



Information for Applicants  
Appointment of Learning Support Assistant  
Full-time, term-time only, fixed-term  
Starting September 2019



## A message from the Headmaster

Thank you for your interest in Bablake.

I hope that the following introductory notes will give you an impression of our thriving and ambitious school, and will help you to decide whether or not to submit an application.

Our last inspection report described us as “a happy community of successful learners”, and it is undoubtedly true that both pupils and staff make the school a very positive, supportive and vibrant environment in which to work.

We share high expectations of what children can achieve and of who they can become – when inspired by dynamic teaching, provided with outstanding opportunities and supported through attentive pastoral care.



**Mr A M Wright (BSc Hons)**

**Headmaster**





# Bablake School

## Context

Bablake is an HMC independent co-educational day school, with 750 pupils in the Senior School, including almost 200 in the Sixth Form. There is a roughly even balance of boys and girls, who share rich opportunities and encourage one another in their endeavours. The main point of entry to Bablake is at the age of 11, when up to 125 pupils join, of whom almost half come from our Junior School (350 pupils, including Pre Prep). Retention into Sixth Form is very good, when a number of pupils join us from local maintained and independent schools, with a handful also coming from China. Entry is governed by academic ability, and the availability of Bursaries and Scholarships allows us to assist almost 30% of pupils financially. This, combined with the very competitive annual fee (£11,694), ensures that pupils are drawn from a wide range of social and cultural backgrounds; it is a distinctive strength of the school. For those seeking selective co-education, Bablake is often the natural first choice for pupils from primary and preparatory schools throughout Warwickshire and the West Midlands. There is healthy competition for places, and it is not surprising that the vast majority of pupils obtain 10 GCSEs. The school enjoyed outstanding results in the 2018 public examinations. At A level 46% of all grades were at A\* or A, compared with 26% nationally. 28 out of 34 Extended Project Qualifications were graded A\* or A. The school climbed 32 places in the Daily Telegraph League Table for independent schools, amongst schools which are significantly more selective at Sixth Form level. The phenomenal success story, however, was at GCSE, and our press release was rightly titled: 'Bablake Pupils Smash GCSE Results Record!' An astonishing 50% of all grades were at 9/8 or A\*, with 76% at 9-7 or A\*/A (national figure: 21%). A remarkable 41% secured the highly elusive 9 grade in English Language (national figure: 2%). The Times league table listed Bablake as 18th co-educational independent nationally (up from the already-high 37th last year, when we enjoyed a record proportion of A\* grades). A combination

of high expectations, attentive pastoral care and excellent teaching, balanced by healthy co-curricular opportunities, enabled this cohort to add great value and to surpass all but one of the significantly more selective Warwickshire grammar schools.

Bablake is part of the Coventry School Foundation, which comprises Bablake Senior and Junior Schools, Bablake Preparatory School at Cheshunt, and King Henry VIII Senior and Preparatory Schools.

## History and facilities

The school was founded in 1344, but has occupied its current home since 1890. We were pleased in 2015 to celebrate 40 years of co-education, and boys and girls enjoy working together in an atmosphere of mutual support and respect.

The main impressive Victorian building has been constantly upgraded and improved. More recent additions and improvements have included a Languages Block (1991), a Junior School (1993), an English, Drama and Music Block, including Theatre (2000), new Science Laboratories (2004), refurbishment of the swimming pool (2005), a Library extension (2005), a Memorial Garden (2009), and new indoor sports facilities and netball/tennis courts (2008-15). There has been a gradual improvement of all teaching areas (including a staged refurbishment of Science laboratories completed in Summer 2018), so that all departments have their own suite of rooms and staff areas, as well as having access to ICT equipment including multi-media projectors and interactive whiteboards. All staff use tablet technology.

There are 40 acres of excellent playing fields about one mile away from the school. Next to these is the Coventry School Foundation Astro Turf facility, which is shared with our sister school, King Henry VIII; this was completely refurbished in 2014. An exciting project to re-develop the

Sixth Form Centre, and to provide new Medical, Learning Support and Careers Centres and Fifth Year Common Room facilities was completed in September 2017.

## Situation

The school occupies an attractive, green site under 1 mile from Coventry city centre, and is easily accessible by road from surrounding towns and villages. Coventry itself is undergoing healthy regeneration after the loss of some manufacturing industry, and is surrounded by some beautiful countryside in the heart of England. The school enjoys the educational, artistic and historical benefits of its proximity to Warwick and Coventry Universities (ranked 8th and 12th nationally by the Guardian in 2017), Birmingham, Royal Leamington Spa and Stratford-upon-Avon. We have been delighted to welcome Wasps to the Ricoh Arena! In 2021 Coventry will be UK City of Culture.

## Opportunities

Co-curricular activities, including sport, music, drama and the Duke of Edinburgh's award scheme are enthusiastically pursued and supported by staff and pupils alike, as is a vigorous programme of community service and charity fundraising. The Combined Cadet Force is one of the largest volunteer contingents in the West Midlands. There is a vibrant House system, in which happy participation is encouraged across the age-range through a host of activities. In recent years the school has been represented in national finals for netball and indoor hockey, with the rugby, hockey (boys' and girls'), cricket, cross-country and athletics teams regular winners of local and regional competitions. There is a full and varied programme of visits and tours, both at home and abroad.



# Bablake

# Learning Support

Learning Support at Bablake Senior School is a resource available to all pupils regardless of whether they have been identified with a Specific Learning Difficulty. We operate an open-door policy and pupils can access support at any time.

The department is based in a newly refurbished centre, reflecting the increasing need for targeted support within the school. We offer in-class support or targeted group interventions, such as literacy and numeracy catch-up groups, or work on areas such as social skills, study skills, boosting achievement or exploiting strengths. We also offer timetabled support, in place of a curriculum subject for those pupils who need regular support to achieve their true potential.

We pride ourselves on providing an outstanding caring and nurturing environment for all of our pupils. We have a large number of pupils with dyslexia but also support a small but significant number of pupils with dyspraxia, autism and ADHD. Whilst we are an independent school, we also have a small number of pupils with Education, Health and Care Plans (EHCPs).

In order to provide the best possible care and support for every pupil within our context who may need additional support with their learning, we have a policy of early identification through whole-school screening and specialist assessment outsourced to an excellent professional who works closely with the school. We also coordinate special access arrangements for public examinations.

## Ethos

Bablake is committed to providing equal access for all pupils to a broad and balanced curriculum. A pupil's individual strengths and preferences are taken into account in addition to the advice of staff and parental requests.

## Destinations

Almost every Bablake pupil achieves exceptional things. Correctly, they see no barriers for their ambitions and believe in themselves.

*“Staff know their pupils well and respond sensitively to individual needs. A caring atmosphere prevails throughout the school”.*

*ISI Report*





Bablake



# Job Description

## Learning Support Assistant

### Full-time, term-time only

### Fixed-term, for one academic year starting September 2019

#### Salary:

This is a Coventry School Foundation Grade 3 post starting at £15,445.25 pro-rata, or £8.49 per hour.

#### Hours of work:

This is a fixed-term post in the first instance which would suit a suitably qualified person. Previous experience of working within Special Educational Needs and/or with autistic pupils would be desirable; previous training in SEN would also be advantageous. The hours of work are 35 hours weekly, term-time only, as follows: 8.30am – 4.30pm Monday to Friday. Attendance is not normally expected during school holidays or half-term, except as part of staff in-service training or for essential departmental needs. Holidays are to be taken during the school holidays.

#### Job Purpose:

Responsible for assisting with the organisation and delivery of the learning support provision at the School.

#### Person Specification:

The successful candidate will:

- have good knowledge of English and Maths (to at least

GCSE level) and may have some basic knowledge of Dyslexia, Dyspraxia and Autistic Spectrum Disorder.

- have good organisation and planning skills, and excellent literacy.
- have strong written and oral communication skills, and relate very well and sensitively to pupils, staff and parents.
- have a positive and enthusiastic outlook.
- be self-motivated, able to work independently and use own initiative.
- be entirely trustworthy and appropriately discreet.
- have strong interpersonal skills, and able to adapt and flex their approach to working with pupils.
- have an ability to remain calm under pressure.
- have some knowledge of Microsoft Office Suite.
- have a professional and diplomatic manner.
- work well individually, using his/ her initiative where appropriate.
- work well as part of a team.

These qualities and competencies will be assessed via the candidate's application, interview and professional references and, where relevant, will be verified via copies of qualifications and successful safeguarding checks.

#### Job Description:

The responsibilities of the Learning Support Assistant are to:

1. work with children individually, in groups and in the classroom to assist with their curriculum subjects.
2. liaise with teachers and parents to discuss individual children's support needs and progress.
3. submit feedback for HOD to update the Learning Support Register and individual education plans (IEP's).
4. arrange and attend meetings and communication with parents.
5. liaise with specialist teachers, education psychologists and other support professionals if required.
6. work with children individually or in small groups to provide mentoring support and implement strategies to support behaviour management programme.

The job description is not exhaustive and will be reviewed on a regular basis, when changes may be made to reflect the needs of the school and the expertise of the post-holder. No change will be made without prior consultation.

The Learning Support Assistant is responsible to the Head of Learning Support.

### Working at Bablake

Staff are all well-qualified and enthusiastic, and have high expectations of themselves and their pupils. There is a staff: pupil ratio of 1:10. We received another outstanding inspection report in March 2014: "The school fully meets its aims of developing character, intellect and physical well-being within a happy, scholarly and caring community." The school has a strong reputation for pastoral care, and teaching staff are committed to co-curricular activities. This willing participation is recognised through the Coventry School Allowance. Generous fee remission for the children of permanent staff is available at all Foundation schools (from age 3) subject to a minimum number of hours worked. There is an excellent and loyal support staff, who understand their vital role in contributing to pupils' growth and achievements. All staff benefit from free membership of our on-site Sports Club.

Do consult our website ([www.bablake.com](http://www.bablake.com)) for a fuller description of the school, and for our latest news. Our most recent ISI inspection report can be found on our website or at [www.isi.net](http://www.isi.net).

### Child Protection

The post holder's responsibility for promoting and safeguarding 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 school's Child Protection Policy 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 school's Designated Safeguarding Lead or to the Head.

### Safeguarding

Bablake School is committed to safeguarding and promoting the welfare of children and young people, and this is reflected in its recruitment procedures. Successful candidates for posts are required to undergo an enhanced DBS disclosure.

### Appointment Process

An application form, accompanied by a covering letter and curriculum vitae, should reach the Headmaster as soon as possible, and **no later than 9am, Tuesday 25th June**. Interviews are likely to take place week shortly thereafter.

Please e-mail your application to: [hmsec@bablake.coventry.sch.uk](mailto:hmsec@bablake.coventry.sch.uk). There is no requirement to post a hard copy at this stage.



# Bablake



# Bablake

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

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