

Recruitment Pack

LEARNING SUPPORT ASSISTANT - PRE-PREP
FULL TIME



Pre-Prep & Nursery (ages 1-7)

Independent boarding and day school for boys and girls aged 1 to 18 years



Welcome

Culford Pre-Prep and Nursery School gives every child the very best start to their schooling. With small class sizes, a warm, nurturing environment and caring teachers who are always willing to go the extra mile, we offer children an education that caters for all and encourages each child to pursue his or her individual interests.

Culford is an exciting place to work with colleagues who are warm, welcoming and highly supportive. You will work alongside a Common Room of highly experienced teachers who believe in academic success for all pupils, whatever their abilities, with excellent pastoral care and outstanding facilities. This ensures that children are encouraged to make the most of the exciting array of opportunities on offer.

We want our children to be flexible, innovative, dynamic and resilient in their future lives, so we seek to model those values as leaders, teachers and a community. The information in this pack outlines what life is like as a Culford pupil and what we can offer families who join us. So if you are a highly motivated educator with a passion for teaching and learning and you want to part of our happy and successful team, I would be delighted to receive your application to join us.

With very best wishes,

A handwritten signature in blue ink, appearing to read 'Claire Bentley', with a horizontal line underneath.

Mrs Claire Bentley MEd

The Appointment

The School is seeking to appoint a flexible, forward-thinking, dynamic and innovative individual with excellent interpersonal and organisational skills to the role of Learning Support Assistant in the Pre-Prep and Nursery School.

You will work as part of a committed team with the EYFS and Key Stage One children. A sound knowledge of the EYFS is desirable.

Candidates must be highly motivated, imaginative and keen to regard this as an exciting opportunity for further career development.

The Role

- The list below is not exhaustive and assumes that from time to time other tasks not listed may be required to ensure the efficient operation of the school.
- Implement all safeguarding policies and procedures.
- Maintain excellent parent partnerships.
- The supervision of health and safety.
- Implement all Culford's policies and procedures.
- Supporting the learning of all pupils in the Pre-Prep School aged 3-7 years including, but not limited to, in class and group support, small group and 1:1 interventions, observations and planning activities for the EYFS and KS1 curriculum.
- Liaise with the Head of Early Years and Pre-Prep Deputy Head to develop the role.
- Help with school events, trips and activities.

Salary: £21,761 per annum

Working hours: Full time, Monday to Friday, with three days 0800-1600, one day 0800-1700 and one day 0800-1800. Term time only plus inset training days. In addition, the opportunity to work some days during the school holidays for additional remuneration is available if desired.

Holiday entitlement: 28 days, plus Bank Holidays, on a pro-rata basis. Please note that May Day is a working day for Culford School. Holiday time to be taken during school holidays.

Benefits: include pension scheme, free lunch during term time, free parking on site

Reports to: Head of Early Years, in the first instance

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

The Person

Qualifications and Training

- Level 3 or above that includes an Early Years Qualification.

Experience

- Previous experience of working within a school setting is essential. Experience of Early Years is desirable.

Personal Skills and Attributes

- Be responsible, honest and reliable.
- Be practical and enjoy working with children.
- Stay calm in an emergency.
- Have good verbal communication skills.
- Understand safe working practice and health and safety legislation (training will be given).
- Be well organised and capable of prioritising work.
- Be happy to work alone and as part of a group.
- Have a smart and professional appearance and demeanour.
- Be committed to supporting young people.
- Be committed to the School's Equal Opportunities Policy.
- Have a willingness to undertake appropriate professional development where necessary.
- Be forward thinking and seek continuous improvement.
- Model and promote the values of flexibility, innovation, dynamism and resilience.

The Location

Suffolk is a wonderful place to live and Bury St Edmunds is a special town. Small enough to feel like a community, it boasts its own Cathedral and Abbey Gardens and its medieval heart gives it a charming feel. It is also a modern shopping centre, however, with a retail development, the Arc. As well as the normal retail outlets, the area contains the Apex Centre, a venue that offers theatre and live music of all sorts regularly.

The town is home to a number of independent retailers, craft pubs, breweries and restaurants. As well as a multiplex cinema, there is also an Art House cinema that shows an eclectic range of movies which can be watched with wine or beer and from the comfort of a sofa; and the town also boasts a lovingly restored Regency theatre.

Suffolk has low crime rates and high sunshine levels compared to the rest of the UK; and accommodation around Bury St Edmunds is relatively affordable. It is, however, centrally located on the A14 with Norwich and Cambridge both 40 minutes away for a wider range of shops, museums, restaurants and theatres. The coast is less than an hour away with Aldeburgh and Southwold well known for their beauty.

London is a 90 minute drive down the A11/M11, or under two hours by train. Further flung destinations are equally close: Harwich ferries serve Holland and Europe; Stansted airport is 45 minutes away and Gatwick and Heathrow are both within 2.5 hours drive.



The Application Process

To apply for this position please visit culford.co.uk/about-us/work-for-us. Please complete an application form and write a formal letter addressed to Mrs C Bentley, Head of Prep & Pre-Prep School.

Your accompanying letter should be no longer than two sides of A4 and provide additional relevant information to support your application. The application form can be submitted on our website along with a current CV and covering letter.

Applications should be received no later than Thursday 19 May 2022.

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, or would like to arrange a conversation, please ring the Head's PA on: 01284 385382.

The School aims to recruit individuals that share and understand our commitment to child protection and to ensure that no applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All appointments will be subject to pre-employment checks that meet vetting, disclosure and barring requirements. Applicants should read the [Recruitment Selection and Disclosures Policy and Procedure](#) before completing the application form.

First taste of Culford

Welcome to Culford Pre-Prep and Nursery. We hope the next few pages give you an insight into what we offer at Culford.

Parent, Baby and Toddler

Our regular weekly Parent, Baby and Toddler groups offer you and your child an informal first taste of Culford Nursery and an introduction to Culford School. They provide children with a host of new and exciting games and activities.

We have a number of groups that run throughout the week that are always updated and refreshed. Registered Culford parents are able to attend the sessions at half price.

Throughout the year we also have some special events such as a Christmas party and the Toddle Waddle, which takes place in the beautiful parkland that surrounds the nursery.



Our warm, nurturing environment provides children with a safe, happy place where they can develop their confidence as they begin their learning journeys.

Ready for Fun



Eastfields Nursery

Ages 1-3

Eastfields Nursery provides a home from home experience for children aged from 12 months old. Inside, the freshly refurbished nursery provides a welcoming and cosy space for children to thrive. Outside, the child-friendly garden offers a safe place for little ones to explore. The nursery is open all year round.

Children can be dropped off from 08:00 in the morning and picked up as late as 18:00 at night. We also offer a breakfast club from 07:30 should parents require additional flexibility.

Our online learning journey, Tapestry, provides parents with updates on how their children are developing in all areas of the Early Years Curriculum. The children have a range of activities that stimulate their interest and develop their learning both

indoors and outdoors. As well as specialisms, such as music with our Head of Music once a week, we are able to offer ballet for the older children with our specialist dance teacher. Eastfields Nursery also have a dedicated area of forest where the children take part in several weekly Forest School sessions including bug hunting, den building, mud faces and hapa zoming.

The children attend Messy Art sessions and also the Mini Movers activity, which takes place in our on-site Sports Centre. We also revel in the magnificent grounds that frame our nursery.

Eastfields Nursery is a feeder to Pre-Prep Nursery which then takes children aged 3 to 4 years. This progression is made as seamless as possible with lots of transition activities built into the term before they move over.





Pre-Prep Nursery

Ages 3-4

Pre-Prep Nursery, situated within Culford Pre-Prep, is light, spacious and boasts its own private garden. It is also a happy and creative nursery, and we work hard to discover and nurture your child's interests. Being part of Culford School means we can take advantage of the wonderful facilities on offer, including the indoor swimming pool and beautiful parkland.

Children settle in well at the nursery, quickly bonding with their teachers as they begin their learning journey. Variety is important to young learners and we make sure that there are lots of different activities on offer. With specialist teachers in music, French, ballet, tennis and art, when we say that Culford caters for the individual, we really mean it.

In small classes, your child will quickly develop their literacy and numeracy skills in a rich and practical way. Children also learn not only how to express themselves, but also to engage with other children, learning how to take turns and share.

Progression into the Reception Class is seamless and the nursery enjoys frequent activities with the older children such as assemblies, plays and joint Early Years activity days.

Through our bespoke Stay and Play sessions, we can work with you to make your child feel at home at Culford. Do come and see for yourself what makes our nursery so special.



Ready for Discovery

Situated in beautiful parkland with woodland on the doorstep, Culford is extremely fortunate to have its own Forest School – a way of learning outdoors that helps children to develop personal, social and technical skills.



Learning at Pre-Prep

Academic curriculum (ages 4-7)

We understand the importance of learning basic skills which is why our pupils have daily lessons in numeracy and literacy. Our structured approach includes creative writing, grammar and phonics classes with daily one-to-one reading sessions.

Knowing that children learn in different ways and at different paces, we adopt a range of teaching styles and strategies to ensure that every child is engaged and motivated in their learning. Using interactive whiteboards, laptops and hands-on experiences enhances lessons.

As well as traditional learning, we also try to develop the children's skills through alternative approaches. For instance, philosophy encourages a deeper level of understanding through listening and questioning. We also encourage our children to think about their own education and take the time to understand what works best for them as individuals.

Through regular assessments we closely monitor and predict your child's progress and work with you to ensure that their potential is fulfilled.

We are very proud of what our children achieve, both inside and outside the classroom.

Not only do we offer specialist teaching in French, Spanish and music but we also offer specialist coaching in sports including tennis, swimming and dance.

Culford Pre-Prep delivers regular Forest School sessions. These outdoor classes enable children to develop their knowledge and confidence through den building, nature trails and learning about wildlife, all within the safe environment of Culford Park.

We understand how hectic life can be for parents, so we offer complete wrap-around care for those who require additional flexibility. Children can enjoy breakfast club from 07:30 and are able to stay after school until 18:00. We offer a wide range of after school clubs, including cookery, Mad Science, cricket and netball.



My daughter is learning to read, write, count, play tennis, swim, share and dance: what more could a four year old want from school!



Hands-on experience

Enrichment activities

Every child at Culford Pre-Prep and Nursery School benefits from a huge variety of hands-on experiences. By enriching their days we believe they will thrive, gaining in confidence by trying new things and develop new passions. We run a number of themed days and workshops with different focuses including music, science and World Book Day.

The children take part in many different visits and trips throughout the year. Reception class visit a farm along with the Nursery class and often go on a historical visit, perhaps a trip to the dinosaur park, while Year 1 enjoyed creating their own tasty treats in the professional kitchen of a local restaurant, visiting local museums and watching birds of prey at Stonham Barns.

In Year 2, the children have the opportunity to extend their learning beyond the classroom with an exciting three day residential trip to an outdoor activity centre. This is not only fun but helps build children's confidence in being away from home.



Pre-Prep is fantastic and we can't thank Culford enough for helping us to guide our three children throughout their childhood journey.



Playing without adult intervention, reveals their innate 'drama' skills such as the ability to create, adopt and sustain roles, to interact with others in imagined settings and to communicate feelings and atmosphere.



Ready for Variety

Creativity

Performing & creative arts

Drama and music are intrinsically linked within the Pre-Prep curriculum. Drama is woven into literacy lessons forming one of our cross curricular themes. We also encourage all children, from nursery upwards, to become involved with a range of dramatic and musical performances, from dance shows to the annual Nativity.

We believe that music is a vital part of children's creative development. Specialist music teachers run choir and percussion clubs and teach timetabled lessons. Year 1 learn to play the ocarina and can take individual lessons in voice, guitar, cello, violin, drums and piano. In Year 2, the recorder is taught and they have the chance to begin learning the violin, cello, cornet or trombone under our Music Starter Scheme.



A regular highlight of the year is our range of visiting musicians, focusing on music from different cultures from around the world. By participating in these highly enjoyable events, the children experience the thrill of making music together in a group while learning about different cultures.

Art and design technology plays a very important role here too – art lessons are taught weekly using a range of different media, tools and techniques.



Sport and Co-curricular Activities



Choices and facilities

We offer qualified, specialist teaching for all sports, at all ages, in unrivalled facilities. These include a championship standard Indoor Tennis Centre and a superb 25m heated indoor swimming pool.

Pre-Prep children also enjoy gymnastics, dance and games such as football, netball, tag rugby and hockey taught by primary specialist PE teachers. Children gain a foundation in a broad variety of sports and activities which helps them to enjoy an active, healthy lifestyle.

Pupils take part in a sports lesson every day and have weekly swimming lessons. Parents are invited to an annual Swimming Gala, Sports Day and Tennis Tournament. These activities help children progress in the sports of their choice as they grow and develop at Culford School.

Sport can also be enjoyed as part of the Pre-Prep's range of after school clubs. Whether it be cookery, cricket, netball, rugby, Mad Science or musical theatre, we offer children a world of opportunity to discover and develop their passions.

Tennis has a high profile at Culford and private lessons can be arranged for those children who show interest and aptitude for the sport.



Transition to Prep School

The transition between the different phases of school life is handled very carefully so that the children continue to feel happy and secure. To aid the move from Pre-Prep to the Prep School we hold a number of events so children can get a feel for the exciting times ahead of them. Most children progress from Culford Prep School to Senior School.

Good manners and respect for others features strongly at Culford, and the children leave us as a credit to the school and to themselves, full of the confidence needed to take on the opportunities and challenges ahead of them. Ready for the journey.



My children are growing up to be polite, considerate, and fun individuals with a strong work ethic and a genuine love of learning. Culford has played a very big role in that.





Culford

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This prospectus describes the broad principles on which Culford School is run and the information within it may be subject to change. The prospectus does not form part of any contractual agreement between parents, pupils or guardians and the School.

Culford School is a Registered Charity.