



DURHAM HIGH SCHOOL
Independent Day School
Church of England Foundation
GSA – c400 girls (aged 3-18)
www.dhsfg.org.uk

**INFORMATION FOR THE POSITION OF
FIXED TERM LEARNING SUPPORT ASSISTANT (SEND) IN SENIOR HOUSE**

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Durham High School
A Company Limited by Guarantee. Registered in England and Wales No. 6257502
Registered Office: Farewell Hall, South Road, Durham DH1 3TB. Registered Charity No.
1119995
Headmistress: Simone Niblock

AIMS OF THE SCHOOL

- To create a friendly, caring community based on Christian principles where every individual is valued
- To develop the potential of every girl in all areas of her life
- To encourage academic excellence and a life-long love of learning

QUOTE FROM THE GOOD SCHOOLS' GUIDE

'Top flight single sex school (the only all girls' school in Durham) with all the trimmings.
"A fantastic school - I recommend it to everyone I know" enthused a parent.'



Durham High School

INFORMATION ABOUT THE SCHOOL

Durham High School is a leading Independent Day School for girls aged 3 - 18. We were one of the first schools in the North East of England to take girls' education seriously and we are proud to continue that tradition today; we seek to develop the potential of every girl in all areas of life.

The school was founded in 1884 by the Church Schools' Company and in 1910 the school's governing body took over and formed an independent school. In the 1960s, Durham High School moved to its first purpose-built premises on the edge of the city adjacent to the new Durham University colleges. This began a period of building and expansion which continues to the present day. Recent developments include a wonderful Nursery, a Science, ICT and Library block and most recently a new building incorporating classrooms for Mathematics and Geography with a purpose-built Performing Arts Suite and Music practice rooms.

Durham High School enjoys a very good reputation locally both for its academic results and for its excellent pastoral support. Classes are small and the pastoral care of pupils is given a very high priority. Our pupils consistently achieve fantastic results for both GCSE and A level. In 2021, 69.5% of GCSE entries achieved grade 9-7. At A-Level 68.2% of the entries achieved A* or A. Pupils invariably obtain a place at the University of their choice, including Oxford and Cambridge, and other Russell Group universities.

We are keen to widen access as much as possible, with a number of means-tested bursaries, including some free places, to enable as many girls as possible to attend the school from a wide area. There are also academic scholarships available at 11+ and 16+ together with scholarships in Music, Performing Arts and Sport.

There is an extensive extra-curricular programme, with huge enthusiasm for a wide-ranging number of sports including hockey, netball and tennis, as well as aerobics and cricket. The musical life of the school is also extensive and of a very high standard. A large proportion of girls take lessons in an instrument and/or voice. There are four choirs, orchestras, a number of bands and an outstanding Drama Department, which stages a number of plays every year. This includes the School's annual production which is performed at Durham's Gala Theatre.

The opportunity to serve both the immediate and wider community is an important part of school life. Other extra-curricular activities include: a Duke of Edinburgh's award scheme with large numbers of girls taking part, including achieving Gold Awards; Young Enterprise; Debating; Art and Photography; and numerous trips and visits abroad.

Durham High School has continued to thrive throughout the Covid-19 pandemic. Despite two periods of school closure, our staff and pupils embarked on an extraordinary journey, adapting to new technology and a new way of learning very quickly, which has meant our pupils have received a full curriculum offering and no need for any catch up.

In addition, with thanks to the virtues of the virtual, from House events to School Council meetings, art exhibitions to sporting challenges, Leavers Service to Sixth Form Bake Off, from assemblies to virtual concerts: Even though for large parts of the last two years our community has been physically apart, we truly believe we have never been closer.

Applicants are encouraged to familiarise themselves further by viewing the website at www.dhsfg.org.uk to obtain a sense of the school.

Ethos and Christian Values

All staff are expected to be sympathetic to and supportive of the Christian ethos of the school and to model Christian values. In addition, the school-based Chaplain has a key role to play in the life of the school.

Our school is inclusive and distinctive. As such, we welcome girls of all faiths and none. Religious faiths are valued and respected and we have a significant number of pupils who practise faiths other than Christian.

REGULATORY COMPLIANCE INSPECTION REPORT NOVEMBER 2018

Principal findings

Durham High School succeeded in fulfilling every standard examined during the Regulatory Compliance Inspection carried out by the Independent Schools Inspectorate (ISI). Please find a link to the report on our website here:

[2019 Regulatory Compliance Inspection Report](#)

It is important to note that the format of RCI reports is such that each standard is simply 'met' or 'not met': there is no evaluative judgement in the report beyond this.

Format of the inspection and the report

Inspectors visited the School on Wednesday 28 and Thursday 29 November 2018 and immersed themselves fully in DHS school life. They observed lessons; analysed the curriculum; conducted interviews with pupils; and held informal discussions with staff. They attended assemblies and form periods and observed a variety of extra-curricular activities.

DHS passed the Inspection in every one of the eight compliance requirements. These included the standards of the quality of education provided; the suitability of the staff and those in contact with the pupils; the welfare of the girls; and the moral, social and cultural development of all our girls. We met every requirement, as did the standards relating to the premises and the provision of information to parents, Inspectors and the Department of Education.

In relation to the quality of leadership and management of the School, leaders fulfil all responsibilities effectively to ensure that standards are consistently met, and they actively promote the wellbeing of the pupils.

* *See school website for full Inspection Report*

THE ROLE OF TEACHING ASSISTANT

Pay Rate: £11.00 per hour.

Responsible to: Headmistress and SLT.

Qualifications:

Minimum NVQ Level 3.

The Role

To support a pupil with complex needs. Support may be carried out in the classroom or outside the main teaching areas.

Main Duties and Responsibilities

- Provide support to a pupil with complex needs, whilst ensuring safety and access to learning.
- Establish a nurturing and encouraging relationship with the pupil.
- Support the pupil to maximise progress in all areas of development.
- Perform any other reasonable duties as instructed by the Headmistress.

Working with Staff/Parents

- Work collaboratively and communicate effectively with staff to 'assess, plan, do and review progress'. (SEN COP 2014)
- Work with staff to produce/prepare resources.
- Establish constructive relationships with parents.

Support for the School

- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training considered to be essential to safeguarding, learning activities and performance development as required.
- Accompany the pupil on visits, trips and out of school activities if required.

This job description may be amended at any time, according to the changing priorities of the school and in consultation with the post holder.

Flexibility is very important as there may be changes due to the changing priorities of the EHCP. The hours and days of work will also change when the pupil's timetable changes during the next academic year. As this relates to support for an individual pupil, the position will terminate in and when the pupil leaves the school.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications/ Attainments	<ul style="list-style-type: none"> • A teaching assistant qualification at NVQ Level 3 or its equivalent • Minimum 4 subjects GCSE Grades A*-C (or equivalent) including Maths and English 	
Experience	<ul style="list-style-type: none"> • Experience of SEND – EHCP pupils. • Experience of working with children with complex needs. • Experience of supporting pupils in class. • Experience of working with pupils on targeted intervention programmes outside of the classroom. 	
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> • Ability to relate well with pupils • To communicate professionally and effectively to staff, parents and other professionals • Ability to work independently with an individual pupil. • Ability to carry out intervention programmes as directed. • Ability to use initiative when required • Ability to demonstrate enthusiasm and sensitivity when working with others • Ability to work as a member of a team • Good communication skills – written and verbal • Use ICT effectively • Accurate record keeping • Ability to prioritise and flexibility to adapt where necessary 	
Personal Requirements	<ul style="list-style-type: none"> • Commitment to the aims and ethos of the School • Sensitive to the needs of pupils and their parents/carers • Calm and positive approach • A commitment to professional development 	

Salary

Salary will be payable at the hourly rate of £11.00 per hour.

Hours

The hours of work will be in the region of 2 days per week, term-time only.

METHOD OF APPLICATION

Please complete the application form (also available from the School's website) and submit this with a covering letter outlining your reasons for applying and what you feel you can bring to the post. This should be addressed for the attention of the Headmistress and sent by email to enquiries@dhsfg.org.uk

Closing date for applications: Wednesday 5 January 2022

Interviews will be held: Friday 7 January 2022.

The date at which the successful candidate will be expected to take up the appointment will be discussed at interview.

DBS

Durham High School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS disclosure.

SCHOOL CONTACT DETAILS

Durham High School
Farewell Hall
South Road
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DH1 3TB

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