



Bishop's Hatfield Girls' School

Headteacher: Mr A Wood BA (Oxon), PGCE, MBA, NPQH

Woods Avenue, Hatfield, Herts AL10 8NL T: 01707 275331

Email: admin@bishophatfield.herts.sch.uk Website: www.bishophatfield.herts.sch.uk

BHGS is a company limited by guarantee Company number: 07831507 Charity number: EW01517



Job title:	LEARNING SUPPORT ASSISTANT / COVER SUPERVISOR
Salary:	Salary Scale H4 £17,316 - £18,342 (including fringe) assuming 37 hours per week
	Hours: Up to 37 hours per week term-time + 5 staff training days. Part time negotiable.
Responsible to:	Teaching and Learning Leader for Learning Support (SENDCO)
Contract:	One year initially, to be reviewed subject to need.

Required as soon as possible a Learning Support Assistant / Cover Supervisor to provide learning support to individuals and groups of pupils and to supervise classes during the temporary absence of assigned teachers. Duties cover a range of activities including providing support for teaching staff and pupils and participating in the invigilation of public and internal examinations for pupils requiring access arrangements. The ability to support pupils in the early stages of English language learning and/or to provide medical / first aid support would be appreciated as would any experience of working with children with medical conditions. We are looking for an enthusiastic and imaginative individual to join an outstanding and committed Learning Support faculty.

Bishop's Hatfield Girls' School is an expanding school with approximately 920 pupils currently on roll including the Sixth Form. In February 2016 the school successfully completed its sixth OFSTED inspection and was graded OUTSTANDING. We are fully committed to our values of teamwork, respect, honesty, trust, kindness and ambition. The school has recently benefited from a total rebuild on the same site and enjoys excellent state of the art facilities.

Visitors frequently tell us that their first impression of the school is of a friendly, lively and stimulating community where we emphasise the importance of the individual's contribution and take pleasure in sharing and celebrating achievement. They commend the good behaviour of the pupils and their thirst for knowledge. Bishop's is a diverse community that offers mutual support and encouragement and expects everyone within it to respect others' cultures, religion and beliefs. We hope that the values, self-discipline and sense of personal worth that pupils gain here will be a support throughout their lives as British and Global Citizens. We particularly welcome applications from BAME candidates or from other groups that are underrepresented in the UK education system.

The school's Admissions' Code gives priority places to children of staff. We give high priority to staff development and staff are able to apply for our Professional Development Award which provides bursary payments to help finance CPD that goes beyond the school's usual training programme.

"This is an OUTSTANDING school" - Ofsted 2016



We take safeguarding of our students extremely seriously and an enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school's pre-employment checks.

Please see the job description on our website for more detail.

Closing date for applications: by Friday 10th December 2021

Interview and assessment date: Tuesday 14th December (provisional)

PLEASE COMPLETE THE BHGS APPLICATION FORM available on our website - www.bishophatfield.herts.sch.uk/vacancies/application form for support staff. Completed applications should be emailed to sfullerton@bishophatfield.herts.sch.uk

An Equal Opportunities' Employer, Bishop's Hatfield Girls' School is committed to the protection and safety of its pupils and expects all staff to share this commitment.