



# **EHCP Teaching Assistants**

**Term-time**

**September 2023**

# 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 our 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.

We celebrated our fortieth anniversary last year and 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.

John Watson  
Headmaster of Leicester Grammar School and Principal of Leicester Grammar



# Leicester Grammar School Trust

Leicester Grammar School Trust (LGST) is a forward-thinking family of schools, underpinned by a strong sense of values. Its mission is to be an inspiring centre for co-educational excellence in academic and personal development, within a Christian ethos. We attract and encourage enthusiastic, dedicated and innovative teachers and support staff who all contribute to our pupils' progress and happiness.

At the heart of the Trust is Leicester Grammar School, founded in 1981 in response to the demise of the maintained grammar schools in the area. The Junior School was added in 1992, which broadened the educational offering of the Trust. The defining milestone in the Trust's development was 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 the city. Since September 2008, the two schools have occupied a very attractive, 75-acre campus, which was officially opened by Queen Elizabeth II.

The acquisition 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. In September 2021, Stoneygate was relaunched as LGS Stoneygate, with its own unique ethos and identity within the Trust's family of schools.

Situated on the outskirts of one of the most multicultural cities in the UK, all three LGST schools are proud to draw children from city and country, and to welcome pupils and staff from a rich range of cultural and religious backgrounds.

# Leicester Grammar School

Leicester Grammar School won the accolade of Sunday Times East Midlands Independent Secondary School of the Year 2020, and in the most recent Independent Schools Inspection (December 2019), achieved the highest possible grade of 'Excellent' in both categories: Pupils' Academic and Other Achievements; and Pupils' Personal Development.

Our pupils enjoy exceptional opportunities within and beyond the classroom; we have high expectations, but the success of our community stems above all from a culture of aspiration and care.

The school, indeed 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 fourteen 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.

Examination results in 2019 (the last year of external results) were typically excellent, with over 50% of A levels graded A\*/A and 81% A\*-B. At GCSE, a very impressive 57% of grades were at 9/8/A\* and the school was ranked 19th co-educational independent school nationally in the Times. Eight students have recently accepted Oxbridge places for 2021 entry.

The school has excellent local transport links, with both London and Birmingham under an hour away by train. The school is nestled in the glorious countryside of the East Midlands with many beautiful villages in the surrounding area. The market town of Market Harborough, situated 10 miles to the south of Great Glen, offers a strong sense of community and regularly features in the top 10 of lists such as the 'Most Liveable Place in England' and the Sunday Times Best Places to Live'.

The school's aims are to:

- Promote intellectual curiosity and academic excellence.
- Provide a broad, balanced and stimulating curriculum.
- Offer a rich range of co-curricular opportunities which enhance pupils' physical, cultural and personal development.
- Equip pupils with the self-belief, consideration and skills required for a principled and fulfilling life.
- Create a happy and mutually-supportive community of learners and staff, in which each individual is encouraged and enabled to do and be their best.
- Care for the mental and emotional well-being of pupils, and be proactive in the promotion of a healthy lifestyle.
- Welcome pupils of diverse backgrounds and faiths, nurturing their social and spiritual development.
- Foster a generous contribution to charity, community service and society.



# Campus and Facilities

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

Accessed from the main entrance foyer of the Grammar School is St Nicholas' Hall which seats 900 and hosts assemblies, chapel services, school concerts and outside performances. 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.



# The Post

We are looking for enthusiastic, inspiring and versatile EHCP Teaching Assistants, who will work 1:1, with small groups or supporting in specific lessons, to support teaching and learning of children with an Education Healthcare Plan. This role presents an opportunity to motivate young people to develop confidence in their own independent learning and resilience.

We require EHCP Teaching Assistants who are committed to working between 21 and 34 hours per week, during term-time (35 weeks), to support pupils in Key Stages 4 and 5 within Leicester Grammar School.

We also have some part-time hours available to support pupils in Key Stage 2 and Key Stage 3 at LGS Stoneygate.

These roles are offered on a one-year fixed term contract in the first instance, although this cannot be guaranteed as it is dependent upon external funding which is usually secured for the duration of the Key Stage. The fixed period is also subject to the pupil/s with EHCP that you support remaining within the school/Trust.

We welcome applications from all sectors of the community as we aspire to attract staff who reflect the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the role which will ultimately improve the well-being and education of the pupils. Applicants must have the right to work in the UK.

## Key Responsibilities

- Work under the guidance of the Director of Learning Development to ensure that the aims and objectives of SEND across the Trust are consistently delivered;
- Deliver timely and effective learning support assistance for a child with an Education, Health and Care Plan (EHCP) as identified by, and with the support of, the Director of Learning Development or the Class Teacher;
- Be fully conversant with the Trust's SEND policies and to ensure its implementation at all times;
- Contribute to solution focused 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 effective advocate for the individual pupil and be an effective ambassador for the department;
- Supervise children as required at break and lunch times;
- Be able to work smartly, be self-sustaining and resilient, particularly at busy and pressured times;
- Have sound knowledge of the daily classroom routine and timetable
- Assist with registration and organisation in the teacher's absence
- Support and contribute to the school's responsibility for safeguarding pupils, including reporting any safeguarding concerns in relation to attendance
- Lead and conduct oneself in an exemplary manner from a child protection point of view

## Additional Duties

- Work in accordance within current safeguarding and schools' guidance and legislation
- Use excellent organisational skills and interpersonal and communication skills to manage own workload and build relationships
- Maintain personal resilience and well-being as a key to supporting others
- Support the School's well-being approach
- Be committed to Leicester Grammar School Trust's vision and ethos.



# Person Specification

## Essential Qualifications, Experience and Skills

- Commitment to making a difference to the education of our pupils
- Evidence of excellent teamwork, communication skills, personal well-being and good judgment
- Excellent communication skills with the ability to manage staff, parent and pupil relationships
- Ability and commitment to work creatively to ensure that children develop as happy, motivated, independent learners
- Possess and understanding of, and commitment to, safeguarding children
- Ability to maintain confidentiality
- Awareness of safe working practices and the importance of Health and Safety at all times
- Demonstrate the ability to follow instructions, policies and procedures.

## Desirable Qualifications, Experience and Skills

- Relevant qualifications and/or experience in supporting children e.g. Teaching Assistant qualifications/specialist training
- Demonstrate commitment to your own professional development
- Show a commitment to diversity and equality practices within an educational setting
- Demonstrate and promote positive values, attitudes and behaviour with young people
- Have an enthusiasm for supporting pupils and colleagues in a school environment
- Good ICT skills, and the willingness and ability to learn new systems, as required by the post



## Personal Qualities

- Have an infectious enthusiasm for working with children, nurturing each individual's talents and potential in the life of a mutually-supportive and ambitious school community
- Show willingness to work flexibly according to the fluctuating demands of the role
- Demonstrate the ability to build effective relationships with pupils, parents, colleagues and visitors
- Model and promote good manners
- Demonstrate the ability to work independently and as part of a team
- Possess excellent interpersonal skills
- Have the ability to work to deadlines
- Show a willingness to learn new skills and to give and receive appropriate feedback with colleagues.

*Please note this job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and Leicester Grammar School Trust in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the post.*

*Original certificates will be required as proof of qualification. All other attributes will be assessed using the contents of the application form, at interview and with professional references.*



# Job Vacancies

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**Start Date** 1 September 2023

**Hours** Part-time or full-time hours during term-time, plus one week of INSET days (35 weeks)

**Salary** Pro-rata full-time equivalent salary £27,060 dependent upon hours. monthly salary will include holiday pay. (£13.87 per hour)

**Pension** The Trust participates in Standard Life Pension, for support staff, with employer contributions equivalent to 6% of salary in return for contributions by the employee equivalent to 3% of salary

**Education** Fee remission for the children of our staff is available at all schools across the Trust.

**Lunch** School lunch is provided during term time and INSET days

**Car Parking** Free car parking is available at all school sites

Other benefits enjoyed by our staff include:

- Access to Medicare health plan
- Employee Assistance Programme, which provides 24 hour support for the employee and their immediate family members
- Cycle to Work scheme
- First class sports facilities, including gym and pool
- Rural walking trails around the School sites
- On-site subsidised cafe



# Application Details

Interested candidates are advised to apply early as we reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.

The closing date for applications is Friday 1 September 2023.

Please note that tours of the school form part of the interview for short-listed candidates. Also, references will be obtained prior to interview.

Leicester Grammar School Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Applicants must undergo safer recruitment checks, including checks with past employers, on-line searches and the Disclosure and Barring Service (DBS). This role involves engaging in regulated activity relevant to children, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the Trust is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children.

If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

Please refer to the Data Privacy Notice and Annexes on the Policies page of the school's website for the Data Privacy Notice for individuals applying for work within Leicester Grammar School Trust (Annex 3).

# Equal Opportunities

Leicester Grammar School Trust is an equal opportunities employer and is committed to equality of opportunity for all staff. The Trust takes very seriously its duty to safeguard children, to remove discrimination, to advance equality of opportunity and to foster positive and caring relationships, by integrating safety and equality into each school's core priorities and functions.

We welcome applications from all sectors of the community as we aspire to attract staff who reflect the social and cultural diversity of our pupils. We consider the most important factor to be the right skills, abilities and aptitude for the job which will ultimately improve the education and well-being of our pupils. We also encourage applications from individuals at all stages of their career, and regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage / civil partnership.





# LEICESTER GRAMMAR SCHOOL

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

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Registered charity number 510809



  
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