

ROYAL GRAMMAR SCHOOL

Amersham Road, High Wycombe, HP13 6QT

01494 524955

Website: www.rgshw.com



Learning Support Assistant

Term time plus Inset Days

Start date: September 2024

37 hours per week
(possible job share could be considered)

Applications should be made to the Headmaster's PA, Denise Chick, by 8am Monday 17 June by email (dmc@rgshw.com) or post. Along with the completed application form, please include a letter of application and a current curriculum vitae, which should include the names, addresses, telephone numbers and email addresses of 2 referees.

Those being called for interview will hear within one week, when full details of the interview will be given. If you have not heard from us within two weeks of the deadline please assume that your application was unsuccessful. In which case we thank you for applying and wish you well in your future career.

The RGS is committed to promoting the safety and welfare of all pupils.

Appointment is conditional upon at least two satisfactory references.

All staff are required, before taking up post, to undertake an enhanced criminal record check through DBS.

Social media checks will be carried out on shortlisted candidates prior to interview.



Person Specification

The Special Educational Needs department is a busy, energetic, well-run and happy department with all who work therein, dedicated to providing the very best support possible to our students. We are looking for someone who is firstly positive, with a flexible, 'can do' attitude and the ability to work, at times, under pressure. A strong counter balance to the hard work carried out within the SEN department is its cheerful, supportive and friendly atmosphere. The applicant should be a team player, with an optimistic, cheerful outlook.

Job purpose

To work as part of the SEND team in supporting students throughout the school with SEND.

Knowledge, qualifications & experience

- A high level of spoken and written English
- Excellent communication and interpersonal skills
- Ability to work as part of a team but also to have the initiative to work independently.
- Experience of working with young people, especially those with SEND, would be desirable
- Ability in using Google, Edgen, etc
- Proactive and flexible approach
- Ability to handle information with confidentiality
- Enhanced DBS required
- Safeguarding: Strict safeguarding rules must be adhered to and training attended as required
- Patience and a good sense of humour

Salary: Point 11 (£21,879 fte) (£18,808 actual)

Working hours:

- Actual hours to be discussed at interview, based on 8.30am 4.30pm Monday to Friday (finish 30mins earlier one day)

Conditions of Employment

The following responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

- The post holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the School's policy in respect of child protection matters.
- S/He shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

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It is difficult to encapsulate the spirit of the RGS in words, but suffice it to say that all who work here regard it as a very special school indeed. The commitment to excellence is there, but alongside it is the sense of belonging to an exceptionally friendly community, where there is always genuine support for colleagues.



Job Description Learning Support Assistant

Accountable to: Special Educational Needs Manager

Key responsibilities

To support students with SEND in accessing the curriculum by:

- attending lessons as required in order to prompt, scribe etc and to assist the teacher as required;
- liaising with the subject teachers in order to provide the most appropriate support and communicating regularly with Heads of Year and other relevant members of staff, eg Matron;
- coordinating work for students who are absent for lessons;
- considering whole class dynamics and discussing with the teacher/HOY/SEND Manager as affecting the SEND student;
- supervising private study periods and supporting with independent learning;
- building a rapport with the students and providing social and emotional support when needed;
- arranging 1:1 meetings in order to pick up and resolve any issues and to help with organisation/homework etc;
- supervising and invigilating tests/exams and keeping appropriate records;
- administering assessment testing, eg. DASH, typing tests;
- assisting the SEND Manager in maintaining regular dialogue with parents through emails, phone calls and meetings;
- writing and updating Support Plans with the SEND Manager;
- attending Annual Reviews and writing LSA reports as input to the process;
- communicating as necessary with specialist teachers and attending sessions as appropriate in order to reinforce suggested strategies, eg. SALT programme or social stories;
- keeping accurate and confidential records of students;
- accompanying trips/visits;
- supervising students during break and lunchtimes on rota system;
- participate in training in order to be aware of current practices;
- ensuring students with SEND are able to access all the support on offer at the school - support sessions, careers advice, clubs and societies; and
- undertake any duties are reasonably requested by the Headmaster.

Term time, plus Inset Days

Hours: 37 hours per week

Possible job share could be considered

Working hours will be discussed at interview

This job description is written at a specific time and is subject to change as the demands of the governors and needs of the School change. The role requires flexibility and adaptability and employees of the School need to be aware that they may be asked to perform tasks and given responsibilities not detailed in this job description.



General Information

This is general information for all who apply for a post at RGS. Some of it will not be relevant to this post, but I trust that you will find it useful in forming a picture of the School.

Support staff at RGS

Support staff at RGS provide a vital role in ensuring that the School not only runs smoothly but continues to develop. Whether joining one of the administration teams, being a technician, a support assistant, gap student, and working on the finances or around the extensive school estate, RGS welcomes colleagues from all backgrounds to bring an added dimension to our staff body. A range of roles exists from part time, term time only to full time and support staff have excellent opportunities to contribute towards school life. Although we do not ask our support staff to undertake teaching roles, we warmly encourage participation in school trips and co-curricular activities.

Facilities at RGS

- All-weather sports facilities.
- Rolling programme of classroom and laboratory refurbishment into 'state of the art' learning spaces
- Purpose-built language and music suites.
- The Rennie Mathematics Building with extensive, modern facilities
- Purpose-built Fraser Youens Boarding House for 70 boarders [Boarding video](#)

Salary, benefits and wellbeing at RGS

Support staff are paid on the RGS scales, which are closely related to the locally negotiated Buckinghamshire Council pay range. For the benefit of support staff, the School participates in the Local Government Pension Scheme. We are a mutually supportive team and endeavour to ensure that all staff have a healthy work / life balance.

We offer	Wellbeing
<ul style="list-style-type: none"> • Excellent pension scheme • Cycle to work scheme • Free membership of the School's Fitness Suite • Free use of the swimming pool • Tax efficient purchases of gadgets through the tech scheme • Staff common room with free tea & coffee • On site hot and cold food • Social functions/concerts/plays etc • Car parking onsite • Accommodation (limited) • Long service awards 	<ul style="list-style-type: none"> • Staff football • Staff yoga • Staff badminton • Staff tennis • Staff touch rugby • Christmas party • Secret Santa • Secret buddy • Wellbeing group meetings • Common Room cake day • Wellbeing week • End of term get-togethers • Staff birthday cake breaks

Common Room at RGS

The Common Room exists as a formally constituted body of the teaching and support staff within the School. The committee consists of a Chairman, Treasurer and Secretary. The Common Room provides a cohesive, stimulating and enjoyable environment and a variety of social functions are organised throughout the year.

The Common Room is well equipped and includes tea and coffee making facilities, provided free of charge to all staff, a lounge, kitchen area and staff shower rooms. The Common Room subscribes to a range of national and local newspapers and journals. On a day-to-day basis, the Common Room acts as an important facility for staff to meet socially, collect mail and circulars, share information with others and relax!

Appointment

The Royal Grammar School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to:

- the obtaining of an enhanced DBS clearance;
- confirmation of your eligibility to work in the UK; and
- receipt of two satisfactory references.

Equal Opportunities

The Royal Grammar School is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sexual orientation, age or disability. There will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school policies on admission and recruitment and with regard to British and European legislation. Attention will be paid to the importance of equal opportunities education in both the formal and informal curriculum and our curriculum will be reviewed at frequent intervals to ensure that this policy is reflected in practice. The Headmaster is responsible to the Governors for monitoring this policy. The school operates an Equality Cohesion Policy. The School is a non-smoking establishment.

Our commitment to your development

Staff at RGS are dynamic, talented and innovative. We have an excellent reputation in preparing colleagues for the next stages of their career whether as teachers or support staff. We pride ourselves in attracting and retaining staff of the highest quality, supported by outstanding provision of professional development. It is difficult to encapsulate the spirit of RGS in words, but suffice it to say that all who work here regard it as a very special school indeed. Alongside a commitment to excellence is the sense of belonging to an exceptionally friendly community, where there is always genuine support for colleagues. To see the full range of activities undertaken at the school, we would encourage you to visit our website (www.rgshw.com).

High Wycombe

The Royal Grammar School is about one mile from the centre of High Wycombe, which has a large shopping centre, several out-of-town shopping areas, a theatre, two multiplex cinemas, new sports centre with a 50m competition pool and a large Waitrose. High Wycombe is 25 minutes from London Marylebone on a fast train, the station being 10 minutes' walk from the school. The town is well-served by cultural and sporting activities. There is little housing in the town itself though within a short distance the suburbs, with a range of housing stock, commence in all directions. High Wycombe is surrounded by attractive villages, which offer a range of housing from idyllic cottages to large detached properties in the countryside. The town of Marlow, an attractive riverside market town, is a few minutes' drive and Oxford is easily reached via the M40 or by train. Buckinghamshire is renowned for its schools with a range of excellent state primary schools, prep schools, grammar schools and non-selective secondary schools.

How to apply

Along with a completed application form, further information should include a letter of application and a current curriculum vitae. Your application can either be completed online or emailed to the Headmaster's PA (dmc@rgshw.com)

Interviews

Those being called for interview will hear within two days of the deadline when full details of the interview process will be given. All candidates invited for interview will be required to prove their identity and their entitlement to work in the UK.
