



BEACONSFIELD HIGH SCHOOL

# Recruitment Information

Learning Support Assistant

Deadline application – 19<sup>th</sup> February 2024 9am

Interview: 23<sup>rd</sup> February 2024

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Thank you for your interest in applying for the position of **Learning Support Assistant**.

This booklet will give you an insight into who we are, what makes us tick and why we think we are an exciting and inspiring place to further your career. You will play a key role in the leadership of our successful, ambitious and Ofsted Outstanding (2019) school.

Our school is a modern, diverse, inclusive and dynamic environment, a centre of excellence in and out of the classroom, and a happy community. At the heart of everything we do is respect – personally, for each other, for the environment and, of course, for learning.

Our community is vibrant, friendly and dynamic and we are proud of the open and supportive relationships between our staff and the students. Despite being a grammar school, we are not an exam factory. Creativity is not squeezed out in the push for the traditional view of academic success and our music, drama, art and design departments are thriving.

We are rightfully proud of the supportive and caring pastoral system that complements the wealth of learning and extra-curricular activities provided by the dedicated staff. Our common goal is to help our students grow and develop into successful young adults, with a pride in their school, and in themselves.

Staff retention is high. People enjoy working here and I have often heard new staff members say how invigorating it is to work in a school where the students want to learn and are hungry for knowledge!

I hope that what you go on to read will inspire you to apply for this position.

*Mrs Tina Bond*

Headteacher





# About us

Situated in the Chilterns, 20 minutes from central London, Beaconsfield High is a girls' grammar school that has been delivering a highly successful academic culture for more than 50 years. Currently we have 1236 students on roll from Year 7 to Year 13.

We are proud to be a centre of academic excellence – see our latest exam results on page 5 - and we are one of only 45 schools nationwide to be recognised as an ***Exceptional School***. An award which exemplifies the excellence and uniqueness of outstanding schools, including the quality and consistency of teaching that Ofsted now expects.

Students are required to achieve the qualifying score in the 11+ examination and live within the designated catchment area in order to join us, and when they do, they come to us from a variety of different backgrounds. As one of only 13 grammar schools in the area, places are in high demand.

Our students are challenged by remarkable teaching standards and benefit from the attention and respect of highly proficient, dedicated and conscientious staff.





Leadership, respect, humility and morality, creativity and physical activity are just some of the additional life skills and behaviours that are taught on a daily basis.

These and many other aspects of school life were recognised in December 2019 when we were inspected by Ofsted and subsequently rated ‘Outstanding’ in all areas. The report states that pupils *“are fiercely proud of their school and of their own achievements”* and in terms of leadership, Mrs Smith is *“passionate about pupils’ entitlement to a well-rounded education... with the governing body and her senior leadership team, she has transformed the curriculum.”*

Inspectors noted that whilst learning is a priority, *“leaders and governors rightly give a high priority to pupils’ mental health”* which has been and continues to be a clear priority for the future plans of the school and its students.

Our Governing Body have also been awarded the prestigious ***Governor Mark***, a national award supported by the Department for Education and a recognised kite mark of good practice. It provides external evaluation of the quality of governance in a school and is an opportunity to demonstrate how a governing body strives for excellence.



# 2023 BHS EXAM RESULTS

55%

9 - 8 grades at GCSE

76%

9 - 7 grades at GCSE

97%

9 - 5 grades at GCSE

99%

9 - 4 grades in English and maths

A\* and A grades at A-Level

54%

A\* - B grades at A-Level

83%

A\* - C grades at A-Level

94%

Students who have accepted Oxbridge places.

8

Students offered a place at their 1st choice university.

83%



# Our Vision and Values

Studying at Beaconsfield High School unlocks a child's future, providing the skills and aptitude to enable them to thrive in the competitive worlds of higher education and work.

Our curriculum intent is to support a happy, high achieving learning community enriched by the opportunity to discover talents and passions. We plan and build our curriculum so that academic knowledge, enrichment and life skills match the high aspirations of our learners and allow them to make the strongest progress over time. This will prepare them to be the best they can be in school, as citizens in their community and in their future.

We understand the pressures of studying in a high achieving learning environment. The reason '*happy*' is one of the first words in our Vision is because we try our hardest to help students and staff with strategies that allow them to understand why they feel so pressured and in doing so, find the skills to manage this pressure.







## *Student Leadership*

Every day, our wonderful teachers are supporting and nurturing their students, both in classrooms and through our wide range of extra-curricular activities, providing the skills and knowledge students need to make the most of all the opportunities that lie ahead of them.

Students are encouraged to collaborate with others and view mistakes as the perfect learning opportunity. This promotes problem-solving skills, resilience, and self-belief, all of which are vital skills for a future beyond Beaconsfield High School. This, along with engaging lessons and approachable teachers, means students have the confidence to step outside their comfort zone and learn beyond the curriculum.

Our school community is committed to providing each student with the opportunity to speak out on topics they feel passionate about and think critically about new topics they may not have encountered before.

Most of all, Beaconsfield High School is a happy, inclusive, and uplifting community that allows every student to reach their full potential by equipping them with the vital skills needed and the support required to achieve and exceed their goals.

*Sophie Tucker* – Head Girl



## Job description - Learning Support Assistant



<b>Job title</b>	<b>Learning Support Assistant</b>
<b>Salary range</b>	<p>8.30 – 4.00pm, Term time only (39 weeks);</p> <p>Bucks Pay scale 2.11-2.15: FTE. - £21,879 - £23,961 Actual salary - £17,558 - £19,229. (dependent on experience).</p> <p>Part-time working and job share would be considered for the right candidate.</p> <p>Fixed Term contract for 18 months, with opportunity to extend.</p>
<b>Line management</b>	Reports to SENCo
<b>Purpose of the role</b>	
<ul style="list-style-type: none"> <li>● The Learning Support Assistant's (LSA) main role is to aid students with special educational needs in class and in Learning Support.</li> <li>● The LSA will support the students in integrating as fully as possible with school life.</li> </ul>	
<b>Responsibilities</b>	
<p><b>Supporting the students:</b></p> <ul style="list-style-type: none"> <li>● To provide learning support for the student in class, taking notes and helping students to adapt to the greater variety of experience in a secondary school setting.</li> <li>● To develop knowledge of the particular needs of the students and seek advice from SENCO, team leaders, subject teacher and outside agencies as required.</li> <li>● To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, games, visual prompt cards etc.</li> <li>● To make or modify resources as suggested and advised.</li> <li>● Motivate and encourage students to participate in all class activities. Provide positive reinforcements, praise and rewards.</li> <li>● To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.</li> <li>● Provide support and facilitate interaction with peers in the classroom and around school.</li> </ul> <p><b>Supporting the Class Teacher and SENCO:</b></p>	

## *Job description - Learning Support Assistant*



- To work as part of the team to ensure that the well-being and personal development of the pupil enhances their learning opportunities and life skills.
- To attend planning meetings to develop learning programmes and to assist in the delivery of the individual learning programmes to promote learning, behaviour and communication skills.
- To provide regular feedback to the SENCO and relevant outside agencies about the student's difficulties and progress.
- To contribute to the student's annual review by writing a brief report and attending the meeting.

### **Supporting the School:**

- To participate in relevant professional development as deemed appropriate for the needs of the students.
- To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs.
- To maintain confidentiality and sensitivity to the pupil's needs but have regard to the safeguarding procedures of the school and Buckinghamshire County Council

### **Safeguarding and Promoting the Welfare of Children and Young People**

- Ensure a safe and supportive school culture that promotes the wellbeing of staff and students.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
- Promote a culture of inclusion within the school so that views are valued and considered.
- Compliance with GDPR Legislation (effective from May 2018).

### **Health and Safety requirements**

- To ensure compliance with working practices within the department to ensure that all Health and Safety procedures are being adhered to; awareness of site-specific risks, also how to deal with emergencies and reporting of accidents and/or incidents.
- To complete all training procedures relating to Health and Safety.
- To ensure that practical area, tools, equipment, computer software and materials relevant to the subject area are kept in an operable and safe manner, and ready for use by staff and students.



## Job description - Learning Support Assistant



### General

- To be proficient in the use of ICT systems, ideally excel, word and email tasks in the department.
- To carry out all duties with regard to relevant legislation, policies and procedures including Health and Safety and Equal Opportunities.
- To undertake any professional duties as reasonably delegated by the Head.
- To support actively the aims and policies of the school and be a proactive and effective member of staff, making a positive contribution to the broader life of the school.
- To take responsibility for your own professional development including attending and contributing to subject meetings and In-Service Training.
- To contribute to the broader life of the school.

### Additional Notes

- The successful candidate will be expected to demonstrate effective time management and independence in the execution of their duties. Personal motivation and organisation are seen as important, as is the ability to work to and meet tight timetables.
- As this post involves working with young and vulnerable people, the appointment will be subject to a satisfactory enhanced DBS check.

January 2024

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified.

As per part 7 of the Immigration Act 2016, “the ability to converse with ease with members of the public and provide advice in accurate spoken English” is an essential requirement for this role.

## *Person Specification - Learning Support Assistant*

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>SKILLS &amp; ABILITIES</b>	<p>Able to work as an individual or as part of a team</p> <p>Adaptable and flexible</p> <p>Able to use ICT effectively, experience of using Microsoft Office</p> <p>Able to form and maintain professional relationships and boundaries with young people and adults</p> <p>Able to deal with confidential information in a sensitive manner</p> <p>Well organised, practical and resourceful</p> <p>Patient and approachable</p>	<p>Positive listening skills</p> <p>Calm and reassuring particularly when under pressure</p>
<b>EXPERIENCE &amp; KNOWLEDGE</b>		<p>Previous experience of working with young people in an academic environment.</p> <p>Knowledge of SEN</p> <p>Experience of delivering interventions and support workshops</p>
<b>QUALIFICATIONS</b>	GCSE grade A* to C in Maths and English, or equivalent	Level 1 Graduate / Recognised relevant qualifications



# Why work with us?

Beaconsfield High is a great place to work. Not only do we offer all the things you would expect, like excellent opportunities for career development, a great support network, a team of people dedicated to staff well-being and numerous staff training opportunities, we also offer those little extras that make life that much more enjoyable.

- **Secret Buddies** – you pick your buddy at the beginning of the school year and buy them two gifts/pick-me-ups from a list of preferences and interests per term for. In return another member does the same for you.
- **Christmas/ end of year socials**
- **Staff Choir**
- **Cakes at Break/ Birthday Club**
- **Good Eggs/ Christmas Stars** – staff nominated rewards for those colleagues who have gone above and beyond.
- **Government approved non-inset Academy Days** - non-working days in addition to inset days.
- Attend your child's primary school sports day.
- **Becky High Ramblers** - weekend walks ending with a pub lunch!
- **Travel to exciting places** - we offer a number of very exciting student trips both national and international, which staff are encouraged to join.



*Pupils throw themselves into their learning and into the remarkable range of extra-curricular opportunities... in one pupil's words, there is something for everyone.*

**2019 Ofsted**

*There are endless opportunities here, the sky really is the limit!*

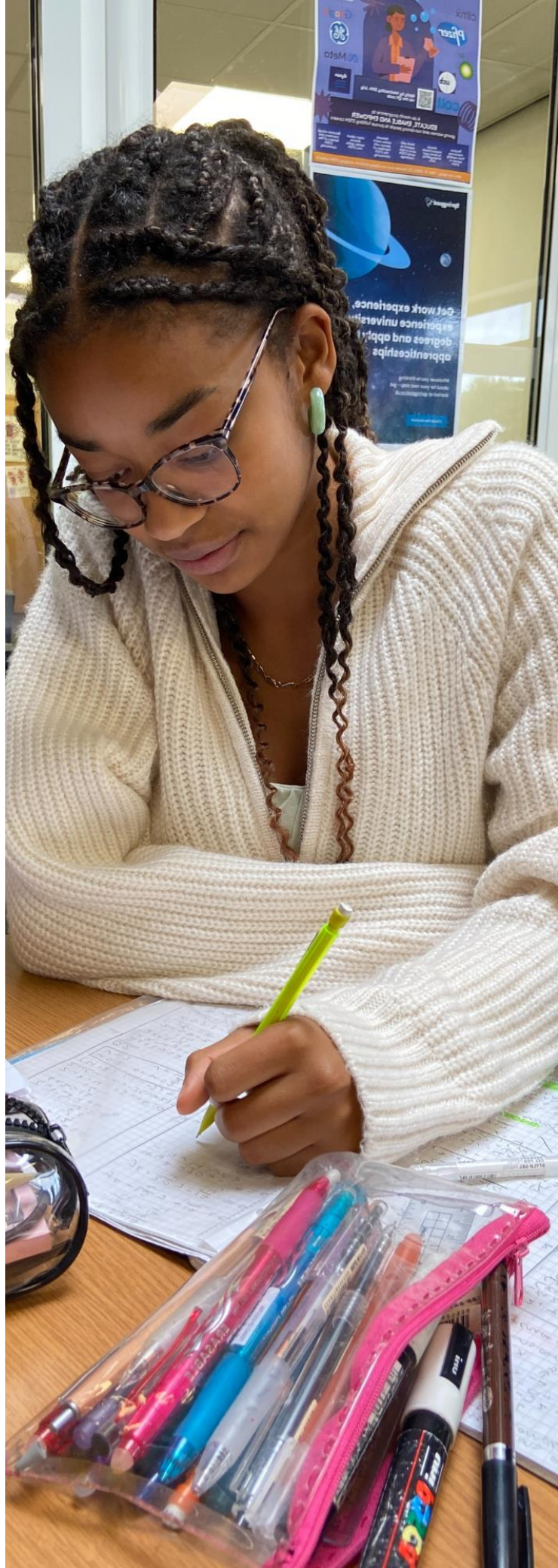
**Student**

*Not only do staff strive to get the best out of my daughter academically, her happiness and mental well-being is of equal importance. We are so proud to be part of the Becky High community.*

**Parent**

*The accreditation process has shown not only that Beaconsfield High School is an 'Exceptional School', but that it is also highly ambitious, forward looking and puts the attainment and wellbeing of students at the heart of all it does. The findings of the review demonstrate that it is held in high regard by all its stakeholders and the students themselves are its best ambassadors.*

**Best Practice Network**







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