

Person specification

Criteria	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> GCSE or equivalent level, including at least a Grade C/4 in English and Maths 	<ul style="list-style-type: none"> Degree level
Experience	<ul style="list-style-type: none"> Experience working in a team environment 	<ul style="list-style-type: none"> Experience working in a school environment or other educational setting Experience working with children / young people with additional needs (e.g. SEND, behavioural, mental health) Experience supporting and working with parents of young people with additional needs Experience planning and delivering targeted interventions
Skills and Knowledge	<ul style="list-style-type: none"> Excellent listening skills Effective written and verbal communication skills Good influencing skills Knowledge of the barriers to learning that students may face Confident with IT systems and software Able to foster effective working relationships with children, staff, parents and external agencies 	<ul style="list-style-type: none"> Tailoring plans and interventions to individual students and their needs Safeguarding of children and young people
Personal Qualities	<ul style="list-style-type: none"> Patient and calm Wants to provide the best possible opportunities for all students Organised, good time management, proactive and self-motivated Upholds and promotes the ethos and values of the School Able to work under pressure and prioritise effectively Maintains confidentiality at all times Committed to safeguarding, equality, diversity and inclusion Sensitivity and wisdom in managing relationships with students, parents and staff Openness, sense of humour, energy and enthusiasm Willing to roll up your sleeves and help colleagues in a small school environment 	

Benefits of working at Canbury School

- Knowledgeable and supportive colleagues
- High ratio of classroom support staff
- 34-week school year
- Maximum class sizes of 15
- Generous PPA time
- Good work/life balance - actively promoted
- SW London location with excellent transport links
- Competitive salary on the Canbury Curriculum Support Staff Scale
- Defined Contribution pension scheme
- Excellent CPD opportunities
- Employee Assistance Programme, which includes:
 - 24hr Health & Medical Information Service
 - Legal Advice Helpline
 - 24hr Counselling Helpline Service
- Healthcare cashplan scheme
- Free eye tests and flu vaccinations
- Cycle to Work scheme
- Bespoke LSA Training Programme linked to pay progression
- Regular staff social events and clubs

Extra-Curricular Activities

All members of staff are asked to contribute to some areas of the extra-curriculum and from time to time to assist with one of our occasional evening events to help support events like the school production.

Staff Induction, Staff Review and Continuing Professional Development:

A full induction training programme is offered at the start of the first term and continues throughout the first year.

The School is committed to the continuing professional development of its staff and there is an annual review procedure, conducted by a line manager.

We have a strong track record of staff development, with meaningful opportunities offered across the school and at various stages of career development.

Canbury School is committed to the proper safeguarding of its students. All staff are required to undertake Child Protection Training as part of their induction and every three years thereafter.

Supervision Arrangements

The School will determine supervision arrangements in line with current management structures and the

needs of the job.

Equal Opportunities

You will, at all times, carry out the duties and responsibilities of the post with due regard to the School's equal opportunities policies.

This job description should be seen as enabling rather than restrictive; it is not to be regarded as exclusive or exhaustive, and does not form part of a contract of employment. It is an outline of the areas of activity and responsibility of the role and, like all such documents, will be amended from time to time to reflect the changing needs of the School.

Canbury is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff and volunteers to share this commitment. We are committed to safe recruitment practices, and this post is subject to an enhanced DBS check and other appropriate vetting procedure