

Recruitment Information Pack

Learning Support Assistant



**Highdown School and
Sixth Form Centre**

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HIGHDOWN SCHOOL AND SIXTH FORM CENTRE

1560 on roll

11-18 mixed comprehensive

Headteacher: Ms Rachel Cave,
BSc, NPQH

LEARNING SUPPORT ASSISTANT

Full time, term time only plus 2 staff training days
(NJC P3-4) Actual Salary: £12,878pa.
8.30am to 3.15pm.

Highdown School and Sixth Form Centre is a very popular, oversubscribed and successful school set in 28 acres of parkland in Caversham to the north of Reading.

We require enthusiastic and committed candidates, who have experience working with children, to join our hardworking and successful team. You will need a high level of interpersonal skills, be well motivated and passionate about working alongside young people. You will also have an excellent standard of literacy and numeracy.

Funding is available for further training to obtain Qualified Teacher Status.

Why Highdown School?

- We are a Good School with many outstanding features which continues to rapidly improve
- Staff have subsidised access to Highdown Sport and Leisure facilities

We are on a journey to becoming a 'regional centre of excellence'. Why not join us?

Applications considered on receipt

Full details and an application form can be accessed via our [website](#). Please return your completed application form to Miss Nicci Burns, Headteacher's PA, by [email](#).

Highdown School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. We are also trained in safer recruitment and the successful applicant will be subject to an enhanced DBS check and a 'Prohibition from Teaching' check.



office@highdown.reading.sch.uk



0118 901 5800



www.highdown.reading.sch.uk

Highdown School and Sixth Form Centre, Surley Row, Emmer Green, Reading, RG4 8LR

Headteachers' Welcome



Dear Colleague

Thank you for your interest in Highdown School and Sixth Form Centre. We are blessed with a beautiful school site in Caversham with good links to many residential areas. Each year some of our newly qualified colleagues take up our very reasonably priced onsite accommodation. Many have found this helpful and supportive at the start of their careers.

I took over as Headteacher in April 2013. Since then, the school has been on a remarkable journey. We were very pleased to receive a 'Good' Judgment two years on in May 2015. Our pride as a school in this, and the number of times the word 'outstanding' is used in the report, is only tempered by the desire to continue to improve outcomes for our students. A 'light touch' inspection visit in 2018 confirmed we are still good.

Our comprehensive range of school improvement strategies continues to bring tangible improvements in our results. Our 2019 outcomes set new records for Highdown and progress is outstanding in many areas. Highdown students are highly aspirational and are a pleasure to work with. We were confident that our Teacher Assessed Grades in 2020 and 2021 were accurate and demonstrated further improvements.

We do not believe in complacency. There is a commitment to continuous improvement cycles and personal professional excellence.

For a teacher, Highdown School is an exciting environment in which to work. The total commitment to continuing improvement and the vision for Highdown School to be the best it possibly can be is underpinned by a dynamic programme of Joint Professional Learning (JPL). I truly believe that our pedagogy development programme is exemplary. Colleagues can select from a wide range of sessions and tailor their training to their personal development goals. For me as Headteacher, professional development of colleagues is second only to the achievements of our students. For support staff, there is also a commitment to development and an expectation that all are working to the same goals in our school.

All staff can join the Highdown Sports and Leisure facility and all have membership of staff benefit schemes.

Please do contact the school for a visit. I look forward to welcoming you to Highdown School.

Yours sincerely

Rachel Cave

Headteacher



Introduction to Highdown



About us

Highdown was established as a comprehensive school in 1971. Currently we have in the region of 1500 students on roll from 11 to 18 years of age. The school includes three Grade II listed buildings within its 28 acre grounds.

Highdown School and Sixth Form Centre is a thriving school where all students are challenged to reach excellence every day. These pages will tell you more about the school community and the opportunities available for our students.

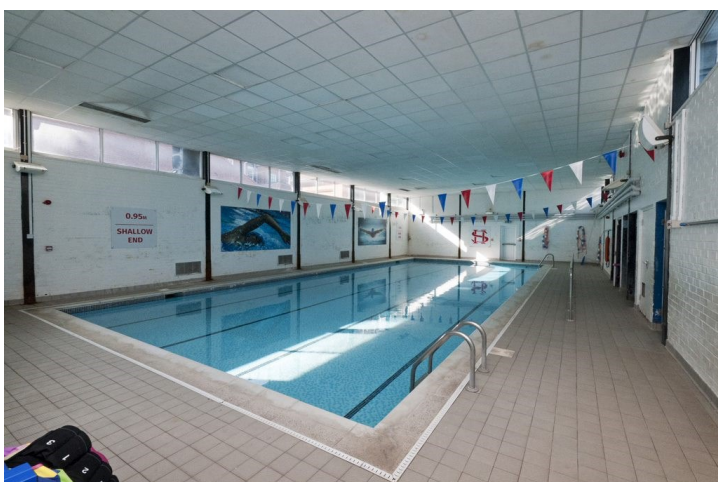
Highdown Community

Highdown has a supportive community.

Students are encouraged to be aware of their place in the wider world and to show consideration for all those with whom they come into contact.

Highdown enhances its experiences with the local primary schools as well as the local residents of Emmer Green.

Highdown frequently explores activities and events in order to get the community involved and to help the community around us.



Facilities

Highdown School offers a large range of facilities from general purpose classrooms to sports and leisure facilities.

Click [here](#) to find out more about our facilities.



Mentoring

Students are placed in to one of nine mentor groups, ten in Year 9. Their mentor is their first point of contact for any problems or issues. Each year group has a pastoral leader, a Head of Achievement, who monitors their welfare and progress. Heads of achievement and mentors get to know students well and are able to help students make the most of their time at Highdown School.

Student Services

Students are able to access first aid treatment throughout the day. They should report to the Student Reception to see the First Aid Officer. Should students experience emotional difficulties they have open access to the STAR Centre at break and lunchtime, as well as by appointment at other times of the day. We are also able to arrange meetings between students and the School Nurse or a counselling service. Should a student's needs be more acute, the pastoral team or Safeguarding team has a network of contacts in external agencies for other forms of support.

New Students

We have an excellent group of Year 8 'Buddies' who help new Year 7 students to quickly settle in at Highdown. If students join Highdown mid-year, they are assigned a 'Buddy' in their mentor group to help them find their way around. We also run a Transition Club in the STAR Centre at lunchtimes to help students develop new friendships.



Highdown Life



Working at Highdown is a pleasure. What sets it apart from other local schools is the sense of community Highdown provides to Emmer Green. Colleagues at Highdown enjoy excellent benefits, unrivalled teaching resources and equipment, mentoring, colleague support as well as opportunities for professional development and promotions.

Members of staff at Highdown work extremely hard as members of aspirational, respectful and excellent teams. Be it a warm welcome, fresh fruit and our own Café, thoughtful touches make a difference and teachers and members of the support team feel cared for.



Colleagues across Highdown collaborate frequently with one another, exchange ideas for best practice, develop knowledge and skills and devise new ways of teaching and supporting our students. Everyone learns from each other.

Testimonials

"I have learnt and developed hugely in my time at Highdown and have been fortunate to work with many of the leadership team which has helped shape and prepare me for a leadership role I will now take on. "

Colleague



"I just wanted to congratulate you and your team for the very good Ofsted report and also for the excellent GCSE / A level results....

All excellent."

"It continues to be a very tough and emotional year for all of our young people and for everyone working in the school. I cannot do anything other than to say I am so grateful for all that you are doing for them."

Parent

"I wanted to write to highlight the excellent behaviour I have observed among your pupils on their way to school. I am a Caversham resident and usually run three mornings a week. I regularly pass Highdown pupils on their way to school. When I have stepped aside to allow pupils to pass and to maintain a social distance, I have almost always been the recipient of a 'thank you'. Likewise, pupils have politely stepped aside to allow me to pass. I was extremely impressed with both the politeness and understanding of the importance of social distancing observed by your pupils. A credit to your school – well done! "

Local Resident



"Highdown makes school life as good as it could be"

Student



Job Purpose

To provide support for students from all key stages.

Key Accountabilities:

- To provide direct classroom support for those children who have been identified as having special educational needs
- To provide students with a 'contact person' who will have time to work through specific problems with the work/homework
- To assist students, by applying various learning strategies, through group or individual work
- To provide support for subject staff with the preparation of appropriate materials based upon the specific needs of the student
- To maintain consistent records, which indicate the work carried out and the progress made by designated students
- To liaise with the subject teacher in identifying and helping any other student in the class who may at times require additional support
- To have access to and knowledge of individual statements and to understand the learning objectives and targets set for individual statemented students
- To have the opportunity for professional development and performance management

Recruitment Process

Safer recruitment

Highdown School and Sixth Form Centre is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. All appointments are subject to an enhanced DBS clearance, a 'Prohibition from Teaching' check, and satisfactory employment references.

Interview panel members are trained in safer recruitment processes.

Diversity

We welcome applications from under-represented groups including ethnicity, gender, identity, age, disability, sexual orientation or religion.

Application form

All interested applicants should complete a Highdown School application form via our website. Please click [here](#) for our application form. Please submit your completed application via email to Miss Burns, Headteacher's PA to: hnb@highdown.reading.sch.uk. Please also complete and return a '[Declaration of Convictions](#)' form with your application.

Closing date

Please see individual [job advert](#).

Short-listing

Short-listing will take place shortly after the closing date. Those successful short-listed to attend an interview will be contacted via email or phone. Where possible, we try to publish the interview date on the advert.

Unfortunately, due to the volume of applications we will only be able to respond to candidates who have been short-listed.

References

All offers of employment are subject to the receipt of two satisfactory references, one of which must be from your current/most recent employer. If you are successfully short-listed to attend an interview we will contact your named referees to provide a reference prior to interview.

Offer of employment

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written 'Offer of Employment' letter. All offers are subject to enhanced DBS clearance, a 'Prohibition from Teaching' check, and satisfactory employment references.

Unsuccessful candidates

Unsuccessful candidates will be notified by telephone.

Data protection

Please see our Policy Statement [here](#) for further details.

Benefits



Free Parking

Free car parking is available on site.



Subsidised Canteen

Complementary tea and coffee available in our staff room. Fruit provided on Mondays.



Subsidised Gym Membership

Our Sports centre has discounted prices for all staff with access to fully equipped gym and pool.



Fair Workload Charter

Taking care of your wellbeing in line with your workload.



Employee Assistance Programme

Confidential independent support service available to staff when you most need it.



Access to Occupational Health

A range of services including medical advice related to work issues and health assessments.



Promotions

Opportunities to gain experience.



CPD Programmes

Lifelong learning and we offer professional learning programmes for staff at all levels.



Performance Management

Supporting the development of all staff, to improve and raise standards of attainment.



Teacher Pension Scheme

Membership of the contributory Teachers Pension Scheme



Berkshire Pension Scheme for Support Staff

Membership of the contributory Pension Scheme for support staff.



Progression Opportunities

Fixed term opportunities to gain experience in a variety of other areas of the school.



Professional Development

Strong commitment to support professional development.



Access to Café 6

Café 6 is our bistro open for staff and Sixth Formers only. Our products are subsidised.

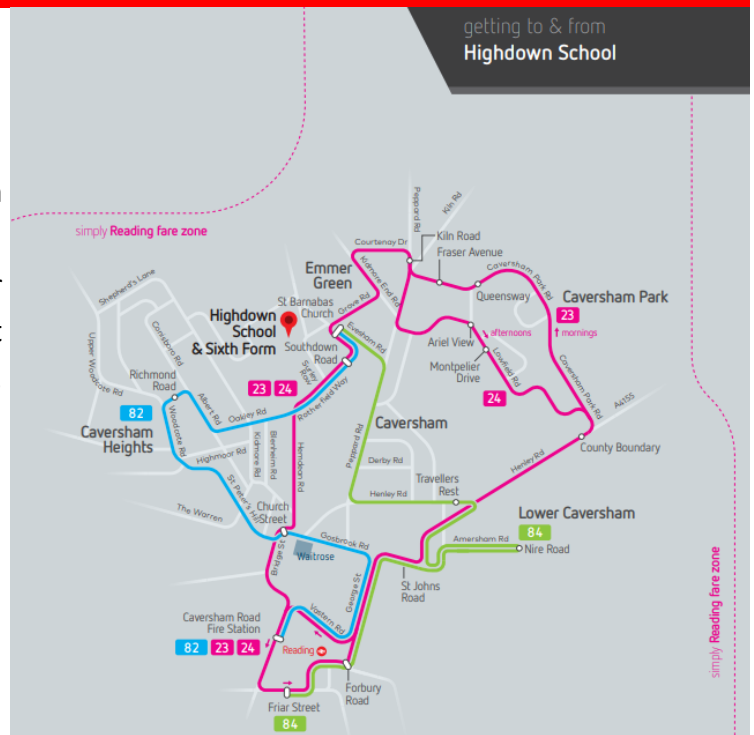
How To Find Us

Highdown's Location | We are located in Emmer Green, Caversham on the outskirts of Reading, Berkshire, England.

By car | We are about 10 minute drive from Reading town centre and a 20 minute drive from the M4 motorway. From Reading follow over Caversham Bridge, left to Hemdean Road, right onto Rotherfield Way, left up Surley Row hill. The school is at the top of the hill on the left.

By bus | The School and the community of Emmer Green is served by local bus services **23, 24, 82** and **84** (operated by [Reading Buses](#)) from Reading to Caversham.

By train | Our nearest rail links are at [Reading Station](#), which is about 2 miles from the School.



Click [here](#) to find out the best way to get to us.



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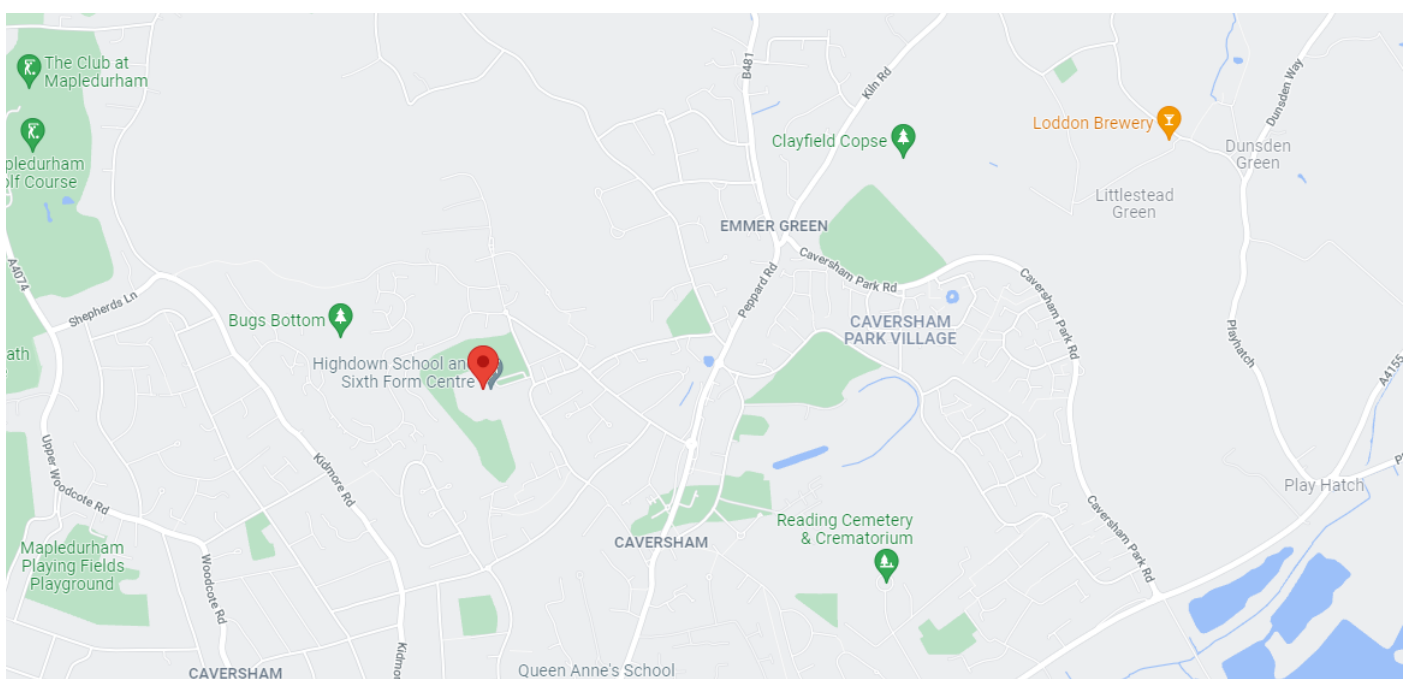


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We have a separate pedestrian and vehicle intercom.

Upon arrival please buzz the red button on our intercom.





HIGHDOWN SCHOOL AND SIXTH FORM CENTRE

Surley Row, Emmer Green, Reading, RG4 8LR

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Email: office@highdown.reading.sch.uk

