

# BURNHAM GRAMMAR SCHOOL



**LEARNING SUPPORT ASSISTANT**

**JOB APPLICATION PACK**



**Embracing Challenge**

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## How to apply:

Please download an application form from our website and send your completed form to:

Ms Nura Kambi

Burnham Grammar School

Hogfair Lane

Burnham

Buckinghamshire

SL1 7HG

Or email to [vacancies@burnhamgrammar.org.uk](mailto:vacancies@burnhamgrammar.org.uk)

<http://www.burnhamgrammar.org.uk/231/vacancies>

**Please note we do not accept CVs**

**Closing Date: 10am on Monday 16th October 2023**

**Interviews: Tuesday 17th October 2023**

**It is the normal practice for references to be obtained before any formal interview.**

***Burnham Grammar School as part of the Beeches Learning Development Trust is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. Successful candidates will be required to undertake an enhanced Disclosure and Barring Service (DBS) check***

**We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race**

Thank you for the interest you have shown in this vacancy

# HEADTEACHER'S LETTER

Dear Applicant

Thank you for your interest in applying for this role at Burnham Grammar School. I do hope that the information attached encourages and inspires you to make a formal application for this post.

Our students are bright, hardworking, but also full of personality and a joy to teach, reflecting the diversity of their backgrounds and cultures. They contribute fully to school life, are proud of the part that they play and continue to surprise me on a daily basis with their acts of kindness and generosity of spirit. However, our students do not always appreciate or believe how talented they are. We have continued to build upon this community atmosphere, which was noted by Ofsted in December 2022 ([Ofsted 2022 Report](#)):

**“Pupils enthusiastically embrace challenge and enjoy learning here. Pupils, including those in the sixth form, benefit from high aspirations set for them by leaders and staff. This includes disadvantaged pupils and pupils with special educational needs and/or disabilities.”**

The staff are a uniquely close-knit, supportive and considerate team and the caring ethos makes this a rewarding place to work and develop. The involvement of the staff in the running of the school and in the development of key policies, and our continual efforts to support a work-life balance, have been reflected in us retaining the prestigious Investors in People Gold Award in 2021 and winning the Wellbeing Award in the same year.

We are now entering an exciting stage in the school's development with a unwavering determination to be rightfully recognised as an Outstanding school and a national beacon of best practice that provides inspirational learning experiences to every student every day. In November of 2022 this exceptional practice was recognised when we were designated as a National Centre of Excellence by the Inclusion Quality Mark, which we retained in the Autumn of 2023.

In October 2021 we moved into our brand new school which has provided staff and students with world class facilities to inspire and support their learning and ambitions. These facilities will also provide opportunities for us to broaden our incredible extracurricular offer to students and broaden students horizons and raise their aspirations. We are, of course, proud of our examination results but the exceptional and diverse range of extra-curricular opportunities and activities inspires and develops students' characters and resilience.

We welcome applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race and want members of staff who have interests and expertise that goes beyond the classroom and physical boundaries of the school. With 61 different first languages spoken by students we are a very diverse school and would want our staff to reflect this diversity.

Quite simply Burnham Grammar School is an idyllic learning community where the relationships and teamwork between staff and students are fostered with care and the key strength of the school. Our school aims are summarised by the overarching motto

I do hope that you will decide to make an application to join us and that we will have the opportunity to welcome you to our learning community and meet you in person.

To hear more about working at Burnham Grammar please use this link

[Working at Burnham Grammar School Video](#)

Yours sincerely

Dr A Gillespie  
Headteacher

# BENEFITS OF WORKING AT BGS

- Enthusiastic, motivated and intelligent students
- An outstanding culture & ethos where students & staff enjoy & achieve
- A socially and culturally diverse school community
- End of Term Socials – Christmas/Summer cricket etc.
- Friday treats
- Free lunch provided on INSET Days for all staff
- Generous Pension Schemes for staff – TPS for Teachers and LGPS for Support staff
- Day off for Religious observance e.g. Diwali, Eid, Vaisakhi, Hanukkah etc.
- CPD opportunities for all staff
- Gold IIP Award & IIP Champion reflects personalised and nationally recognised CPD
- Free Parking

# BENEFITS OF WORKING AT BGS

- Free tea/coffee for all staff
- State of the art facilities in our brand new building
- A bespoke induction programme for all staff joining the school, tailored to individual requirements such as for those new to the teaching or working in schools.
- Cycle to work scheme

**Employee Assistance Programme (EAP) provider, Health Assured which is available to ALL employees free of charge and offers:**

- Emotional Support with Relationship and family issues or worries
- Loss, including loss of job, friend or family member through bereavement
- Financial concerns, budgeting, borrowing or tax credits
- Work life & Health including Stress Management

# JOB ADVERT



## Burnham Grammar School

"Pupils are confident and proud of their school and are keen and resilient learners." (Ofsted March 2017)

### LEARNING SUPPORT ASSISTANT

Bucks Scale 2, £21,879 - £23,961 pa FTE

(Salary Pro Rata)

33 Hours per week

Permanent, Term Time

#### Required for October 2023

11-18 Mixed Grammar School  
NOR 1269  
(6<sup>th</sup> Form 363)

"The behaviour of pupils is exemplary. Leaders and staff have high expectations of pupils' behaviour. Pupils consistently meet these expectations. As a result, pupils learn in calm and purposeful lessons" (Ofsted December 2022)

Lead school in small MAT

#### 2022 A Level:

89% A\*-C grades  
73% A\*-B grades  
45% A\*-A grades

#### 2022 GCSE:

95% grade 5-9  
68% grade 7-9  
46% grade 8-9  
23% grade 9

78% of students achieved 5 or more grade 7-9 at GCSE

We are seeking to appoint a caring, enthusiastic and pro-active person to provide support to a number of students with special educational needs.

The role will involve classroom support. The ability to empathise with students and understand their needs is essential. This is a busy and varied role; the ideal person will have excellent communication skills and be able to work as part of a friendly and supportive team.

Candidates should have experience of working in a school environment; experience with autistic students would be advantageous. Candidates should have a good standard of education, with a grade C/level 4 or above in GCSE (or equivalent) English and Maths.

The position is term-time only. Working hours will be 8:30am to 4pm on Mondays and 8:30am to 3:30pm Tuesday to Friday.

The role is offered as a permanent contract, term-time only. Some time may be spent covering lessons for absent staff when not needed in the SEN department.

Burnham Grammar School holds the Gold IIP Award & IIP Champion reflects personalised and nationally recognised CPD.

"Staff appreciate the support and time they get to develop their own subject expertise. Leaders have adopted an approach to assessment that is manageable for staff and purposeful for pupils."

(Ofsted December 2022)

**Closing date for applications: 10am on Monday 16<sup>th</sup> October 2023**

**Interviews: Tuesday 17<sup>th</sup> October 2023**

Please download an application form from our website or telephone the school for more information: 01628 604812. Applications should be sent to Mrs N Kambi by email or post. Please note we do not accept CVs.

E-mail: [vacancies@burnhamgrammar.org.uk](mailto:vacancies@burnhamgrammar.org.uk)

Website: [www.burnhamgrammar.org.uk](http://www.burnhamgrammar.org.uk)

Post to: Burnham Grammar School,  
Hogfair Lane, Burnham, Bucks. SL1 7HG



Just west of London, near Windsor & Maidenhead & convenient to the M40, M4 & M25.  
Burnham station (mainline Paddington & Crossrail) is a short walk from the school.

Headteacher: Dr A Gillespie

**We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race**

*As part of the Beeches Learning Development Trust, Burnham Grammar School is committed to safeguarding & promoting the welfare of its students & staff & expects all staff & volunteers to share this commitment. Successful candidates will be required to undertake an enhanced Disclosure & Barring Service (DBS) check.*

# JOB DESCRIPTION

**JOB TITLE:** Learning Support Assistant (LSA)

**LOCATION:** Burnham Grammar School

**GRADE:** Bucks Scale 2  
33 hours a week, 39 weeks of the year (term-time)

**DEPARTMENT:** SEND

**REPORTS TO:** SEND Manager

## **MAIN PURPOSE OF JOB:**

To work as part of the learning support team to assist in supporting students with special educational needs by promoting and developing independent learning and achievement of individual academic goals.

## **DUTIES AND RESPONSIBILITIES:**

### **Classroom Support**

1. To take on the duties of a Learning Support Assistant in providing classroom support for SEND students.
2. To undertake other duties appropriate for a Learning Support Assistant to meet needs of individual students to support their learning.
3. Provide detailed and regular feedback to teachers/SEND Manager on students' achievement, progress, problems etc.
4. Establish routines to ensure regular and effective feedback is given to the teacher in respect of students' progress towards targets for learning.
5. Support the classroom teachers during lessons, as directed by the classroom teacher, in meeting the needs of all students, including those with Special Needs.

### **Student Mentoring & Group Support**

6. To provide one to one support, with appropriate training, to students who have been identified as having a specific learning difficulties. Meeting with and providing information to the SEND Manager to monitor and review support.
7. To run a weekly social group at lunchtime for students who may be struggling to make friends; produce all materials and advertise the club to form tutors to ensure we are identifying students to attend.

Continued on next page

# JOB DESCRIPTION

8. To ensure all students who have been identified for additional support are informed as well as communicating when students will be absent from their class.
9. Keep accurate and up to date attendance records and details of support provided to students.

## **General Support to SEND Department & School**

10. Be aware of and comply with school policies and procedures relating to inclusion, child protection, health and safety (including manual handling), Equalities Act, confidentiality and data protection, reporting any/all concerns to an appropriate person.
11. Establish purposeful relationships and communicate with other agencies/professionals, in liaison with the SEND department.
12. To work as part of the SEND team, attend and participate in regular meetings.
13. Provide appropriate guidance and supervision and assist in training and development of other support staff as appropriate.
14. To assist the SEND Manager in reviewing, modifying and implementing systems as and when required.
15. To ensure confidentiality at all times adhering to the General Data Protection Regulation (GDPR).
16. To carry out any broadly similar duties as may be required from time to time.
17. To process and maintain student records, both manual and computerised, in line with school procedures.
18. To have due regard to health and safety of self, staff, students and visitors and have responsibility for bringing matters of concerns to the attention of the Health & Safety Coordinator.
19. To occasionally escort and supervise students on educational visits and out of school activities.
20. Undertake occasional whole class supervision in the absence of class teachers, setting work previously prepared by the teacher.
21. To update or edit sections of the school website as directed.

**This document must not be altered, without consultation with all relevant parties, once it is signed.**

# PERSON SPECIFICATION

<b>BURNHAM GRAMMAR SCHOOL</b>		
<b>Learning Support Assistant</b>		
<b>Qualifications and experience</b>	Essential	Desirable
Educated to Grade A* - C/9 – 4 or equivalent in English and Mathematics	✓	
Good level of written and spoken English	✓	
Current valid UK Driving Licence and ability to travel to other sites	✓	
Experience of working in a school setting providing in-class support to SEND students		✓
Experience of Microsoft Office systems specifically Word and Excel		✓
Experience of SIMS		✓
Understanding of Autism and how to support students in an educational setting		✓
Experience of supervising/coaching students, ideally in an educational setting		✓
<b>Knowledge</b>	Essential	Desirable
Awareness of strategies for teaching and learning		✓
Awareness of issues relating to special educational needs.	✓	
<b>Skills and abilities</b>	Essential	Desirable
Excellent listening and communication skills	✓	
Excellent planning and organisational skills to include time management.	✓	
Ability to work collaboratively with teachers and others	✓	
<b>Personal Qualities</b>	Essential	Desirable
Motivation to undertake further professional training as appropriate.	✓	
Able to work as part of a team but also confident in working individually without close supervision	✓	
Flexibility to adapt to change whilst maintaining predefined standards.	✓	
<b>The school is fully committed to the DfE guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following Buckinghamshire Council's guidance on Safer Recruitment and Selection in Schools.</b>		

# MAKING AN APPLICATION

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## **How to Apply**

To apply for this position, you will need to complete our application form which you can download from our website :

<https://www.burnhamgrammar.org.uk/231/vacancies>

Completed applications should be sent to [vacancies@burnhamgrammar.org.uk](mailto:vacancies@burnhamgrammar.org.uk) by the closing date and time on the job advert.

Please note only fully completed application forms will be considered and we do not accept CVs.

## **Shortlisting**

Applications will be assessed based on the information provided on the application form and will be shortlisted if they fulfil the criteria for the role and the person specification. Shortlisting may take place before the deadline for applications has passed.

If you are shortlisted for interview you will be sent a self declaration form about any criminal disclosures. You will need to complete and return this disclosure form at least one day prior to interview. If we have not received this, we reserve the right to withdraw the offer of interview.

If you have not been contacted within 3 weeks of the closing date, you must assume that your application has, on this occasion, been unsuccessful.



# MAKING AN APPLICATION

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## **References**

**It is the normal practice for references to be obtained before any formal interview.**

You will need to provide details of two people who have knowledge of you in a working / educational environment, paid or unpaid.

The first reference should be your present or most recent employer and a contact at your last post working with young people if you are not currently doing so.

If you are a student give appropriate school or college referees.

References must cover a 5-year consecutive period.

## **Interview**

If you are shortlisted for interview you will be sent an invite to interview letter with all the interview details via email. Interviews will include a panel interview, a tour of the school, a student panel interview and a chance to meet members of the team informally over either coffee or lunch.

Teaching posts will include teaching a lesson and support staff roles will include an administration task relevant to the role in which you are interviewing for.

## **Successful Appointments**

All successful appointments are subject to satisfactory references, Disclosure and Barring Service (DBS), Health Checks, proof of Right to Work in the UK and satisfactory checks on the Teaching Regulatory Agency.



# PRIVACY NOTICE

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## **Short Form Privacy Notice For Application Forms**

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice as well as our privacy notice which can be found at on our website under Vacancies which detail how we use your information.

## **Why Do We Collect This Information?**

Once you have submitted an application form, the School use this information in order to take a decision on recruitment and to take steps to enter into a contract.

## **What Information Do We Collect?**

We collect the following information from the application form in order to take a decision as to recruitment: surname, forename(s), previous surnames, preferred title, address for correspondence, home, work and mobile telephone number, email address, national insurance number, details of current and past employers, details of previous employment details including salary, details of your qualifications, details of your relationship with the Teaching Regulation Agency and your induction period (where applicable), your referees, right to work in the UK status, any disabilities, religion, gender, ethnicity and any criminal convictions. We will also collect any other information you choose to share with us during the process.

## **How we may share the information**

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

## **How long we keep your information**

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data

retention policy.

Please find below the link to our vacancies page on our website where you can find the full Privacy Notice for Job Applicants

<http://www.burnhamgrammar.org.uk/231/vacancies>



Please find below the link to our vacancies page on our website where you can download our application form for completion.

<http://www.burnhamgrammar.org.uk/231/vacancies>

Please find below the link to our policies page on our website where you will find our Child Protection policy.

<https://www.burnhamgrammar.org.uk/203/policies>

We are just west of London, near Windsor & Maidenhead & convenient to the M40, M4 & M25.

Burnham station (mainline Paddington & Crossrail) is a short walk from the school.

Headteacher: Dr A Gillespie

### [Investors in People Report](#)

We are proud of our development of our staff



Investors in People Gold Award in 2014, 2017 and 2021

People Gold award.

**We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race**

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