



Chancellor's School

Appointment Brief for
Learning Support Practitioner

Danes Educational Trust

MAKING THE DIFFERENCE TOGETHER





Chancellor's School

Dear Applicant,

Thank you for your interest in Chancellor's School.

This is an exciting time in the school's history. Chancellor's is an inclusive school with exceptional academic results. We remain determined to strengthen our impressive teaching and learning culture, and to make further improvements in the future.

We continue to be significantly oversubscribed with increasing numbers in our sixth form. Students make extremely good progress during their time at the school, and there are notable numbers of students who achieve the very top grades.

We are focused on achieving the very best for every member of the school community and we expect standards to rise further in the future. We joined the Danes Educational Trust in 2019 and this has helped create further exciting and varied opportunities for both staff and students.

We were also inspected by Ofsted (September 2018) and, whilst we remain rated as 'Good', there was a clear acknowledgement of the impact of the school's work of late and the progress we have made since the previous Ofsted. I am pleased that, as part of the Danes Educational Trust, we have taken further strides forward.

It is a privilege to be the Headteacher of Chancellor's School. It is a positive and rewarding place to work with a strong sense of community. Teachers are respected and valued not only by the Senior Leadership Team, but by students, parents and governors. Visitors often remark at how delightful our students are. Not only are they keen to learn, they are friendly, ambitious, proud of their school and eager to take on responsibility.

The highly professional staff is dedicated and focused on the core business of the school, teaching and learning. The governors and I are committed to the well-being and continuing professional development of all members of staff.

You can visit our website on www.chancellors.herts.sch.uk for further information about the school including the school prospectus. If you would like to organise a visit to the school or if you would like to discuss any position in more detail then please contact Dawn Gamble (Recruitment Manager) at recruitment@daneseeducationaltrust.org.uk.

If appointed, you will benefit from working within an established, outstanding Trust. More information about the Trust can be found [here](#).

Mr David Croston
Headteacher

www.chancellors.herts.sch.uk
www.daneseeducationaltrust.org.uk





Becoming part of the team at the Danes Educational Trust will give you an opportunity to make a difference to the educational outcomes of young people in Hertfordshire, whilst providing you with an opportunity to pursue your passion for education.

In the last year, we have expanded to be a Trust of nine schools: St Clement Danes School, Croxley Danes School, Chancellor's School, Onlsow St Audrey's School, De Havilland Primary School, Elstree Screen Arts Academy, Ascot Road Primary School, Lanchester Primary School, Jupiter Primary School and we have more schools in the pipeline. Schools maintain their own individual cultures and relationships with their community and networks, but align through key educational policies and school improvement strategies, and crucially align with respect to the Trust's vision and core values.

You will be part of a Trust that develops optimistic, resilient learners and valued, empowered staff. We collaborate with local, national and global partnerships to achieve our vision of 'Making the Difference Together' and consider our core values to be at the heart of what makes our Trust unique:

- We value **joy** in working, teaching and learning together
- We encourage everyone within our Trust to feel **optimistic** about the future and how they can shape it
- We support all individuals in developing **resilience** to enable them to respond to change and grow as a result
- We value and support the **wellbeing** of all individuals who learn and work in our schools
- We provide **equality** of opportunity and experience for all
- We provide a **safe** and secure learning environment for all



- Job Title** Learning Support Practitioner
- Line Manager** Special Educational Needs Coordinator (SENCO)
- Pay Range** Pay Range H3 £19,312 + £626 fringe FTE, pro rata.
Actual salary £14,623.96
- Work Pattern** 32.5 hours per week
8.30am-3.30pm Monday to Friday
- Weeks Worked** Term Time only + 1 INSET day

Core Purpose

- To contribute to the effective functioning of the Learning Support Department.
- To support students who have moderate to severe learning difficulties with direct support

Main Duties and Responsibilities

- To assist with the planning and delivery of learning activities
- To supervise, and provide individual support for students with identified special educational needs
- To assist with the development of learning passports and personal care programmes
- To deliver catch up lessons if required to small groups of students and to evaluate their effectiveness
- To deliver interventions to small groups of students during morning registrations and to evaluate their effectiveness with the SENCO
- To accompany teachers and students on out-of-school activities and take responsibility for a individual student or a group, under the direction of a teacher
- To prepare classrooms and materials and clear afterwards and assist with the display of students' work
- To ensure the safe and effective use of all equipment and materials by the students
- To attend to students' personal needs, including social, health, hygiene, first-aid and welfare matters
- To provide clerical/admin support, e.g. photocopying, filing, record keeping
- Liaise with parents and external agencies
- To administer routine tests

General

- Keep up to date with and follow faculty and Danes Educational Trust (the 'Trust') policies
- To undertake any training and development for the better fulfilment of the post
- To undertake any ad hoc duties or projects as requested
- To undertake any other duties and responsibilities as determined by the Headteacher



Our Vision

At the Danes Educational Trust we are committed to ‘Making the Difference Together’ sharing best practice and supporting each other to be the very best we can be.

Core Values

The post holder is expected to share our commitment to our core values:

- We value joy in working, teaching and learning together
- We encourage everyone within our Trust to feel optimistic about the future and how they can shape it
- We support all individuals in developing resilience to enable them to respond to change and grow as a result
- We value and support the wellbeing of all individuals who learn and work in our schools
- We provide equality of opportunity and experience for all
- We provide a safe and secure learning environment for all

Compliance

The post holder is required to be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts.

Additional Information

All staff are required to participate in training and other learning activities and in performance management and development as required by the Trust’s policies and practices.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of the Trust.

Supervision/Job Context

The post holder is managed by the SENCO

Contacts

The post holder will work with staff, students, parents and other external agencies as appropriate



We are looking for

Knowledge, Experience and Training

Essential:

- Educated to A level (or equivalent)
- GCSE in English, Mathematics and Science to grade C or higher
- Commitment to the safeguarding of children
- Ability to work as part of a team and build positive relationships
- Be adaptable and flexible with a good sense of humour
- Be willing to undergo training
- Have excellent communication, interpersonal and organisational skills
- Be capable of managing difficult situations
- A natural aptitude to model the Trust's core behaviours – 'We display transparency, kindness and respect in all our interactions with others, and support each other in all our endeavours. We are tenacious in our desire to make the difference together'.

Desirable:

- Have a strong core knowledge in English, Mathematics and Science
- Have experience of working in a school
- Be first aid trained
- Be committed to the safeguarding of children
- Demonstrate a high level of professionalism at all times and be a role model for others
- Understand the principles of child development and learning process
- Be willing to undertake further, relevant training and to pass those skills on to other members of staff, as appropriate
- Have proven ICT skills

Person Specification





Chancellor's School

Chancellor's is a recent academy converter, part of the Danes Educational Trust with approximately 1250 students, aged 11–18. It is situated in the beautiful village of Brookmans Park in South Hertfordshire. The school opened in September 1964. The impressive and picturesque grounds are some 15 acres in extent including substantial sports grounds.

We have been a specialist mathematics and computing college since September 2004 and have held a second specialism in languages since April 2008.

Many of our students come to the school from local villages as well as from Potters Bar and Hatfield. Additionally, 10% of students are admitted to the school on their musical aptitude.

Our curriculum is broad in Years 7 and 8. In Years 9, 10 and 11 students study a broad core of subjects including PSHE (Healthy Minds), English, Mathematics, Physical Education, Religious Education, Science and ICT. In addition, students are able to express a limited preference for further subjects to support their individual interests and aspirations. 75% of our students typically study the English Baccalaureate and a large percentage of our students stay on to study in our sixth form.

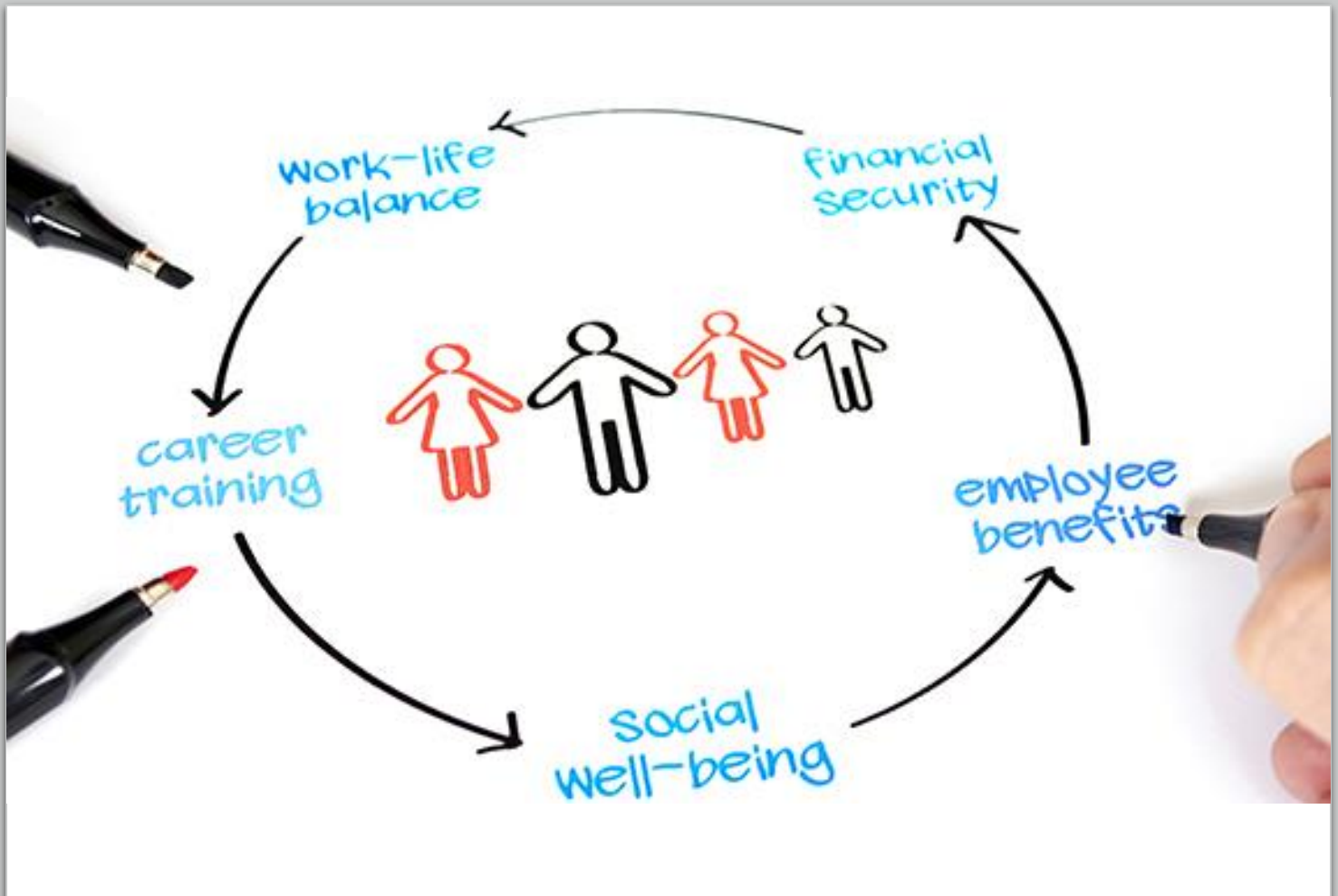
We are also committed to offering our students a wide range of extra-curricular opportunities. Music and drama flourish at Chancellor's with many concerts and performances. There are clubs for students of all ages, and regular visits are arranged to plays, exhibitions and museums. The main sports include football, rugby, netball, athletics and basketball and a number of our students play for county teams.

There are 128 members on the staff, both full and part-time teachers, who are supported by a professional and organised associate staff.

Further details about Chancellor's may be found on our [website](#). Enquiries by telephone are welcome.

We can offer a range of benefits including:

- Children of staff are admitted under criterion 2 of the secondary transfer admission arrangements, after two years' service
- Exceptional CPD opportunities
- Study Assistance Programme
- Comprehensive Employee Assistance Programme
- Membership of the Teacher's Pension Scheme / Local Government Pension Scheme
- Career development opportunities within an expanding Multi-Academy Trust
- Opportunities to expand your professional networks through the Trust's external partnerships e.g. Science & Learning Partnership, Challenge Partners
- £250 New Employee Referral Scheme (i.e. finder's fee) for any qualifying positions that you refer the successful candidate for
- Cycle to Work Scheme
- Occupational Health and an onsite Counsellor
- Free flu jabs
- Free parking
- Staff Committee that organise regular social events



Benefits





Chancellor's School

Chancellor's School, Pine Grove,
Brookmans Park
AL9 7BN

Headteacher:
Mr David Croston BSc(Hons), NPQH

<http://www.chancellors.herts.sch.uk>



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DANES EDUCATIONAL TRUST