

A photograph of two women, an older woman with reddish-brown hair and a younger woman with long brown hair, both smiling and looking down at documents on a wooden desk. The older woman is holding a blue pen. A large blue circular graphic is overlaid in the center of the image, containing the text for the vacancy pack.

VACANCY INFORMATION PACK

LEARNING SUPPORT ADMINISTRATOR

(FULL TIME OR
PART TIME, TERM TIME)



READING BLUE COAT

INTRODUCTION

Reading Blue Coat School is a leading independent day school for students from ages 11 to 18. As at September 2023, the School has circa 800 students and has welcomed our first co-educational intake into Year 7 with the intention of being a fully co-educational independent day school from September 2027 onwards. The School has been co-educational at Sixth Form for over 30 years and this continues.

The School was founded in 1646 by Richard Aldworth, a Master of The Skinners' Company, and a Governor of Christ's Hospital. The School was established near St Mary's Minster Church in Reading and was originally known by its historic name of Aldworth's Hospital. In 1947, Reading Blue Coat School moved to the magnificent estate of Holme Park in the Berkshire village of Sonning, where it remains today.

The ethos of the School derives from its Christian foundation and traditions, fostering care and concern within the community and enabling all students to develop their full potential. The School aims to provide a stimulating and friendly atmosphere in which each student can realise his or her full intellectual, physical, and creative potential. Students are encouraged to be self-reliant and adaptable, and the School intends that they will learn the basis of good citizenship, founded on honesty, fairness and understanding of the needs of others. The curriculum provides a balanced blend of academic and co-curricular activities that combine to meet these objectives.

The School employs more than 200 salaried staff, of whom about 50% are academic. Reflecting the character of our co-educational sixth form, nearly half of our academic staff are female.

FACILITIES

Reading Blue Coat is located four miles from the centre of Reading, in the Thames-side village of Sonning. It is also three miles from Twyford, which is located on Crossrail, with fast train service across London. Set in 46 acres of land for students to enjoy, the facilities are very well maintained, and the School continues to invest in the site to add to an impressive infrastructure of buildings.

Planning permission has been obtained for a new Performing Arts Centre.



ACADEMIC LIFE

The academic curriculum at Reading Blue Coat is based on the principle that all students should experience a broad and balanced range of basic subjects and skills. From Year 9 onwards, this range is gradually modified, by elements of choice, enabling both the interests and aptitudes of individual students to be reflected. Most lessons are taught initially in classes of mixed ability, although setting occurs in Mathematics in Year 7, in Languages in Year 8, and Science in Year 9. Geology is also a thriving subject. In Year 11, all students take qualifications in English, Maths and Science (all IGCSE) and a Modern Foreign Language. They also take three GCSEs from a broad range of eleven subjects. All students take a GCSE in Religious Studies (full course) in Year 10.

In the Sixth Form, students can choose from a range of 24 subjects, including subjects most will not have studied before, such as Economics, Politics and Psychology. Enrichment opportunities in the Sixth Form include the Extended Project Qualification (EPQ), and a weekly schedule of visiting speakers. Reading Blue Coat always seeks to stretch and challenge students and the School's Learning Support Department ensures that students with specific learning needs are supported effectively. The School's Learning Research Group ensures a sustained focus on developing teachers and pedagogical enrichment.

2023 academic results were impressive; the results were amongst Blue Coat's best with 74.4% achieving A*- B at A Level, and at GCSE 78.1% gaining Grades 9 to 7.

The majority of Year 13 leavers proceed to degree courses at universities of which approximately 78% go to the Russell Group Plus universities. Each year over 75% of our students attain places at their first choice university, whilst others are successful in securing future learning opportunities in their chosen career.

PASTORAL

Pastoral care, focused on the individual, is at the heart of the School. Reading Blue Coat's pastoral structure is based around the tutorial system, within the framework of the House system. In September 2021, we increased our houses from four to six: Aldworth, Hall, Malthus, Rich, Norwood and West.

All students are part of a tutor group that is overseen by a member of staff who is responsible for their well-being and for personally overseeing the development of their character and intellectual curiosity. At the heart of the School are the values of aspiration, courage, compassion, integrity and service and all activities seek to re-enforce these. The House system enables students to take part in activities that foster the development of these ideals through a variety of opportunities that include dance, drama, music, public speaking and sport.

DRAMA, MUSIC & THE ARTS

Reading Blue Coat has a reputation for drama and musical performances of the highest quality, with an extensive programme of performances throughout the year. Students' endeavours in the arts are highly successful and widely acclaimed. Music is at the heart of the School, all students are auditioned for the choir and many learn a musical instrument. The School Musical or Play is one of the highlights of the cultural calendar and there are further opportunities to perform on stage throughout the academic year. The breadth and depth of musical and dramatic talent at the School is evident in the wide range of plays, concerts, and exhibitions that take place throughout the year.



Further information is available on the School's website at www.rbc.org.uk

SEE ALSO THE GOOD SCHOOL GUIDE:

<https://www.goodschoolsguide.co.uk/schools/102976/reading-blue-coat-school>

AND MUDDY STILETTOS SCHOOLS REVIEW GUIDE:

<https://berkshire.muddystilettos.co.uk/kids-2/school-reviews-kids-fashion-2/reading-blue-coats-sonning/>

SPORT

The School has a strong reputation for the high quality of its sporting teams. Sport plays a key role in developing every student's potential whilst embodying the principles of Respect, Belief, Commitment and Sportsmanship (team RBCS). Sports are coached to a very high level while providing for, and encouraging those, for whom participation rather than excellence is important.

The core sports are athletics, cricket, football, netball, hockey, rowing, and rugby. The School competes with great success at local, regional, and even national level. We have recent national competition winners in rowing and cross country running, and cricketers, netballers and rugby players who have been selected to international age group teams and gone on to play professionally. Other sports on offer include cross country, golf, tennis, swimming, and touch rugby.

ACTIVITIES

The activities programme is designed to enable students to develop practical and social skills such as communication, leadership, and teamwork. Reading Blue Coat offers a number of exciting options from which students can choose for their weekly activities session, including Adventure Education, Combined Cadet Force (Army, Navy, RAF), Duke of Edinburgh Award Scheme, Model United Nations and Enterprise Champions.

COMMUNITY

Reading Blue Coat students are encouraged to be aware of their place in the wider world and to show consideration for all those with whom they come into contact. These principles are based on the ideas handed down by Richard Aldworth who founded the School in 1646.

In recent years the School has greatly enhanced its links with the wider community under what is now called the Aldworth Partnership. One example is the Primary Schools Placement programme which gives students the opportunity to assist with tuition in English, Maths and Modern Foreign Languages in local primary schools. We also have our own community garden which produces fresh produce for a local foodbank charity and our students have recently begun a project to convert a horse trailer into a community café.

Internationally the School has a strong relationship with the charity Brass for Africa and our students support their work amongst disadvantaged children and young people in Uganda through music. As the Aldworth Partnership continues to grow, the long-term aim is that all Blue Coat students have the opportunity to be involved in transformative service projects in the local and wider community at some point in their school career.

LEARNING SUPPORT DEPARTMENT

The Learning Support department aims to help students where a difficulty or disability, temporary or persistent, impedes progress of learning at the rate of peers, or most children of the same chronological age.

In carrying out and monitoring the Learning Support Policy day to day, the department aims to provide high quality, flexible support, whether short term or more extended, in line with the Graduated Response for those with additional needs, in pursuit of their individual academic and co-curricular goals at Reading Blue Coat. The department works with due regard to the guidelines of the Special Educational Needs Code of Practice 2014 and Equality Act 2010.

The diverse range of additional needs under the care of the department are specific learning difficulty and include ASD, ADHD, Dyslexia, Dyspraxia, Executive Function difficulties, Handwriting and Fine motor control difficulties, slow processing speed, sensory processing disorder, visual processing difficulties, hearing impairment and acute anxiety. Typically 15% of a year group is supported by the department or holds an exam access arrangement.

The department advises and supports colleagues working with students with these needs and communicates effectively with parents to best support the student via a trusted partnership between home and school.

This is an exciting role for a highly organised administrator with experience in digital administration, to provide high quality professional and responsive administrative support and be motivated by aims for best practice; be committed to developing digital departmental practices under direction, which fully support the Head of department and Learning Support team and be confident to communicate in a professional setting and able to work to deadlines with the ability to manage detail with precision, in a busy setting.

The department is almost exclusively paperless, as a result the role is largely digital in nature.

The role is full time, term time only, however applications from suitable candidates who wish to work part time hours would be welcome.



For an informal telephone conversation about the role, contact Mrs Sarah Berry, Head of Learning Support, on **0118 944 1005** or email seb@rbcs.org.uk



MAIN PURPOSE OF THE JOB:

To provide high quality professional and responsive administration and digital administration support to the Head of Learning Support and Learning Support team as well as working within the broader school administration team.

Responsibilities will be spread across the digital administration for assessments, registrations and files for students, collation of information plus coordination of paperwork, manipulation of data and running reports in support of the Learning Support function.

MAIN DUTIES AND RESPONSIBILITIES:

Recordkeeping

- Data entry and maintenance of digital pupil records including setting up new/leaver student information on school databases.
- Setting up new pupils for online tests.
- Rolling over of assessment spreadsheets and digital register.
- Keeping digital register up to date with pupil info and charts/graphs.
- Liaison with students' previous schools.

Files

- Logging assessment scores.
- E-filing for the team.
- Rollover of year group data for departmental cohort folders.
- Organising, scanning and registering leavers' files/department paperwork for archiving.

Reports

- Creating student lists for assessments.
- Running SEN reports and pupil information sheets as required.
- Data manipulation and updating data graphs analysing performance patterns.
- Creating excel charts for comparisons.
- Information sweeps on pupils.

Collating Information

- Creating and updating google forms or similar for evidence collection.
- Collating/organising information received from exam evidence collection.
- Setting up emails to parents for assessment/Exam Access Arrangement (EAA) information.
- Collating summer feedback for input into next academic year data.



**LINE MANAGER:**

School Office Manager and Head of Learning Support.

DEPARTMENT:

Learning Support.

CONTRACT STATUS:

Permanent full-time, term time only contract commencing as soon as possible.

SALARY:

Salary will be within the range £21,105 to £22,050 per annum pro rata (FTE £26,130 to £27,300) for full time working hours depending on experience and qualifications. Annual salary is paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments throughout the year.

General Administrative Support

- Management of the Learning Support SharePoint pages.
- Creating PowerPoint information presentations for in-house training.
- Overseeing IT/hardware for use in the department.
- Raising purchase orders for supplies plus specialist equipment and resources and maintaining stock.
- Booking and managing external providers used by the department.
- Collating and presenting feedback within the department from staff / data from processes used in the department.
- Digital support for the Exams Access Arrangements (EAA) processes under the guidance of Head of Department.
- Assisting with monitoring and presenting impact of dept practices in digital format within the department.
- Scoring and reporting baseline assessments.
- Communication with students and teachers as required.
- Managing and maintaining department handbook, phone lists etc. for office.
- General administration for display boards, resources for events, reprographics of booklets and assessment resources.
- Managing the Learning Support diary and keeping colleagues informed of appointments & deadlines.
- Actioning day-to-day email requests.

Additional Duties

- Creating and updating google forms or similar for evidence collection.
- Collating/organising information received from exam evidence collection.
- Setting up emails to parents for assessment/Exam Access Arrangement (EAA) information.
- Collating summer feedback for input into next academic year data.

Please note that this Job Description is not exhaustive and the employee may be expected to undertake additional duties if required.



For an informal telephone conversation about the role, contact Mrs Sarah Berry, Head of Learning Support, on **0118 944 1005** or email seb@rbcs.org.uk

LEARNING SUPPORT ADMINISTRATOR

The person specification focuses on the knowledge, skills, experience, and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

| Skills, Personal Attributes, Knowledge and Experience | Essential | Desirable |
|---|-----------|-----------|
| Strong administration experience including digital administration. | ✓ | |
| Strong communication and interpersonal skills. | ✓ | |
| Able to maintain the highest levels of discretion and confidentiality. | ✓ | |
| Approachable and calm. | ✓ | |
| An understanding of the nature of learning difficulties. | ✓ | |
| Able to manage a busy workload. | ✓ | |
| Well-organised, thorough, and consistently efficient. | ✓ | |
| Able to identify and work to deadlines. | ✓ | |
| Precise with good attention to detail. | ✓ | |
| Able to type quickly and accurately. | ✓ | |
| An excellent command of the English language – both written and oral. | ✓ | |
| Confident and experienced user of IT, including Microsoft Office programmes (Word, Excel and PowerPoint). | ✓ | |
| Have a professional, confident, warm, and welcoming manner both in person and on the telephone. | ✓ | |
| Awareness of Learning Support function and supporting students with additional learning needs. | | ✓ |
| Awareness of the importance of Safeguarding & Child Protection. | | ✓ |
| Previous experience of working in a school. | | ✓ |
| Experience of using iSAMS is desirable, although training will be provided. | | ✓ |

Closing date for applications: 09.00 on Friday 21 June.

Applications are reviewed and shortlisted on a rolling basis and we reserve the right to interview, appoint and close adverts early due to the volume of applications we receive.

We therefore encourage you to apply at the earliest opportunity to avoid disappointment as once we have closed a vacancy you will be unable to submit your application form.

Applications should be submitted by School employment Application Form, which can be downloaded from our website "Vacancies" page www.rbcs.org.uk/vacancies/

This should be submitted with your letter of application, by email to: recruitment@rbcs.org.uk

Contact for questions about the application process should be addressed to Mrs Inga Gregory, Head of HR, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU. Email: rig@rbcs.org.uk



PLACE OF WORK

Reading Blue Coat School,
Sonning on Thames, Berkshire.



MEALS

Lunch and refreshments are
provided free by the School.



SPORTS FACILITIES

Free membership of the School
Sports Centre with access
to fully equipped gym and
swimming pool.



EMPLOYEE ASSISTANCE PROGRAMME (EAP)

Confidential independent support
service available to staff when you
most need it.



WORKING HOURS

Full-time hours, from 08:30 to 16:30,
Monday to Friday, with 30-minute unpaid meal
break, term time plus 5 days. Part time working
would be a minimum of 4 days with working
hours to be discussed at interview.



PARKING

Free Car parking is
available on site.



LEAVE ENTITLEMENT

School holidays in accordance with the
published School calendar.



CYCLE SCHEME

Tax-free Cycle to Work Scheme is
offered by salary sacrifice.



PROFESSIONAL DEVELOPMENT

Strong commitment to support
professional development with
a dedicated people
development budget.



PENSION

Membership of the RBCS Group
Personal Pension Scheme (employee
contribution of 5% of salary and
employer contribution is 8% of salary).



CAR SCHEME

Leased cars scheme offered by salary
sacrifice affording large savings.



THE BLUE COAT BENEFIT HUB

Through the Blue Coat Benefit Hub you can
access discounts, rewards, and perks on thousands
of the brands that you love to shop with including
travel; motoring; electronics; clothing; education;
entertainment; restaurants; health and wellness;
beauty and spa; insurance; sports and outdoors.

DISCOUNTS



Employee car scheme offered by salary sacrifice
affording large savings on new cars.



50% reduction for all full time staff
(pro-rated for part time staff).



Fees (from 1 September 2024)
are £7,095 per term.

MEET THE STAFF

All staff, both teaching and support, form part of a qualified and experienced team, which functions at its best in being mutually supportive in a common goal: to provide the best possible education for all Blue Coat pupils.

Relationships between staff and pupils at Blue Coat are often remarked upon by visitors and parents for being warm, relaxed and mutually respectful.

Click on the link to find out more about some of our staff. Can you see yourself as part of the Blue Coat team?

www.rbc.org.uk/the-school/meet-the-staff/



GETTING HERE

BY CAR

We are located in the village of Sonning-on-Thames, just off the A4, between Reading and Twyford.

We are about 15 minutes' drive from Junction 10 of the M4 motorway. From there, take the Reading / Bracknell turnoff at Junction 10 on to the A329M to Reading. At the roundabout by the flyover take the third exit (A4) towards Maidenhead. Follow the dual carriageway over the next roundabout and up the hill. Over the railway bridge, turn left into Sonning Lane. The School is about ½ mile on the left.

BY BUS

The School and village of Sonning is served by local bus services 128 and 129 (operated by Courtney) from Reading to Wokingham.

Also by service 850 (operated by Arriva Bus) from High Wycombe, Marlow, Henley, Twyford to Reading. Alight at the junction of Sonning Lane and Bath Road, from where it is a short walk.

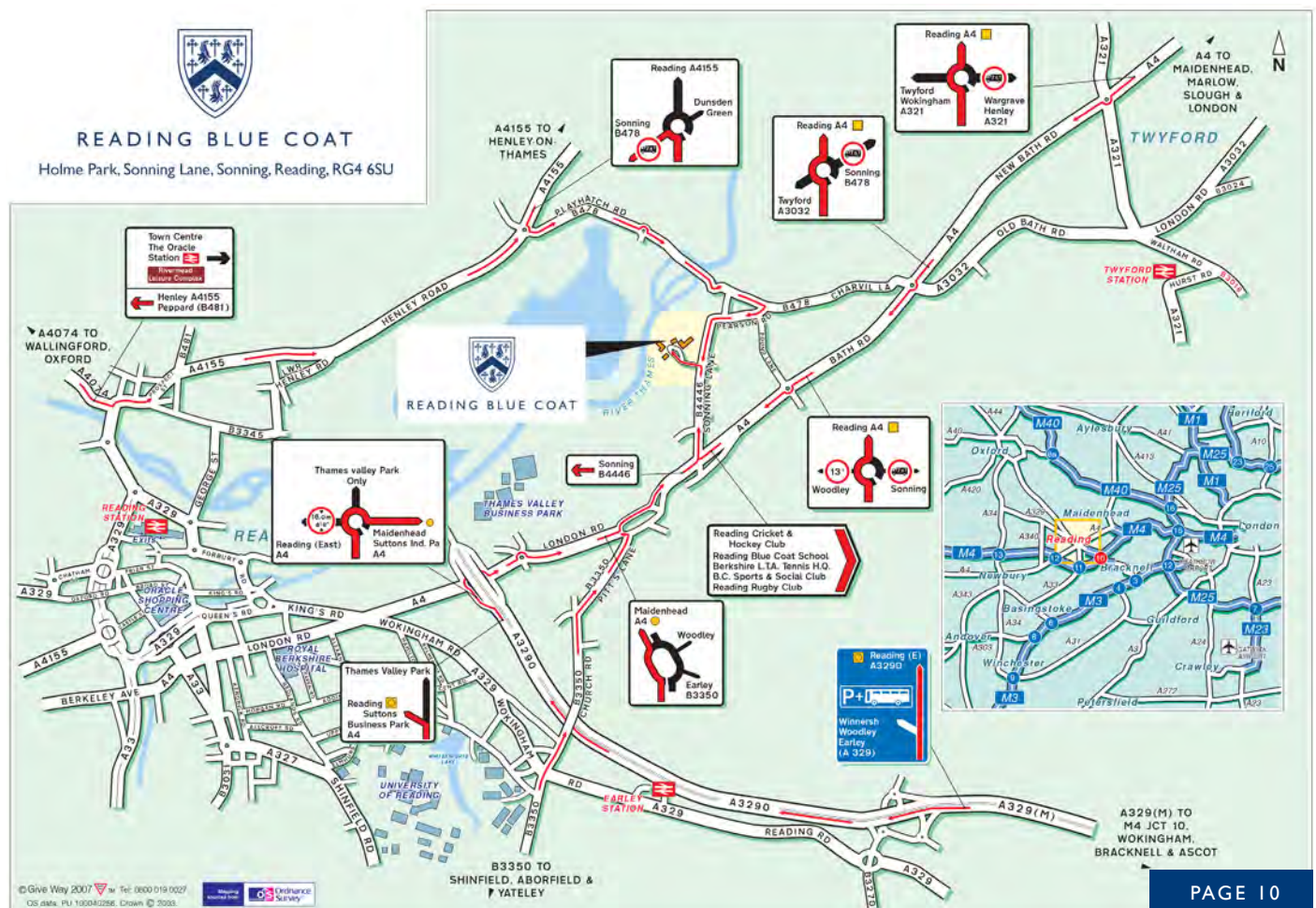
BY TRAIN

Our nearest rail links are at Reading central station (mainline to London, Wales and the West), which is about 5 miles from the School (about 15 minutes by taxi).

We are also served by local stations at Twyford, which is about 3 miles away (about 10 minutes by taxi), and at Earley, which is about 4 miles away (about 15 minutes by taxi).



For information, call Reception: **0118 944 1005**



ONE READING BLUE COAT

our community



Holme Park, Sonning Lane, Sonning-on-Thames, Berkshire RG4 6SU

Tel: 0118 944 1005 rbc.org.uk