



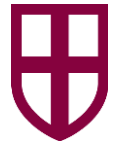
St George's

WEYBRIDGE

Candidate Information Pack

SPECIALIST LEARNING SUPPORT ASSISTANT (VISUAL
IMPAIRMENT)

"WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES"



About St George's Weybridge

St George's Weybridge is a leading independent co-educational Catholic day school in Surrey for girls and boys aged 2-18.

Founded in 1869, with its distinctive Josephite ethos, St George's Weybridge has become the largest independent Catholic school in the country. Academically autonomous, the Junior School and College work together as one school, educating over 1,600 students across the two school sites. Both Schools had full ISI inspections in December 2019 and rated excellent in all categories.

St George's Weybridge is proudly and unequivocally a 2-18 co-educational school where children can learn and grow into kind, considerate adults who make a positive contribution to society. There is a perfect balance between the Junior School and the College, between academia, creativity and sport. Together with our Josephite ethos, these are what make St George's unique – and what makes the children who leave us exceptional.

The distinctive ethos upheld by St George's encourages 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 is extended to all families, our alumni (Old Georgians), staff, the local community and the wider world.

St George's Weybridge welcomes students from all faiths and none, whilst maintaining our strong Catholic identity. 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. Thank you for your interest in joining the staff at St George's Weybridge. We are delighted that you are considering working at our School.



"WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES"



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.

St George's Weybridge 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. We have clear policies on equal opportunities and do not tolerate any form of harassment or bullying.

Facilities

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. Both schools are supported by great road and public transport links.

The facilities offered at both schools are exceptional with many more exciting developments underway. Recent developments include:

- Activity Centre - a 6-court sports hall, climbing wall, fitness suite, dance studio, and flexible multi-use spaces.
- The Ark – a dedicated space for our Early Years pupils including modern classrooms and resource areas, IT suite, assembly room, and outdoor learning areas.
- College Science Block – providing first-class science teaching facilities, as well as modern preparation rooms.

"I'm proud to be a part of the St George's family; everyone has been very supportive & friendly. I truly enjoy working here as there is great variety and I particularly love watching the deer run across the field when I arrive early in the morning!"

Elif

"I hadn't worked in education before. The recruitment pack had all the information I needed before starting to work. I was made to feel extremely welcome and nothing is too much trouble".

Mauricio

"Recently leaving a FTSE 100 company after 16 years to join St George's was unnerving at first, however it has been the best decision I've made by far! The excellent capabilities of all the staff and wonderful facilities encourage the pupils to thrive. This in turn pushes me to stretch my strengths and abilities. The warm and welcoming culture here motivates me to always give my best!"

Leila





The Role

Job Title:	Specialist Learning Support Assistant (Visual Impairment)
Line Manager:	SENDCo
Responsible to:	The Headmistress
Salary:	£10,755 per annum pro-rata inclusive of holiday pay (£28,525 FTE)
Hours:	20 hours per week, Monday to Friday, in agreement with the SENDCo. This will be dependent on the teaching commitments and timetabling, which is subject to change every academic year. Attendance at INSET and Open Mornings is also required.
Contract:	Permanent, Term Time Only (35 weeks per year)

Summary of the role:

Work with teachers to support the learning, educational progress and inclusion of a student with a visual impairment, with the aim of narrowing any attainment gap they have with their fully sighted peers on entry to the school. Give assistance to the pupil so that they can access the curriculum, participate in learning, experience a sense of achievement and develop independence in learning and other aspects of school life. The post holder may be asked to support other students when the need arises.

Main duties & responsibilities:

Supporting the Teachers in the Planning, Delivery and Evaluation of Lessons

Work in partnership with the teachers in the planning of lessons including the adaptations, materials and direct support that the visually impaired student will need to be included and make progress.

Support the delivery of learning by:

- Adapting resources and teaching materials as necessary so that the student is able to access the key points of a lesson and achieve the objectives set for them independently, as far as possible.
- Overseeing the student's work in practical activities where safety is a consideration.
- Providing direct support as agreed with the teachers (and QTVI). This may include pre-tutoring support to ensure the student has the necessary knowledge and familiarity with the resources, skills and concepts to be used in the lesson. It may also involve post-tutoring to check understanding, and reinforce key learning points.
- Supporting IT skills.
- Supporting the student in participating in class teaching activities, providing support to groups as appropriate to encourage independence and social interaction.



The Role cont.

- Using praise, assistance and encouragement to motivate the student and to help them stay on task.
- Supporting the student's understanding of any follow-up tasks set by the teachers.
- Taking lesson notes from the board, where required, to support the student's understanding and inclusion.

Support the teachers in evaluating the Visually Impaired students' learning and access by:

- Providing constructive feedback to the teachers on how the student has responded to the lesson.
- Discussing with the teachers any difficulties experienced in providing the support the student needed.
- Providing information on how well the student is engaging in the lesson, any difficulties they appear to be experiencing, work they find relatively easy and work they find more difficult.

Implementing Individual Learning Programmes for the Student

Support the development and implementation of individual learning programmes focused on delivering priority learning targets for the student. (These might include work in the areas of functional vision, concept formation, language and literacy skills including handwriting and touch-typing, personal, social and emotional development as required).

This will be achieved by:

- Working with the SENDCo, class teachers, and QTVI and other specialists where appropriate to plan and agree on the programme which contains clear, challenging but achievable objectives for the student.
- Reinforce mobility and independence skills under the guidance of a student's mobility specialist.
- Delivering the agreed programmes under the guidance of the teacher, SENDCo and the QTVI focussing on independent learning and study skills pertinent to the work being studied at the time.
- Providing feedback to relevant colleagues about the student's progress towards targets and the effectiveness of the programme in securing this and the student's engagement.

Observing and Reporting on Student Progress

- Observe and report on student progress, gathering information about their knowledge, skills and understanding, including their progress towards targets, to support teachers in re-assessing need, evaluating teaching strategies and interventions, setting new learning targets and formulating new learning plans.

Contributing to Maintaining Student Records

- Contribute to the maintenance of student records as agreed with the teachers and/or SENDCo and help to maintain the record-keeping system.



The Role cont.

Using Technology to Support Student Learning

Support the use of technology and optical aids to promote student learning by:

- Checking that any equipment used by the student is functioning properly.
- Developing skills in the use of specialist equipment used by a VI student, including software applications.
- Taking steps to ensure any problems with equipment are dealt with as quickly as possible.
- Promptly informing the teachers/IT if there are any problems.
- Supporting the student and staff in the use of technology, encouraging the student to use the equipment independently.

Supporting the Student's Emotional and Social Development

- Supporting positive behaviour, giving praise and encouragement as appropriate to build confidence and self-esteem.
- Providing support to enable the student to have the opportunities to participate in all school activities, to make choices and take decisions for themselves.
- Encouraging the student to evaluate their own progress and to take an active part in reviews of their progress, when appropriate.
- Observing how the student expresses their feelings and emotions and relate to others and feedback to the teachers and/or SENDCo, recording any findings accurately.
- Delivering programmes designed by specialists to support this area as appropriate.
- Encouraging other students to develop an understanding of the needs and skills of a VI student.

Learning Environment

- Working with colleagues to ensure the classroom provides a good learning environment for a VI student, paying particular attention to lighting, layout and auditory factors. This will include liaising directly with departments as appropriate, such as IT, Reprographics and Student Services.

Liaising with Parents

- Support teaching staff and SENDCo discharge their responsibility in involving parents by providing information on the student's engagement with learning and interactions with other students and helping to maintain home-school liaison records.
- Attendance at annual review meetings.

Other

- Participate in training and other learning activities to develop the competencies to effectively support the VI student and to ensure knowledge and skills are kept up-to-date.
- Anything reasonably requested by the Line Manager, Head, the Bursar, or the Board of Governors.

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

Knowledge and Experience:

Essential Criteria

- Experience of working with or supporting learners.

Skills and Abilities:

Essential Criteria

- Ability to build a rapport with learners, including those with special educational needs.
- Ability to understand child development and the implications of visual impairment.
- Ability to use ICT and to learn new ICT skills.
- Ability to organise time effectively, creating work schedules, prioritising workload and managing deadlines.
- Ability to take responsibility for own actions and make decisions without referring to others on occasions.
- Ability to remain calm and self-controlled under pressure.
- Ability to be pro-active, enthusiastic and committed by taking ownership to ensure tasks are delivered.
- Ability to communicate effectively, both verbally and in writing, adapting style to suit the audience (eg. preparing reports).
- Ability to work effectively within a team.

Special Conditions:

Essential Criteria

- Must be willing and able to work occasional extra hours as agreed with the Senior Management Team.



Benefits (Non-Contractual)



Pension

Subject to meeting the qualifying conditions, all Business Staff are automatically enrolled in our workplace pension scheme, currently provided by Aegon. St George's Weybridge currently doubles the employee contribution up to a maximum of 10% (trebling to 15% for long-serving employees). Teaching staff have access to the Teachers' Pension Scheme. Teaching colleagues also have the alternative option of access to a Defined Contribution Scheme with flexible level of contributions made via Salary Exchange.

Flexible Working

Depending on the nature of your role, we will consider flexible working arrangements as a way to meet your needs as an employee. This can include flexible start and finish times, compressed hours, working from home or working part time.

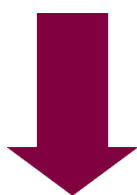


Medical Support and Employee Assistance Programme

The Benenden Cash Plan provides support with everyday healthcare by providing money back on routine healthcare costs, as well as an Employee Assistance Programme including a free confidential counselling helpline available 24/7.

Holiday Camps & Local Retailer Discounts

Discounts are available to all permanent staff for Junior School wraparound care, in the Georgian Shop, for 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.



Fee Remission

Staff may be eligible for School Fee Remission for their child(ren) joining either St George's College or St George's Junior School after the date employment commences. 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 in which the child(ren) join either School and is not contractual. Full details of the scheme are available from the HR Department.

Life & Personal Accident Insurance

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



Meals & Parking

Staff are provided with lunch in the dining room, as part of the Student Supervisory Policy. Parking is provided free of charge when at the College campus.



Employee Loans

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



Conditions of Employment

Initial Period of Employment

Business Staff: 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, two months.

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 current and previous employers.

Safeguarding Children

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 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. These norms are relaxed during school holiday time and INSET.

Additional Working

There is a requirement for attending Open Mornings and on occasion Carol Services, Prize Giving and evening events as may arise from time to time.

Place of Work

The post-holder will be based at the College with an expectation of flexibility, when required, to work at the Junior School.

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.



How to Apply

To find out more about the post or the school, in the first instance please contact Rachael Kippin, SENDCo, for a confidential discussion:

Tel: 01932 839300

Email: rkipin@stgeorgesweybridge.com

Applications are encouraged as early as possible on the enclosed form and emailed together with a covering letter to humanresources@stgeorgesweybridge.com.

Key dates

Closing date for applications:
Wednesday 25 September 2024

Interviews:
w/c 30 September 2024

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 current and past employers and the Disclosure and Barring Service.

As an Equal Opportunities Employer and a registered Educational Charity, we promote a diverse and inclusive community – our "Georgian family" inspires everyone to be the very best version of themselves and to succeed on individual merit. We offer inclusive employment policies, flexible working arrangements, staff engagement forums and benefits to support all staff.



