

## EMBRACING CHALLENGE



# JOB APPLICATION PACK



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## How to apply:

Please download an application form from our website and send your completed form to:

Mrs Anjna Pankhania

Burnham Grammar School

Hogfair Lane

Burnham

Buckinghamshire

SL1 7HG

Or email to [vacancies@burnhamgrammar.org.uk](mailto:vacancies@burnhamgrammar.org.uk)

<http://www.burnhamgrammar.org.uk/231/vacancies>

**Please note we do not accept CVs**

**Closing Date: 10am on Monday 2 September 2019**

**Interview Date: w/c 9 September 2019**

**It is the normal practice for references to be obtained before any formal interview.**

***Burnham Grammar School as part of the Beeches Learning Development Trust is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. Successful candidates will be required to undertake an enhanced Disclosure and Barring Service (DBS) check***

**We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race**

Thank you for the interest you have shown in this vacancy

# HEADTEACHER'S LETTER

Dear Applicant

Thank you for your interest in applying for this role at Burnham Grammar School. I do hope that the information attached encourages and inspires you to make a formal application for the post.

In June 2017 Burnham Grammar School created a multi-academy trust called the Beeches Learning and Development Trust in which it is the lead school and currently comprises Burnham Grammar school and Dorney School, a primary which is sponsored by the trust.

Members of staff, students and parents at Burnham Grammar School believe that this is a truly unique school. Our students are bright and eager to do well. They are hardworking, but also full of personality and a real joy to teach, reflecting the diversity of their backgrounds and cultures. They contribute fully to school life, are proud of the part that they play and continue to surprise me on a daily basis with their acts of kindness and their generosity of spirit. We frequently receive comments from the local community about the fantastic contribution that our students make and visitors to our school are always quick to compliment us on our caring and inclusive ethos. We have continued to build upon this community atmosphere, which was noted by Ofsted in March 2017:

**“The learning atmosphere is very positive and pupils are confident, self-motivated, keen to learn and not afraid to make mistakes. They exemplify the school’s motto of ‘Embracing Challenge’ ”**

The staff is a uniquely close-knit, supportive and considerate team and the caring ethos makes this a rewarding place to work and develop. I was pleased that Ofsted recognised that “The headteacher’s commitment to involving staff at all levels in the school’s development is nurturing a loyal and dedicated staff.” Staff opinion and involvement is highly valued and if appointed you will find that you are fully supported in successfully fulfilling your role and gain experience to help career progression through personalised and targeted professional development. The

involvement of the staff in the running of the school and in the development of key policies, and also our efforts to support a work-life balance, have most recently been reflected in us retaining the prestigious Investors in People Gold Award. We hope that the successful candidate will play an active part in the further development of both learning and teaching and other aspects of school life.

You will see from our last Ofsted inspection of February 2017 that we were judged at the time to be a good school ([Ofsted Inspection February 2017](#)). Whilst our community was pleased that

Ofsted recognised the improvements that we had made in all areas in the previous five years, they were also unanimously resolute in continuing on the journey of improvement. Since this time the standard of teaching and learning has improved even further with over 50% of observations being judged as outstanding. Through our tailored CPD programmes we support many teachers on the difficult transition from good to consistent and sustainable outstanding practice. This has increased the quality of learning, which is also reflected in our results with a 12% increase in A\*/A grades at GCSE between 2013 and 2018. We are now entering an exciting stage in the school’s development with a unwavering determination to be rightfully recognised as an outstanding school and a national beacon of best practice that provides inspirational learning experiences to every student day in day out, both inside and outside of the classroom.

In addition, we are about to embark on a £20million rebuilding programme through a combination of Conditions Improvement Fund and Priority Schools Building Programme 2 grants which will transform facilities over the next two years.

# HEADTEACHER'S LETTER

Not every candidate will be suited to the ethos of the Burnham Grammar learning community or able to fully contribute to our journey to go beyond outstanding. Candidates for this post will already be outstanding practitioners or possess the qualities and desire to become outstanding. We are able to offer personally tailored CPD and development that is nationally recognised as exceptional and was highlighted in the [Investors in People Gold](#) award report of November 2017.

We are, of course, proud of our examination results but students' education at Burnham

Grammar goes far beyond the academic. The exceptional and diverse range of extra-curricular opportunities and activities inspires and develops students' characters and resilience and

exposes them to a range of unique experiences and challenges. We are passionate about the wider development of each individual student to ensure that they positively contribute to their communities now and in the future. This outstanding practice is reflected in us achieving a

number of national awards such as the Gold Kitemark for Sport, the International School Award and winning the Stonewall School Award. We welcome applications from the right candidates

regardless of age, disability, gender identity, sexual orientation, religion, belief or race and want members of staff who have interests and expertise that goes beyond the classroom and physical boundaries of the school, and encourage them to add to our students' experiences.

Quite simply Burnham Grammar School is an idyllic learning community where the relationships and teamwork between staff and students are exceptional. We provide the support and

reassurance for our students to strive to be their very best. Our school aims are summarised by the overarching statement:

## **“Embracing Challenge”**

Our students are constantly challenged and supported to learn from their mistakes to ensure that they fulfil their potential at each key stage and have the confidence and resilience to aspire to and achieve their dreams.

I do hope that you will decide to make an application to join us and that we will have the opportunity to welcome you to our learning community and meet you in person.

Yours sincerely



Dr A Gillespie  
Headteacher



# JOB ADVERT



Embracing Challenge

## Burnham Grammar School

"Pupils are confident and proud of their school and are keen and resilient learners." (Ofsted March 2017)

### LEARNING SUPPORT ASSISTANT

**SALARY:** Bucks Pay Grade 2, £19,077-21,428 FTE

(salary pro rata for term time only)

**33 Hours per week**

**Temporary Contract – 1 year**

**Required for  
September 2019**

**11-18 Mixed Grammar School  
NOR 1075  
(6<sup>th</sup> Form 290)**

**"The learning atmosphere is very positive and pupils are confident, self-motivated, keen to learn and not afraid to make mistakes. They exemplify the school's motto of 'embracing challenge' " (Ofsted March 2017)**

**Lead school in small MAT**

**2018 A Level:  
84% A\*-C grades  
62% A\*-B grades**

**2018 GCSE:  
99% 9 to 4  
54% 9/7 grades**

**2 out of 3 students achieved 5 or more A\*/A or 9-7 at GCSE over the last 4 years**

We are seeking to appoint a caring; enthusiastic and pro-active person to provide support to a number of students with special educational needs.

The role will involve classroom support. The ability to empathise with students and understand their needs is essential. This is a busy and varied role; the ideal person will have excellent communication skills and be able to work as part of a friendly and supportive team.

Candidates should have experience of working in a school environment; experience with autistic students would be advantageous. Candidates should have a good standard of education, with a grade C or above in GCSE (or equivalent) English and Maths.

The position is term-time only. Working hours will be 8:30am to 4pm on Mondays and 8:30am to 3:30pm Tuesday to Friday.

The role is offered as a temporary contract, term-time only. Some time may be spent covering lessons for absent staff when not needed in the SEN department.

Burnham Grammar School holds the Gold IIP Award & IIP Champion reflects personalised and nationally recognised CPD.

**"The personal and social aspect of the curriculum is particularly strong and helps pupils to stay safe, prepare for examinations and to become responsible citizens of the future" (Ofsted March 2017)**

**Closing date for applications: 10am on Monday 2 September 2019**

Please download an application form from our website or telephone the school for more information: 01628 604812. Applications should be sent to Mrs A Pankhania by email or post. Please note we do not accept CVs.

E-mail: [vacancies@burnhamgrammar.org.uk](mailto:vacancies@burnhamgrammar.org.uk)

Website: [www.burnhamgrammar.org.uk](http://www.burnhamgrammar.org.uk)

# JOB DESCRIPTION

**JOB TITLE:** Learning Support Assistant (LSA)

**LOCATION:** Burnham Grammar School

**GRADE:** Bucks Scale 2

**33 hours a week, 39 weeks of the year (term-time)**

**DEPARTMENT:** SEND

**REPORTS TO:** SEND Manager

**MAIN PURPOSE OF JOB:**

To work as part of the learning support team to assist in supporting students with special educational needs by promoting and developing independent learning and achievement of individual academic goals.

**DUTIES AND RESPONSIBILITIES:**

**Classroom Support**

To take on the duties of a Learning Support Assistant in providing classroom support for SEND students.

To undertake other duties appropriate for a Learning Support Assistant to meet needs of individual students to support their learning.

Provide detailed and regular feedback to teachers/SEND Manager on students' achievement, progress, problems etc.

Establish routines to ensure regular and effective feedback is given to the teacher in respect of students' progress towards targets for learning.

Support the classroom teachers during lessons, as directed by the classroom teacher, in meeting the needs of all students, including those with Special Needs.

**Student Mentoring & Group Support**

To provide one to one support, with appropriate training, to students who have been identified as having a specific learning difficulties. Meeting with and providing information to the SEND Manager to monitor and review support.

To run a weekly social group at lunchtime for students who may be struggling to make friends; produce all materials and advertise the club to form tutors to ensure we are identifying students to attend.

**Continued on next page**

# JOB DESCRIPTION

To ensure all students who have been identified for additional support are informed as well as communicating when students will be absent from their class.

Keep accurate and up to date attendance records and details of support provided to students.

## **General Support to SEND Department & School**

Be aware of and comply with school policies and procedures relating to inclusion, child protection, health and safety (including manual handling), Equalities Act, confidentiality and data protection, reporting any/all concerns to an appropriate person.

Establish purposeful relationships and communicate with other agencies/professionals, in liaison with the SEND department.

To work as part of the SEND team, attend and participate in regular meetings.

Provide appropriate guidance and supervision and assist in training and development of other support staff as appropriate.

To assist the SEND Manager in reviewing, modifying and implementing systems as and when required.

To ensure confidentiality at all times adhering to the General Data Protection Regulation (GDPR).

To carry out any broadly similar duties as may be required from time to time.

To process and maintain student records, both manual and computerised, in line with school procedures.

To have due regard to health and safety of self, staff, students and visitors and have responsibility for bringing matters of concerns to the attention of the Health & Safety Coordinator.

To occasionally escort and supervise students on educational visits and out of school activities.

Undertake occasional whole class supervision in the absence of class teachers, setting work previously prepared by the teacher.

To update or edit sections of the school website as directed.

# PERSON SPECIFICATION

<b>Qualifications and experience</b>	Essential	Desirable
Educated to Grade A* - C/9 – 4 or equivalent in English and Mathematics	✓	
Good level of written and spoken English	✓	
Current valid UK Driving Licence and ability to travel to other sites	✓	
Experience of working in a school setting providing in-class support to SEND students		✓
Experience of Microsoft Office systems specifically Word and Excel		✓
Experience of SIMS		✓
Understanding of Autism and how to support students in an educational		✓
Experience of supervising/coaching students, ideally in an educational		✓
<b>Knowledge</b>	Essential	Desirable
Awareness of strategies for teaching and learning		✓
Awareness of issues relating to special educational needs.	✓	
<b>Skills and abilities</b>	Essential	Desirable
Excellent listening and communication skills	✓	
Excellent planning and organisational skills to include time management.	✓	
Ability to work collaboratively with teachers and others	✓	
<b>Personal Qualities</b>	Essential	Desirable
Motivation to undertake further professional training as appropriate.	✓	
Able to work as part of a team but also confident in working individually	✓	
Flexibility to adapt to change whilst maintaining predefined standards.	✓	
<b>The school is fully committed to the DfE guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following Buckinghamshire County Council's guidance on Safer Recruitment and Selection in Schools.</b>		



Please find below the link to our vacancies page on our website where you can download our application form for completion.

<http://www.burnhamgrammar.org.uk/231/vacancies>

We are just west of London, near Windsor & Maidenhead & convenient to the M40, M4 & M25.

Burnham station (mainline Paddington & Crossrail) is a short walk from the school.

Headteacher: Dr A Gillespie

### Investors in People Report

We are proud of our development of our staff



Gold Employer of the Year 2015 - Finalist

South of England Champion 2015

Only 3% of schools hold the Investors In

People Gold award.

