



# Information for Applicants

## Appointment of Teaching Assistants (SEND) (Full-time and Part-time)

### For September 2021



# A message from the Principal

Many thanks for your interest in Leicester Grammar School Trust. I hope that the following introductory notes will give you an impression of this thriving and ambitious schools, and will help you to decide whether or not to submit an application. You will gather from the Trust's remarkable history that it is an inspiring and vibrant place both to learn and to work, with a commitment to preparing young people for a lifetime of challenge and fulfilment. Staff share high expectations not only of what children can achieve but, above all, of who they can become – when enthused through dynamic teaching, provided with outstanding opportunities and supported through attentive pastoral care.

As the school and the Trust embarks on a new phase of planning and development, it is an exciting time to join us. I hope you may wish to be part of this warm and happy community as it goes from strength to strength. Put simply, we are determined to give the best possible preparation in life to our young people.

John Watson  
Principal of Leicester Grammar School Trust





# Leicester Grammar School Trust

## Background, History and Context

Leicester Grammar School was founded in 1981 in response to the demise of the maintained grammar schools in the area. In 1992 the Junior School was added, which broadened the educational offering of the Trust. The defining milestone in the Trust's development was then the bold and inspired decision in the mid-2000s to move the two schools from the heart of Leicester to the edge of Great Glen, a rural village some seven miles to the south of Leicester. The two schools moved onto a very attractive, state-of-the-art campus on 75 acres in September 2008, which was latterly officially opened by Her Majesty, The Queen.

The purchase of nearby Stoneygate School in 2016 has brought a third educational institution under the umbrella of the Trust, offering greater choice to parents in Leicestershire and surrounding areas who seek an independent education for their children. From 2021 Stoneygate will be called LGS Stoneygate, with its own unique ethos and identity within the Trust's family of schools.

The schools in the Trust have a Christian foundation but welcome pupils of all faiths and none, with enormous importance being placed on the moral, spiritual and mental well-being of children under their care. Situated on the outskirts of one of the most multicultural cities in the UK, we are proud to draw children from city and country, and to welcome pupils from a rich range of cultural and religious backgrounds.

The pupil body is socially quite diverse too and there is a strong desire to provide more bursaries in the future. The Trust as a whole is financially strong and led by a very committed senior team and an open, collaborative and well-qualified Board of 13 local Trustees. We attract positive, polite and 'grounded' children, who display a strong sense of respect for one another and for staff. Concerns over behaviour are rare; our pupils thrive in a calm and purposeful community, well supported and guided by staff.

## The Trust's mission statement is:

The Leicester Grammar School Trust seeks to be an inspiring centre for co-educational excellence in academic and personal development, within a Christian ethos.





# Campus and Facilities

The new-build scheme completed in 2008, provided the Grammar School community and the Junior School, which is housed in the same building, with excellent facilities, outstanding equipment and a beautiful and practical space in which to learn and work together.

The Junior School occupies a large self-contained section of the main building and the open-plan Refectory, used by pupils from both schools, acts as a link between the two schools. Nearby, there is the 850-seat St Nicholas Hall which hosts assemblies, chapel services, school concerts and outside performances and is accessed from the main entrance foyer. An extension was added in 2015, providing additional science and lecture facilities, meeting and office space and an enhanced Sixth Form common room.

In addition, there is an indoor sports complex which offers multi-use courts for Badminton, Basketball and Netball. Indoor Cricket nets and Table Tennis are available, along with a well-equipped and supervised fitness suite, a Gym/ Dance Studio and a 25-metre, 6-lane, heated swimming pool. With 75 acres of land, including several full-sized rugby pitches, cricket pitches and nets, two all-weather artificial hockey pitches, eight floodlit hard tennis and netball courts, it is no wonder that the site has been used as a team training base for numerous national teams, including the Canadian rugby team and the West Indies Ladies' Cricket teams.

Stoneygate School, is a co-educational day school for pupils from the age of four. In May 2016 it joined the Leicester Grammar School Trust's family of schools, a move which began an exciting new phase in the life of the School. Originally founded in 1856, it remains one of Leicestershire's most respected and well-regarded prep schools. The School aims to engage, enthuse and inspire children in a happy, safe and caring environment. The Ofsted report of February 2017 identifies many areas in which the School is outstanding. The Report notes: "The School's work to promote pupils' personal development and welfare is outstanding. Pupils display excellent attitudes to their learning and they develop confidence and self-assurance."

The schools have excellent local transport links, with both London and Birmingham under an hour away by train. Market Harborough, situated 10 miles south of Great Glen, was recently voted as one of the 'Best Places to Live' by The Sunday Times.





# The Posts

We have some exciting opportunities for inspiring and well-qualified Teaching Assistants to join the Learning Development Department in Leicester Grammar School Trust. The successful candidates will be responsible to support the day to day development, wellbeing, progress and success of pupils with an Education Health and Care plan, as directed by the Director of Learning Development and working with their class teachers and other Teaching Assistants.

The roles are centred in a clear understanding of how a child can be supported to greater independence and resilience in learning and wellbeing. They will be experienced in listening to a child and developing tailored one to one or small group approaches that deliver prescribed provision. They will be familiar with reasonable adjustments, such as the use of technology to facilitate access to learning. They will demonstrate confidence to advocate for the pupil, planning and adjusting learning with the class teacher or other specialist teachers as is appropriate. Previous experience in holistic, therapeutic and play based approaches, or specialist skills with Mathematics, hearing impairment, autism and sensory need is welcomed. Their interactions with the pupil improve pupil outcomes in areas of mental, emotional and physical wellbeing, sensory and communication need, cognition and learning.

A successful candidate will be highly effective, reflective practitioner who values collaboration and integrity in a professional team. They will be willing to evaluate needs and behaviours against a range of factors, implementing an agreed response. They will be able to maintain the department emphasis of creating and sustaining appropriate partnerships with parents so that support continues at home. Essential in this role is the ability to work within department protocols, maintaining excellent records, communicating clearly and handling information sensitively.

These are roles which offer the opportunity to work closely with class teachers, specialist teachers and practitioners in a busy and progressive department. As these are appointments for the Trust, the successful candidates may have some contact with more than one school, as well as with a wide range of pupil need within SEND. They will be joining a team which has established a reputation for holistic, child centered practice and robust outcomes.

SEND is governed by compliance and the Independent School's Inspectorate. Working with SEND sometimes involves complexities and difficult decisions that come with managing a variety of expectation. It requires working with the utmost integrity, with clear boundaries. Remaining objective and working as a trusted team is essential.









# Skills Required

The successful candidates will:

- Work under the guidance and direction of the Director of Learning Development and the Heads of Learning Development at Stoneygate School or Leicester Grammar Junior School, to ensure that pupils receive timely and well-tuned support, and to ensure that the aims and objectives of SEND across the Trust are consistently delivered;
- Have relevant qualifications and experience in supporting children e.g. Teaching qualification, Teaching Assistant qualifications/HLTA or specialist training and qualifications
- Have a clear understanding and experience of the current SEND legislation, the EYFS and Primary Curriculum, and relevant specific learning difficulties
- Have experience of excellent inclusive whole class teaching and how to promote its development for the benefit of pupils with a learning difference
- Have experience of contributing to and delivering related programmes such as multi-sensory, literacy, social communication skills and emotional resilience to individuals or small groups; and evidence of the innovative use of IT to raise the performance of pupils with SEND
- Have excellent interpersonal and communication skills, including the ability to relate well to pupils and adults with sensitivity, tact and diplomacy and appropriate boundaries;
- Contribute to creative, solution-focussed working that promotes pupil ownership of learning and skills;
- Contribute to the sense of purpose and calm, objectivity and reflective practice in the department;
- Be an excellent team player and be able to work smartly, be self-sustaining and resilient, particularly at busy and pressured times;
- Support the Trust's aims and objectives, in line with all school policies and as detailed in the staff handbook and the SEND Policy;
- Be an effective advocate for the individual pupil and be an effective ambassador for the department;
- Maintain personal resilience and wellbeing as a key to supporting others;

- Integrity, wholeheartedness, patience, discretion, generosity, creativity, common sense and good humour;
- Show a willingness to give generously of their time to support Trust events and activities.

Along with all staff at the Leicester Grammar School Trust, exercise their responsibility for the safeguarding of young people.

These qualities and competencies will be assessed via the candidate's application, interview and professional references and, where relevant, will be verified via copies of qualifications and successful safeguarding checks (including enhanced DBS clearance).





## Key Accountabilities

- Implement and promote SEND policies and practices in line with current legislation and protocols across the Trust, as directed by the Director of Learning Development or the Heads of Learning Development in Leicester Grammar Junior School and Stoneygate School;
- To be responsible for adding communication records to the schools' data base, and use department protocols as required for record keeping and communication, ensuring that all information, professional records, pupil files, lesson notes and documentation are accurately and promptly maintained
- To maintain personal and professional development to meet the changing demands of the job, participating in appropriate training and development activities relevant to the pupils in your care;
- To attend staff meetings and / other training to enhance a positive working environment and develop a well-informed workforce;









# Working at Leicester Grammar School Trust

Staff at the Trust are well qualified and enthusiastic, and have high expectations of themselves and their pupils. The Trust has a strong reputation for pastoral care, and teaching staff are committed to co-curricular activities. Fee remission for the children of permanent staff is available at all schools across the Trust. There is an excellent and loyal support staff, who understand their vital role in contributing to pupils' growth and achievements.

The salary for these posts will be commensurate with the applicants' experience. The Leicester Grammar School Trust participates in a defined contribution pension scheme for our non-teaching staff.

Other benefits enjoyed by our staff include:

- Free on-site parking
- Daily lunch provided by Sodexo Catering during term-time
- Access to Medicare health plan
- First class sports facilities, including gym and pool
- Excellent pastoral care – School Nurse, Counsellor and Chaplain
- Rural walking trails around the School site
- On-site coffee house

Please refer to our website [www.leicestergrammar.org.uk](http://www.leicestergrammar.org.uk) for a fuller description of the Trust and our latest news.







## Child Protection

The post-holder's responsibility for promoting and safeguarding 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 school's Safeguarding Policy 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 school's Designated Safeguarding Lead or to the Headmaster.

## Safeguarding

Leicester Grammar School Trust is committed to safeguarding and promoting the welfare of children and young people, and this is reflected in its recruitment procedures. Successful candidates for posts are required to undergo an enhanced DBS disclosure.

## Appointment Process

A completed application form and curriculum vitae, accompanied by a covering letter addressed to Miss Joy Clapham, Director of Learning Development, should reach the Trust as soon as possible, and **no later than 9am on Thursday 20 May 2021**. Interviews will take place on Wednesday 26 May 2021. **Please state clearly on your application whether you would like to be considered for a part-time or full-time role, or both.**

Interviews may be held at any stage after applications are received; therefore, interested candidates are advised to apply as soon as possible. We reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.

Applications should be emailed to [recruitment@leicestergrammar.org.uk](mailto:recruitment@leicestergrammar.org.uk). There is no need to send a hard copy at this stage.





# LEICESTER GRAMMAR SCHOOL

Independent Co-educational Day School  
for children aged 3-18

Leicester Grammar School, London Road,  
Great Glen, Leicestershire LE8 9FL

0116 2591900

[lgsreception@leicestergrammar.org.uk](mailto:lgsreception@leicestergrammar.org.uk)

[www.lgs-senior.org.uk](http://www.lgs-senior.org.uk)

Registered charity number 510809



LEICESTER  
GRAMMAR  
SCHOOL