



Queens' School

Dare to be Great

Information Pack

Learning Support Practitioner

Start date: January 2024

Queens' School

Aldenham Road

Bushey

Hertfordshire

WD23 2TY

01923224465

office@queens.herts.sch.uk



QUEENS' SCHOOL



I am delighted to welcome you to Queens' School. This is a thriving and highly successful oversubscribed school, the largest in Hertfordshire. GCSE results in 2015 placed us in the top 100 non-selective state-funded schools nationally. Our Ofsted Inspection in December 2015 confirmed that Queens' continues to provide a high quality educational experience.

This is an exciting opportunity and one which should be a key stepping stone in your career. The successful candidate will be an excellent classroom practitioner who is able to lead by example, is ambitious, focused and driven but also someone who is innovative and thinks creatively to ensure the best possible outcomes for all our students.

If you wish to apply for the post, you are invited to complete and return the Application Form along with a letter of application demonstrating how you feel you meet the Personal Specification. Your letter should be no longer than two sides of A4 (word processed and using size 12 font). All details, including the Application Form, Job Description and Personal Specification can be found on our school website: www.queens.herts.sch.uk.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are exempted under the Rehabilitation of Offenders Act 1974. Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers. We are an Equal Opportunities employer.

I am very aware that applications take a considerable amount of time, so thank you in advance for your submission.

Jonathan Morrell
Headteacher

Application and Next Steps

Contract Term:	Permanent
Start date:	January 2024
Salary:	MPS/UPS plus London Fringe

Introduction

Thank you for your interest in the post of Learning Support Supervisor at Queens' School.

The Trustees' and I wish to appoint an enthusiastic, hard-working, highly organised, flexible, helpful and efficient individual who is committed raising the aspirations and achievements of our students. They will be a highly motivated individual who is prepared not only to contribute to departmental resources and innovation, but also to be responsible for their own personal development.

The application pack consists of an application form and the following information contained in this document:

- Copy of Advert
- Information about the school
- Job Description

Our ideal candidate will:

- Have a passion for the subject and the ability to share this with our students
- Have the resolve to make a real difference
- Have the ability to achieve excellent results
- Have the capacity to work collaboratively as part of a team

We can offer:

- Happy and enthusiastic students who want to learn
- Supportive parents who value education
- A professionally stimulating and supportive working environment
- A strong commitment to professional development and progression
- A commitment to staff wellbeing

Please note:

- **Closing Date:**
The closing date is midday Friday 15th December 2023.
- **References:**
Please ensure that you provide email addresses for all your referees, as we will request references by email.

- **Criminal Declaration form:**
All applicants invite to interview will be required to complete a Criminal Declaration Form.
- **How to apply and where to send your application form:**
Please complete the application form, this is available to download from our school website, and return it to the school together with a letter of application, on no more than sides of A4, which outlines the skills and abilities you could bring to the post. Please forward these by email to applications@queens.herts.sch.uk.
You must complete all parts of the application form. CV's are not accepted.
If you have not heard from us within 2 weeks of the closing date, please assume your application has been unsuccessful.
- It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Applicants must be willing to undertake a number of safeguarding checks including an enhanced Disclosure and Barring (DBS). This post is subject to receipt of written references, which must be satisfactory to Queens' School along with documentary evidence of qualifications.
- An online search of shortlisted candidates will be conducted as part of due diligence checks in the recruitment process.
- Successful applicants will need to provide confirmation of the right to work in the UK. Please note that under the Immigration Asylum and Nationality Act 2006, the school has an obligation to ensure applicants have the right to work in the UK prior to commencement of employment. (If it is found that those documents do not meet the legal requirement, an offer of employment will be withdrawn).
- Where the successful candidate has worked or been a resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance.
- We aim to be an equal opportunities employer and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race.

We hope you found this information useful and we look forward to reading your application.

ADVERT



QUEENS' SCHOOL

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Learning Support Practitioner

- Closing date:** Midday Friday 15th December 2023
- Start date:** January 2024
- Grade:** Scale H3, pro Rata (Actual salary £16,180)
- Hours of work:** 30hrs per week, 8.30am – 3.00pm, term time only.

We are seeking to appoint a versatile classroom Teaching Assistant to join our friendly, committed, successful Learning Support team. You would support students with special needs (such as dyslexia, ADHD/ADD, as well as some students who have social emotional and behavioural difficulties) in a range of different lessons.

Queens' is a thriving school with a well-established reputation for high standards. Today we are the largest co-educational state school in Hertfordshire, with 1700 students on roll.

We provide a safe, caring and challenging environment for learning, committed to the development of every student as an individual. We understand that while students have different gifts and talents we have a strong belief that everyone can be Great.

Applications to the Headteacher, Jonathan Morrell, to include school application form, covering letter and full contact details of two referees applications@queens.herts.sch.uk
You must complete all parts of the application form. CV's are not accepted.

In accordance with DfE Keeping Children Safe in Education 2023, an online search will be completed on all shortlisted applicants prior to interview.

Queens' School is committed to being an equal opportunities employer. We insist on the equal treatment of all current and prospective colleagues and will never condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

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Queens' School (Bushey) Ltd. is a Charitable Company limited by guarantee

Registered Office: Aldenham Road, Bushey, Hertfordshire, WD23 2TY

Telephone: 01923 224465 email: office@queens.herts.sch.uk

www.queens.herts.sch.uk

Registered in England; Registered Number 07650609



Why work for us?

- Top 100 non-selective state funded schools 2015 (GCSE)
- Outstanding progress at A-level Progress (ALPS 2) 2016
- Outstanding reputation and Good Ofsted 2015
- Teachers' pay enhanced through the Fringe Allowance
- Pupils eager for success
- Supportive parents who value education
- Caring colleagues
- Excellent professional development and guidance
- Highly regarded senior team driving forward improvement
- Teaching and learning at the top of the agenda
- Happy friendly school community
- A holistic approach to student development
- Pupils are proud and enjoy learning
- Large range of extra-curricular opportunities: Sports; Arts; CCF; DoE; Debating

The Vision

A Great School

- Outstanding achievement and progress for all students
- The highest quality teaching
- The highest standards of personal behaviour and individual responsibility
- A culture of high expectations, aspiration and scholastic excellence

'aspirational, creative, independent and resilient learners who embrace risk, learn from mistakes and make outstanding progress.'





Partnerships

- Herts and Bucks Teaching School Alliance (TSA) a network of secondary schools committed to developing the best for our students through sharing best practice, knowledge and expertise
- PiXL
- Established partnerships with School Direct and Universities supporting professional development
- Watford and Hertsmere School Sport Partnership
- CCF partner with Aldenham Independent School.
- UK Career Ready
- Partner schools in Zambia and Taiwan



A Desirable Location

- Large site set in 52 acres of playing fields
- Attractive area on the outskirts of Watford
- Easy access via excellent road links including the M1 and M25.
- Bushey Station is 20 minutes by train from London Euston

Excellent facilities

- Commitment to renovation and rejuvenation of current buildings
- Modern and purpose built science labs
- Large purpose build sports centre
- Well resources fitness suite
- 12 all-weather sports pitches

- Outdoor classroom
- Google School
- Catering by Cucina



Staff Wellbeing

- Staff wellbeing committee
- Access to our fitness suite
- Salary Sacrifice scheme
- Free eye tests
- Annual flu jabs
- Termly HR surgery with our solicitor
- Staff social gatherings ranging from weekly Friday night sports to our annual end of year party
- Coaching and mentoring culture
- Generous planning and preparation time
- Well-equipped staff room
- Complimentary refreshments throughout the day (Tea and Coffee)
- Service Awards
- Staff laptop

Staff testimonies

'I have been given a number of CPD opportunities to develop not only my teaching, but my leadership skills which helped me secure the role of Key Stage 3 Coordinator in the Mathematics department.'

'I had been told great things about the school. The staff are extremely supportive and clearly care about the students and the school. This reflects on the atmosphere within classrooms and the students, who are motivated and want to succeed.'

'What drew me to Queens' was the ambition of the leadership team and the desire to raise the levels of student performance and aspiration whilst maintaining the unique character of such a large and multi-faceted school.'

'During the interview process I met numerous students and was bowled over by their enthusiasm for the school, particularly the House competitions, and their desire to balance school improvement with respect for long-standing traditions.'

'The staff have been extremely supportive and welcoming since my first day here, with many going the extra mile to make sure my move to the school has been as smooth as possible.'

'In my short time at Queens', I've witnessed a staff body committed to supporting the progress and wellbeing of all students, and for me, this is the mark of a great school.'

'I am well supported by my SLT line-manager and encouraged to try new ideas in the never ending search for better teaching and learning within the department'.

'Since joining Queens' I have not looked back. The students are amazing, the staff are really friendly and the SLT are always on hand as and when I need to call on them'.

'My team make coming to work fun and enjoyable every day. It's true what they say 'choose a job you love and you will never have to work a day in your life'.

'The Mathematics department are incredibly supportive and dedicated. Every member of the department works tirelessly to get the best out of every student'.

Alumni

- Anne Coffey MP
- Kenny Jackett Football
- Terry Johnson Playwright
- Jordan Littleboy Football
- Sean Murray Football
- Mark Oaten MP
- Callum Shinkwin Golf



Find Out More

For further information about career opportunities or to find out about our current vacancies:

Website: www.queens.herts.sch.uk

Email: office@queens.herts.sch.uk

Twitter: @queenssch

Tel: 01923 224465

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Learning Support Practitioner

Job Description

Post title:	LSP
Reporting to:	SENCO
Purpose	To promote academic and social success, maximising outcomes for all students.
Main Responsibilities	To support, plan, prepare and deliver assigned programmes of learning activities under the overall direction and supervision of a teacher to individuals and small groups modifying and adapting activities as necessary.

Supporting students

- To support plan, prepare and deliver assigned programmes of learning activities under the overall direction and supervision of a teacher to individuals, small groups modifying and adapting activities as necessary
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- To devise strategies to address underachievement, setting students individual targets and co-ordinating appropriate support
- To keep accurate records and actively monitor and track student progress
- Liaise with staff and other relevant professionals and provide information about students as appropriate
- To assist with the development and implementation of Passports for Learning including attendance at, and contribution to, reviews as appropriate
- To encourage inclusion and acceptance of all students and their special needs
- To provide support and challenge to enable learning within group and individual learning situations.
- To establish a positive working relationship with students, provide praise and promote the development of a student's self-esteem
- To facilitate and actively encourage independent communication with other students.
- To encourage the development of independence and self-reliance.

General

- The post holder will also work as part of the school support team and is occasionally expected to provide initial cover throughout the whole non-teaching area as necessary e.g. in the case of staff sickness
- First aider
- Fire Marshal

Training & development of self

- Set personal targets and take responsibility for own continuous professional development
- Attend and update the appropriate training to your role

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work

This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests

OTHER SPECIFIC DUTIES

- To carry out the duties in the most effective and economic manner available
- To support the school ethos
- To maintain confidentiality at all times
- To carry out and communicate Queens' School's values in all aspects of work
- To contribute to the safeguarding and promotion of the welfare and personal care of students with regard to Child Protection Procedures

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post at the appropriate grade.