

ROYAL GRAMMAR SCHOOL

Amersham Road, High Wycombe, HP13 6QT

01494 524955

Website: www.rgshw.com



Learning Support Assistant

Term time only plus Inset Days

25 hours per week (job share possible)

Starting – June 2018

Point 6 – 10 (£15,236 – 17,946 pro rata)

Applications should be made to the Finance and Resources Director, Mr Chris Hall, by Wednesday 25 April 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.

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.



Royal Grammar School

Job Description

Learning Support Assistant (LSA)

Accountable to: Special Educational Needs Manager

As Learning Support Assistant:

- To support special needs pupils in the most appropriate way in liaison with the SEN Manager / teaching staff.
- To monitor and enhance the progress of special needs pupils in liaison with the SEN Manager / teaching staff.
- To monitor and support the special needs pupils' health and welfare in consultation with the SEN Manager / Matron.
- To attend lessons as required and support Special Needs pupils in the most appropriate way, eg scribing.
- To undertake other duties of an appropriate nature as may be reasonably expected by the teacher during lessons.
- To assist the SEN Manager in maintaining regular dialogue with parents / specialists / teaching staff.
- To keep records affecting special needs pupils.
- To work as a flexible member of the SEN Team and to carry out other duties as directed by the SEN Manager.
- To undertake other duties of an appropriate nature as maybe reasonably required by the Headmaster.

Hours: 25 hours per week
Possible job share could be considered
Working hours will be discussed at interview

Term time only, plus Inset Days

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.



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Person Specification

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.

Experience:

- Experience of a role that covers the range of the skills required to deliver the main duties and responsibilities is essential and in a school is preferable.
- Experience of working with SEN pupils and, in particular, pupils with Autism would be an advantage.

Skills and abilities:

- Good written, IT and verbal communication skills.
- Able to work effectively as a part of the team.
- Able to manage own work effectively and use own initiative.
- A full understanding of health and safety, child and data protection regulations associated with this area of work.
- Flexibility to carry out responsibilities as and when needed.

Qualification and commitment:

- Able to demonstrate commitment to the school
- Understand the principles of equality of opportunity and is willing to promote positively equal opportunities as outlined in the Schools Policies.

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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.