



St George's
WEYBRIDGE

Candidate Information Pack

Learning Support Assistant



www.stgeorgesweybridge.com



St George's Weybridge

Thank you for your interest in joining the staff at St George's Weybridge. We are delighted that you are considering our School and we hope that you will wish to apply for this position once you have found out more about us.

Founded in 1869 by the Catholic order of Josephites, St George's Weybridge has become the largest independent Catholic school in the country. Academically autonomous, the College and Junior School work together to a 'one-school' principle, educating in excess of 1,600 students across the two school sites.

At St George's we seek to inspire a love of learning in our students and to encourage all to fulfil their aspiration and potential within an atmosphere of mutual respect and compassion. We acknowledge that each child is an individual with unique talents and abilities. Our role is to identify and develop these talents by providing them with every opportunity to achieve in the classroom, on the sports field and on the stage.

It has been an exciting time here at St George's Weybridge, with Rachel Owens joining us as Headmistress at the College, bringing her vision and enthusiasm as she leads the College in the next stage of its development. And to mark our forthcoming 150 year anniversary, work is underway on an exciting new architectural development for the College that will transform our current activity facilities. The Junior School, led by Antony Hudson, goes from strength to strength, with the latest addition, "The Ark", with its state of the art classrooms, resource areas, IT suite and outdoor learning areas.

Our Schools are supported by a strong Business Team made up of passionate and dedicated individuals working across a broad spectrum of departments, all pulling together to provide professional business services enabling the delivery of an outstanding Georgian education. The heads of each of the nine business departments form the Business Management Team which complements the activities of the College and Junior School Senior Management Teams.

We hope this pack provides you with useful information about both St George's Weybridge and this pivotal role. We recognise that a great deal of thought and time goes into preparing such an application and we assure you that we will, in turn, give your application serious consideration.



Mrs Rachel Owens
Headmistress, St George's
College



Mr Greg Cole
Bursar and Clerk to the
Governors



Mr Antony Hudson
Headmaster, St George's
Junior School

Our Georgian Family Ethos

The distinctive Josephite traditions upheld by St George's College and St George's Junior School encourage a strong sense of family where all students are valued and encouraged to fulfil their potential in an atmosphere of mutual respect and compassion.

This atmosphere aims to reach out to all families, our alumni known as 'Old Georgians', the local community and the wider world.

St George's College and St George's Junior School are proud to have a reputation for being friendly schools, where all students are individually known and valued equally whatever their strengths and weaknesses. Great care is taken by the teaching staff to ensure that all of those in their care develop into quietly confident, compassionate and perfectly balanced individuals, which will prepare them to play a responsible role in the shaping of society.

Christian values have always permeated every aspect of School life. St George's College and St George's Junior School are Roman Catholic schools which welcome students from all Christian denominations. It is our wish that during their time at St George's, our boys and girls will grow up within a community where Christian beliefs and principles are a guide for all that we do. This is evident in the liturgical life of our Schools and in the many ways we have of reaching out beyond our community. St George's Weybridge has clear policies about equal opportunities and does not tolerate any form of harassment or bullying.



Working at St George's Weybridge

At St George's Weybridge, we employ a number of full and part time staff in a wide range of teaching and business posts. Our salaries are competitive and we offer a range of excellent employee benefits. Staff will undertake a full induction programme on joining St George's and continuous professional development is actively encouraged and supported.

Conveniently situated, both schools are supported by great road and public transport links. The grounds of St George's Weybridge are stunning with the College sitting in 100 acres of park land and the Junior School on a 52 acre site. The facilities offered at both schools are exceptional with many more exciting developments underway.

St George's prides itself on offering a harmonious and supportive environment for all staff and the Josephite ethos of "Coming home to school" is experienced not only by our pupils but extended also to our staff.

What Our Staff Say

"From the moment I drove into St George's College, I felt a great sense of welcome and belonging. The recruitment process was effortless and accommodating. The general attitude and friendliness of staff at St George's has enabled me to settle in very quickly and comfortably into the Georgian Family. Students at both the College and Junior School are really lovely, along with the grounds that are a joy to walk around. I feel very proud working for such a wonderful place, which clearly values and appreciates its staff."

Oliver

"I can honestly say I love working at St George's and enjoy coming into work every day. The people at St George's make the school what it is today and I feel extremely lucky to be part of this community."

Laura

"St George's Weybridge is a fabulous place to work, set in beautiful grounds and with an ethos where everyone shares and embraces each other's skills and knowledge. From day one, I have found everyone to be warm and welcoming and there is culture that evokes mutual respect amongst staff and students alike. I definitely feel part of the 'Georgian family'!"

Angela

"Since day one the staff and students have been extremely friendly and helpful to me, there is a lot of respect between staff and students and this combined creates the perfect learning environment for everyone at the college, staff included."

Toby

The Role

Job title:	Learning Support Assistant
Line Manager:	SENCo
Salary:	Competitive salary depending on qualifications and experience
Hours:	Two days per week
Contract:	Permanent position to start as soon as possible

Overall summary of role:

This is an opportunity to help the Learning Support Department, and the Teaching Staff, assist pupils with specific learning challenges to maximise their learning potential. The role will see the newly appointed member of staff work with a range of pupils in EYFS, KS1 and KS2, supporting children with their development, including support with phonics, reading intervention, numeracy skills, organisation and social skills, depending on need. The Learning Support Department consists of the SENCo, 3 Learning Support Teachers and 1 Learning Support Assistant. It is well resourced with break out areas around the school to use for 1:1 and group sessions.

You will enjoy working as a team, have a good sense of humour, and will maintain excellent working relationships with colleagues. Our aim is to develop independent, lifelong learners who are well prepared for their next stage of learning and we are seeking someone who shares our aims. The successful candidate will be expected to work two days a week from 8.30 am to 3.45 pm as directed by the Line Manager (SENCo)

Main duties & responsibilities:

- Assist in the educational development of the pupils as directed by the Special Educational Needs Coordinator (SENCo) and EYFS Learning Support Coordinator by working with pupils 1:1, in pairs or in small groups from Reception to Year 6.
- Liaise with Group Tutors, Heads of Year and other academic staff as required on matters related to academic progress and pastoral concerns.
- Attend departmental meetings on a weekly basis and attend whole school and departmental INSET as and when required.
- Maintain any necessary records of pupils' learning and record these as appropriate within Learning Support departmental records and on the School Information and Management System (SIMS).
- Contribute, as necessary, to any school ISPs or EHCP plans as part of ongoing record keeping.
- Report directly to the Junior School SENCo as Line Manager.
- Take an active role in promoting a culture with pupils' safety and wellbeing as the highest priority through following the school Safeguarding and Health and Safety policies.
- Undertake duties as required, as directed by the Pastoral Deputy Head or Assistant Head Staffing or any other duty as required by the Line Manager commensurate with the post.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive. Other tasks and responsibilities may be allocated as necessary from time to time.

Person Specification

Importance	Criteria	Assessment
Knowledge and Experience		
E	Experience of working in a school environment with children aged from 4 to 11 years old.	Application/Interview
D	Previous experience of working in a Learning Support environment, preferably in an independent school NVQ Level 3 qualification or equivalent for working in an educational setting	Application/Interview
Skills and abilities		
E	Enthusiasm and desire to help children learn and develop as independent individuals Ability to put children at ease and guide them in working purposefully towards a shared goal by setting clear objectives	Application/Interview
D	Knowledge of using a database such as SIMS to keep records on pupils' progress Specific expertise within an area of intervention (e.g. reading recovery, social skills etc.)	Application/Interview
Personal Qualities		
E	Ability to work as a member of a team. To be well organised and flexible, adapting to the needs of the pupils whilst working closely with colleagues Willingness to undertake training to further expertise in specific areas related to the needs of the pupils	Application/Interview

E = Essential
D = Desirable

Benefits

Pension:

Subject to meeting the qualifying conditions all Business Staff are automatically enrolled in our work place pension scheme, currently provided by Aegon. St George's Weybridge currently doubles the employee contribution up to a maximum of 10% of your salary or trebling to 15% for long-serving employees. Teaching staff have access to the Teachers' Pension Scheme.

Fee Remission Scheme:

Staff are eligible for School Fee Remission in respect of their child(ren) attending either St George's College or St George's Junior School. The children of employees are subject to the same admissions assessments as other children and employment in no way guarantees that an offer of a place for your child will be made. The entitlement commences from the beginning of the first full term following commencement of employment and is not contractual. Full details of the scheme are available from the HR Department.

Meals:

Staff are provided with lunch in the dining room, as part of the Student Supervisory Policy.

Life & Personal Accident Insurance:

Life insurance is provided through MetLife or Teachers Pensions, whereby a named beneficiary would be eligible to four times annual salary. In addition insurance is in place in the event of an accident leading to permanent disability or injury.

Employee Assistance Programme:

Benenden is a free confidential counselling and medical advice helpline available 24 hours per day, seven days a week.

Employee Loans:

Staff can apply for interest free loans in the case of hardship or for training, travel costs or purchase of a bicycle.

Holiday Camps & Local Retailer Discounts:

Discounts are available to all permanent staff on holiday camps and activities hosted at St George's Weybridge. In addition a number of local shops and retailers offer discounts to staff at St George's.

Conditions of Employment

Initial Period of Employment:

One Term

During the Initial Period of Employment, sick pay will be paid in accordance with current legislation.

Notice Period:

One week on either side during the Initial Period of Employment, thereafter:

One Term

Pre-Employment Vetting Checks:

It is a condition of employment at St George's Weybridge that every applicant who accepts the offer of a job will be subject to criminal background checks through the DBS and will be required to provide documentary evidence to confirm their identity and right to work in the UK. The checks will be carried out at the School's expense. References will be taken up, including those from previous employers.

Safeguarding Children:

The post-holders responsibility for promoting and safe-guarding 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 Safeguarding Policy Statement 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 Head and/or Designated Safeguarding Lead.

Dress Code:

Staff are expected to wear smart business dress and conform to the St George's Dress Code as set out in the Staff Procedures Book. These norms are relaxed during school holiday time.

Additional Working:

There is a requirement for attending at Open Days, Carol Services, Prize Giving and occasional requirement for attending at evening events as may arise from time to time.

Place of Work:

The Learning Support Assistant will be based at the Junior School with an expectation of flexibility, when required, to work at the College.

Data Protection and Confidentiality:

The post-holder will ensure Data Compliance regulations are upheld, including being familiar with current data protection legislation and associated School Privacy Notices and undertaking relevant training in data protection.

No Smoking Policy:

St George's College and St George's Junior School operate a no smoking policy.

Your Application

To apply please complete an application form, available on the school website www.stgeorgesweybridge.com/further-information/employment-opportunities-/junior-school-teaching-staff and email this with a covering letter (addressed to Mr Hudson, Headmaster) and CV if you wish to do so to edrapper@stgeorgesweybridge.com.

Closing date for applications: Monday 11 November 2019, 8.00 am

Interview date: During week of 11 November 2019

Please note that before making an application for any vacancy at St George's you should familiarise yourself with our **Privacy Notice, Safeguarding Policies, Recruitment Policy, DBS Code of Practice and Associated Policies** which are available at: <http://www.stgeorgesweybridge.com/further-information/employment-opportunities>

St George's Weybridge is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

St George's Weybridge is an Equal Opportunities Employer and a registered Educational Charity. We look forward to receiving your application.

