

ASHMOUNT SCHOOL

THORPE HILL
LOUGHBOROUGH
LEICESTERSHIRE
LE11 4SQ

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Headteacher: David Deacon



RECEPTIONIST – Maternity Cover

Salary LCC Grade 5

To commence 28th August 2019 (estimated until May 2020)

1. Introduction

Ashmount School currently provides education for 172 pupils aged 4 -19 with a wide range of learning disabilities and is situated in Loughborough. The number of pupils on roll is steadily increasing. We are looking for a friendly, enthusiastic and flexible individual to join a high skilled office team whilst our receptionist is on maternity leave.

In January 2018 the school was judged, for the third successive year, as “Outstanding” by Ofsted - *“Pupils are at the heart of what the school does every day. The school provides a welcoming, friendly and orderly learning environment.”* We need staff who can perform consistently at this level.

We have recently moved to a purpose built new Area Special School. This is on a campus location on Thorpe Hill, Loughborough. The new school is a state of-the-art facility designed to further increase the quality of education and care we provide.

2. The Post

The hours of work for this post are currently 8.30 a.m. to 4.00 p.m. three days per week but we would also consider alternative working patterns. The successful candidate may be required to work at other times during the week and appropriate overtime will be paid in these instances.

Our office team is currently made up of three highly experienced staff members who each have their individual responsibilities but also support each other at busy times. The receptionist plays an important role in ensuring pupils, staff, parents and visitors receive a warm welcome to our lovely school whilst providing an efficient administration role to the support teams.

3. What the School can offer you

The school provides a comprehensive training package.

- Induction programme
- Makaton (sign language)
- Team Teach (positive handling of pupils)
- Moving and Handling
- Child Protection
- Personal Development opportunities

4. The Local Area and its Educational Pattern

Ashmount School is one of five area special schools in Leicestershire. The school provides specialist provision and has successful inclusion links with mainstream at all phases.

At 16+ some pupils take advantage of link courses at a variety of Leicestershire Colleges of Further Education to develop social skills and prepare for independent living.

5. Buildings and Facilities

The new building has been designed, developed and built in close collaboration with a local firm of architects and a national building contractor. It features 14 purpose built class bases with adjoining teaching and care facilities. It also has a hydrotherapy pool, multi-sensory room, soft play room, conference room, and spacious music and food rooms. The grounds and site feature carefully designed play and sports facilities. The co-location with Charnwood College provides further inclusion opportunities.

6. Pupils

There are at present 172 pupils on the school roll with an extra classroom being built during the summer to enable the school to offer additional places.. All pupils either have Statements of Special Educational Need or are placed at the school for assessment. The Ofsted report says *“Teaching is outstanding because of the ways in which it inspires pupils to learn and enables their outstanding progress”*.

7. Governors

The school’s governing body consists of:

- 1 Local Authority governor
- 3 Parent governors
- 6 Co-opted governors
- 3 Associate governors
- 1 Headteacher
- 1 Clerk to governors

8. Staffing Establishment

Teachers	Headteacher + 21
Support Staff	
Classroom Support Assistants	70+
HLTAs	3
Midday Supervisors	16
School Nurse (school based)	2
Office Staff	5
Premises Officer and Kitchen	5
Teaching School Staff	3

Professional Support Services

- Physiotherapists
- Speech and Language Therapist
- Occupational Therapists
- Visiting peripatetic teachers for visual and hearing impairment
- Educational Psychologist
- Autism Outreach Service
- Specialist Social Workers

9. Parents

The school enjoys a genuine partnership with parents of its pupils and all staff work hard with families to provide the best educational provision possible. There is a Friends of Ashmount group which is actively involved in raising additional funds for the school. Staff communicate daily with parents using a diary/message book. Talks, discussions and training opportunities are held for parents, these are run by multi-disciplinary teams including school staff. We also run a transitions group for parents to provide information about the next phases of education post-16, as well as groups to support the parents of children with autism.

10. School Organisation

The school is organised into a Primary and Secondary department. An Assistant Head responsible to the Headteacher leads each department.

Academic Year 2019/20

Primary Department
Early Years
Class 1
Class 2
Class 3
Class 4
Class 5
Class 6
Class 7

Secondary Department
Class 8
Class 9
Class 10
Class 11
Class 12
Class 13
Class 14

11. Curriculum

An extensive developmental curriculum based on EYFS and the National Curriculum programmes of study is provided at Ashmount. All pupils have individual educational plans including specific objectives and targets. Statements of Special Educational Need contain the broad descriptions of the curricular needs of each pupil; these are reviewed regularly through reports produced by class teachers and personalised learning plans are implemented. Staff are engaged in cyclical curriculum review. Students at KS4 and 16+ have their work accredited by ASDAN and personalised learning plans are implemented. Extended provision is offered through lunchtime clubs, an after-school youth club.

12. Inclusion

Ashmount is an inclusive school, seeking opportunities within our school environment, mainstream schools and the local community for meaningful inclusive experiences. Our ultimate aim is for our students to live a meaningful and enjoyable life as part of an inclusive society.

13. Website

More details about the school can be found on our website at www.ashmount.leics.sch.uk.

14. Closing date and Interviews

The closing date for these posts is **30th May 2019**.

Applications should be emailed to recruitment@ashmount.leics.sch.uk

(All candidates offered an interview will be expected to spend half a day in school prior to their formal interview).

If you have not heard from us by 7th June 2019 you should assume that your application has been unsuccessful on this occasion.

Ashmount School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Any offer of appointment will be conditional upon a variety of pre-employment checks including an enhanced DBS disclosure and satisfactory references.