



St George's
WEYBRIDGE

Candidate Information Pack

Learning Support Assistant



www.stgeorgesweybridge.com



St George's Weybridge

Thank you for your interest in St George's Weybridge and, in particular, in the role of Learning Support Assistant based at the Junior School. We are delighted that you are considering our School and we hope that you will wish to apply for this position once you have found out more about us.

Founded in 1869 by the Catholic order of Josephites, St George's Weybridge has become the largest independent Catholic school in the country. Academically autonomous, the College and Junior School work together to a 'one-school' principle, educating in excess of 1,600 students across the two school sites.

At St George's we seek to inspire a love of learning in our students and to encourage all to fulfil their aspiration and potential within an atmosphere of mutual respect and compassion. We acknowledge that each child is an individual with unique talents and abilities. Our role is to identify and develop these talents by providing them with every opportunity to achieve in the classroom, on the sports field and on the stage.

It has been an exciting time here at St George's Weybridge, with Rachel Owens joining us as Headmistress at the College, bringing her vision and enthusiasm as she leads the College in the next stage of its development. And to mark our forthcoming 150 year anniversary, work is commencing later this year on an exciting new architectural development for the College that will transform our current activity facilities. The Junior School, led by Antony Hudson, goes from strength to strength, with the latest addition, "The Ark", with its state of the art classrooms, resource areas, IT suite and outdoor learning areas.

Our Schools are supported by a strong Business Team made up of passionate and dedicated individuals working across a broad spectrum of departments, all pulling together to provide professional business services enabling the delivery of an outstanding Georgian education. The heads of each of the nine business departments form the Business Management Team which complements the activities of the College and Junior School Senior Management Teams.

We hope this pack provides you with useful information about both St George's Weybridge and this pivotal role and that you will consider applying for this job – we recognise that a great deal of thought and time goes into preparing such an application and we assure you that we will, in turn, give your application serious consideration.



Mrs Rachel Owens
Headmistress, St George's
College



Mr Greg Cole
Bursar and Clerk to the
Governors



Mr Antony Hudson
Headmaster, St George's
Junior School

Our Georgian Family Ethos

The distinctive Josephite traditions upheld by St George's College and St George's Junior School encourage a strong sense of family where all students are valued and encouraged to fulfil their potential in an atmosphere of mutual respect and compassion.

This atmosphere aims to reach out to all families, our alumni known as 'Old Georgians', the local community and the wider world.

St George's College and St George's Junior School are proud to have a reputation for being friendly schools, where all students are individually known and valued equally whatever their strengths and weaknesses. Great care is taken by the teaching staff to ensure that all of those in their care develop into quietly confident, compassionate and perfectly balanced individuals, which will prepare them to play a responsible role in the shaping of society.

Christian values have always permeated every aspect of School life. St George's College and St George's Junior School are Roman Catholic schools which welcome students from all Christian denominations. It is our wish that during their time at St George's, our boys and girls will grow up within a community where Christian beliefs and principles are a guide for all that we do. This is evident in the liturgical life of our Schools and in the many ways we have of reaching out beyond our community. St George's Weybridge has clear policies about equal opportunities and does not tolerate any form of harassment or bullying.



Working at St George's Weybridge

At St George's Weybridge, we employ a number of full and part time staff in a wide range of teaching and business posts. Our salaries are competitive and we offer a range of excellent employee benefits. Staff will undertake a full induction programme on joining St George's and continuous professional development is actively encouraged and supported.

Conveniently situated, both schools are supported by great road and public transport links. The grounds of St George's Weybridge are stunning with the College sitting in 100 acres of park land and the Junior School on a 52 acre site. The facilities offered at both schools are exceptional with many more exciting developments underway.

St George's prides itself on offering a harmonious and supportive environment for all staff and the Josephite ethos of "Coming home to school" is experienced not only by our pupils but extended also to our staff.

What Our Staff Say

"From the moment I drove into St George's College, I felt a great sense of welcome and belonging. The recruitment process was effortless and accommodating. The general attitude and friendliness of staff at St George's has enabled me to settle in very quickly and comfortably into the Georgian family. Students at both the College and Junior School are really lovely, along with the grounds that are a joy to walk around. I feel very proud working for such a wonderful place, which clearly values and appreciates its staff."

Oliver

"I can honestly say I love working at St George's and enjoy coming into work every day. The people at St George's make the school what it is today and I feel extremely lucky to be part of this community."

Laura

"St George's Weybridge is a fabulous place to work, set in beautiful grounds and with an ethos where everyone shares and embraces each other's skills and knowledge. From day one, I have found everyone to be warm and welcoming and there is culture that evokes mutual respect amongst staff and students alike. I definitely feel part of the 'Georgian family'!"

Angela

"Since day one the staff and students have been extremely friendly and helpful to me, there is a lot of respect between staff and students and this combined creates the perfect learning environment for everyone at the college, staff included."

Toby

The Role

Job title:	Learning Support Assistant, based at the Junior School
Line Manager:	Pastoral Deputy Head
Salary:	£11.05 per hour, remuneration allocated by Surrey County Council
Hours:	08.25am to 3.45pm, 3 days per week (to be agreed), 36 weeks per year. Fixed term contract from September 2018 until July 2019.

Overall summary of role:

The Learning Support Assistant role for E (going into Year Six, September 2018) follows the award of a Statement of Educational Needs by Surrey County Council in December 2012. E has Type 1 Diabetes, which means that her pancreas does not produce insulin, so this has to be administered through her pump. Due to her age, E needs constant monitoring to ensure her sugar levels are kept within the appropriate levels. As well as her pump, she also wears a sensor but also needs regular blood tests to monitor her sugar level.

The Statement indicates that E should have access to a Learning Support Assistant for 35 hours per week for 1:1 care and support. The school requires 1:1 support for E from 8.25 until 3.45 pm daily during term time and these will be the agreed hours for the role. There may be some additional hours required to supervise after school activities. This role includes carbohydrate counting all food in order to calculate the amount of insulin she needs, monitoring E during all classroom activities as well as attending specialist lessons and break time supervision. The LSA will work under the guidance of her Group Tutor and Special Educational Needs Coordinator (SENCo) to carry out a number of duties. The role will require commitment until E is in a position to manage her own care.

Main duties & responsibilities:

Administration and Monitoring

- Maintain any necessary records within the Learning Support Department.
- Communicate on a daily basis with E's parents over E's progress and any hypos or hypers that may occur or any problems with her pump.
- Liaise with the School Nurse and E's mother over any medical concerns within school time.
- Liaise with teaching staff, namely her Group Tutor, over any pastoral concerns.
- To contribute, as necessary, with any review of the Statement as required by the School or Surrey County Council.

Learning Support – in consultation with the School SENCo

- Supervise E in and around the School, both in lessons and at break times, to keep her stable and also to provide support in the event of a medical emergency.
- Check her pump regularly and do pinprick tests if necessary.
- Observe and monitor E and note any changes that might indicate she is becoming hypo or hyper and take the necessary course of action.
- In liaison with her Group Tutor, establish time to ensure that any learning input missed due to medical procedures is addressed as soon as possible afterwards.
- Liaise closely with her Group Tutor to ensure that all learning in class is adequately supported.
- As required, attend meetings with E's parents, her teachers and other professionals involved in her health and educational welfare. These may include In-Service Training sessions (INSET) and meetings.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive. Other tasks and responsibilities may be allocated as necessary from time to time.

Person Specification

Attributes	Essential Criteria	Desirable Criteria
Qualifications, education and training	<ul style="list-style-type: none"> • Good standard of English and Maths GCSE A-C 	<ul style="list-style-type: none"> • NVQ Level 3 in Early Years of Childcare qualification or equivalent • Valid First Aid Certificate or equivalent •
Knowledge and experience	<ul style="list-style-type: none"> • Experience of working within an educational or care setting with adults or young children • Good working knowledge of MS Word and Excel • Experience of working as part of a team and on own initiative 	<ul style="list-style-type: none"> • Experience of working within a school setting assisting students with learning difficulties or disabilities • Experience of supporting the planning and delivering of the curriculum for students •
Skills and abilities	<ul style="list-style-type: none"> • Ability to observe and monitor progress and maintain records • Ability to use ICT effectively to support teaching and learning • Good interpersonal skills with the ability to communicate clearly and effectively with colleagues, pupils and parents, both verbally and written • Ability to use own initiative when required 	
Personal Qualities	<ul style="list-style-type: none"> • Professional with a friendly manner • Flexibility and adaptable to ways of working • Sensitive to the needs of children and their parents/carers • Calm and positive approach • 	<ul style="list-style-type: none"> • A sense of humour

Benefits

Pension:

Subject to meeting the qualifying conditions all Business Staff are automatically enrolled in our work place pension scheme, currently provided by Aegon. St George's Weybridge currently doubles the employee contribution up to a maximum of 10% of your salary or trebling to 15% for long-serving employees.

Holidays:

The post holder will accrue four weeks annual leave which will be taken during the school holidays and paid as salary. Please note that holidays during term time are not permitted.

Meals:

Staff are provided with lunch in the dining room, as part of the Student Supervisory Policy.

Life & Personal Accident Insurance:

Life insurance is provided through MetLife, whereby a named beneficiary would be eligible to four times annual salary. In addition insurance is in place in the event of an accident leading to permanent disability or injury.

Employee Assistance Programme:

Marsh DAS provides a free confidential counselling helpline available 24 hours per day, 7 days a week and Benenden Membership with access to medical assistance and advice.

Childcare Vouchers:

Childcare Vouchers can be purchased through Edenred. These are tax-free, exempt from NI contributions and can provide savings of up to a maximum of £1000 per annum.

Employee Loans:

Staff can apply for interest free loans in the case of hardship or for training, travel costs or purchase of a bicycle.

Holiday Camps & Local Retailer Discounts:

Discounts are available to all permanent staff on holiday camps and activities hosted at St George's Weybridge. In addition a number of local shops and retailers offer discounts to staff at St George's.

Conditions of Employment

Additional Working:

There is a requirement for attendance at Open Days/Evenings, Carol Service, Prize Giving and occasional requirement for attendance at evening events as may arise from time to time.

Initial Period of Employment:

Four weeks

During the Initial Period of Employment, sick pay will be paid in accordance with current legislation.

Notice Period:

One week on either side during the Initial Period of Employment, thereafter:

Four Weeks

Contract:

Funding for this role is reviewed on an annual basis by Surrey County Council. The child's situation and, therefore, the level of support required and the amount of funding awarded will be reviewed annually, and a grant of funds made intended to cover an academic year. As this employment is entirely dependent upon SCC funding, neither the hours nor the job itself can be guaranteed for more than the academic year for which funds have been made available. Consequently, this contract can only be offered as a Fixed Term contract (10 months) and as such does not carry any fee remission. If the funding were to be discontinued at any time, or if E should leave the school, the contract would be terminated with the immediate rendering of due notice.

Job Share:

This position is a full time position, which is split between yourself and another employee on a job share basis. It is an express condition of your job sharing position that, in the event of the employment of either Job Share Partner being terminated for whatever reason, the employment of the other Job Share Partner may similarly be terminated at the discretion of the School where the remaining partner is unable to take on the role on a full time basis or a suitable replacement cannot be found. This is because the two parties are essentially sharing what is regarded as a full time position which needs to be covered on this basis.

Pre-Employment Vetting Checks:

It is a condition of employment at St George's Weybridge that every applicant who accepts the offer of a job will be subject to criminal background checks through the DBS and will be required to provide documentary evidence to confirm their identity and right to work in the UK. The checks will be carried out at the School's expense. References will be taken up, including those from previous employers.

Safeguarding Children:

The post-holder's responsibility for promoting and safe-guarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to and ensure compliance with the Safeguarding Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the Head and/or Designated Safeguarding Lead.

Place of Work:

The Learning Support Assistant will be based at the Junior School with an expectation of flexibility, when required, to work at the College.

Dress Code:

Business staff are expected to wear smart business dress and conform to the St George's Dress Code as set out in the Staff Procedures Book.

No Smoking Policy:

St George's College and St George's Junior School operate a no smoking policy.

Your Application

To find out more about the post or the school, in the first instance please contact Iain Turner, Pastoral Deputy Head, for a confidential discussion:

Tel: 01932 839428

Email: ITurner@StGeorgesWeybridge.com

Applications are encouraged as early as possible on the enclosed form and emailed together with a covering letter to humanresources@stgeorgesweybridge.com.

Closing date for applications: Thursday 04 June 2018

Interview: week commencing 11 June 2018

Before making an application, please familiarise yourself with our **Safeguarding Policies, Recruitment Policy, DBS Code of Practice and Associated Policies** which are available at:

<http://www.stgeorgesweybridge.com/further-information/employment-opportunities>

St George's Weybridge is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

St George's Weybridge is an Equal Opportunities Employer and a registered Educational Charity. We look forward to receiving your application.

