and develop their own professional practice;
- recognise confidentiality, child protection procedures, Health & Safety, and adhere to the policies of the School;
- Keep accident, incident records;
- Assist in the recording of pupils' progress;
- Attend staff meetings;
- Any other duties appropriate to the post as directed by the school Proprietor, Headteacher and line manager.

Please contact us for more information.

**We have virtual tours of the School
on our website.**

**Widford Lodge Preparatory School
Widford Road, Chelmsford, CM2 9AN**

01245 352581

headteacherpa@widfordlodge.co.uk

www.widfordlodge.co.uk

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