



# St Mary's School

## Gerrards Cross

### Welcome to St Mary's School

St Mary's is a vibrant, independent school for girls aged from 3 to 18 years, conveniently located for the M40 and M25, and a five minute walk from Gerrards Cross station (25 minutes from London Marylebone). Founded in Paddington in 1872, the school moved to its present site in 1942. It is a happy, academic environment, with relatively small classes of around 16-18, in which girls thrive. Examination results are excellent and nearly all of Sixth Form students go to their first choice of university.



# The Role

## 1:1 LEARNING SUPPORT ASSISTANT - SEN

This role involves supporting a Key Stage 3 learner with an Educational Health Care Plan (EHCP), whose diagnoses contribute to learning difficulties affecting her working memory; auditory processing skills; social communication skills; fine and gross motor skills; and attention and concentration skills. The role would therefore primarily involve supporting the learner's general academic studies, and ability to access the curriculum, during the school day.



# Main Duties

Working closely with the SENDCo and other experienced teaching professionals providing support and guidance, your role will be to:

- develop an understanding of the SEN of the learner concerned.
- consider the learner's SEN, when assisting her in accessing the content of lessons, through appropriate clarification, explanation, equipment and materials; developing an understanding the most effective way in which to support learning for a given task.
- help the learner to learn as effectively as possible both in group situations and individually, inside and outside of the classroom.
- help promote independent learning, whilst helping the learner to develop effective study skills to increase motivation and keep the learner on task.
- employ strategies agreed with school and home to raise self-esteem, encourage independence in and outside of the classroom and to help with behaviours and to liaise with home and other professionals in this respect.

## Job Description

- To build and maintain a successful relationship with the learner, treating them consistently with respect, consideration and sensitivity;
- To provide effective and pro-active in-class support, by selecting appropriate resources and/or methods of differentiation to facilitate learning;
- Support the use of ICT in the classroom and develop learners' competence and independence in its use, including helping the learner record work in an appropriate way (e.g. scribing);
- During the learner's absences from school, to attend lessons and take notes as appropriate to facilitate catch up work;
- To assist the SENDCo in developing a suitable programme of support, and to assist in the delivery of any individual learning programmes in accordance with the EHCP;
- To carry out any specific duties, as outlined in the learners EHCP, and to be responsible for implementing the targets of the EHCP in liaison with teaching staff and the SENDCo;
- Provide feedback and highlight any concerns to teachers in relation to learners' attainment / progress;
- To liaise with, and be guided by, relevant external agencies as required;
- To be involved in keeping records as required by the EHCP;
- To contribute to, write reports for and attend the learner's Annual Review;
- To foster links between home and school and to keep both informed of relevant information whilst maintaining confidentiality at all times;

## MAIN DUTIES

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- To accompany the learner on school trips;
- To participate in relevant professional development as deemed appropriate for the needs of learner;
- To understand and apply the school policies on learning and behaviour and the statutory guidelines relating to disability discrimination and SEN; and
- To fulfil any other reasonable request made by the Headmistress.





## Why Work at St Mary's School?

At St Mary's we are seeking dedicated and enthusiastic members of staff, who are keen to prioritise the girls' well-being and happiness at all times. We are looking for those who enjoy working as part of a team, and who appreciate the importance of the girls' all-round experience at school. We are hoping that the girls will become life-long learners, always keen to undertake new challenges and learn from their experiences, and St Mary's has the same wish for its staff; the school provides support and training to facilitate your professional development if needed. All members of staff at St Marys enjoy strong and meaningful relationships with the girls, characterised by mutual trust and respect.



St Mary's School is a special place to work, where staff are valued and supported. It is a positive environment, which is fostered and nurtured by the whole community, who strive to make the school the best it can be.

- Relatively small class sizes
- Excellent CPD and development opportunities
- Polite, hard-working and determined students
- Inspiring and supportive colleagues
- Free on-site parking
- Auto-enrolment into a contributory pension scheme
- Access to excellent catering facilities and a free lunch
- Free use of the sports facilities and fitness suite

# Candidate Specification

## Education

- NVQ Level 3 Qualification or equivalent.
- Willingness to attend relevant training courses.

## Experience

- Experience of working with children with SEN, preferably in a secondary school environment.
- Experience or record keeping.

## Knowledge and Skills

- Good knowledge of ICT.
- Scribing experience.
- Knowledge and understanding of the policies relating to safeguarding pupils.
- Good oral and written communication skills.
- Ability to use initiative.
- Basic knowledge of first aid.

## Personal Qualities

- Willingness to undertake supervision duties.
- Professional outlook.
- Smart appearance.
- Calm under pressure.
- Committed to personal and professional development.



## Package

Salary: Competitive  
Hours: 8:30am – 4pm Monday – Friday during term time.  
Permanent / Fixed term contract  
Start: September 2022

## Safeguarding

***St Mary's School is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants. The school expects all staff and volunteers to share this commitment and be willing to undergo checks with the Disclosure and Barring Service.***

## How to Apply

Please complete an application form which can be obtained from the HR Administrator at [hradmin@st-marys.bucks.sch.uk](mailto:hradmin@st-marys.bucks.sch.uk) or from our website [www.stmarysschool.co.uk](http://www.stmarysschool.co.uk)

*Early applications are advised as the School reserves the right to appoint at any stage during the application process. Completed application forms and cover letters must be emailed to [hradmin@st-marys.bucks.sch.uk](mailto:hradmin@st-marys.bucks.sch.uk)*

*Interviews will take approximately three hours and will be held at the school. As part of the process you will be asked to complete an observed lesson, be given a tour of the school and attend a panel interview. You will also be asked to provide documentation confirming your identity and qualifications.*

*There is no need to visit St Mary's before applying, as the school website contains plenty of information, photos and all the school's policies. However, if you'd like to see the school in person, you are most welcome to arrange a visit. Interviews will, of course, include a tour. All applications will be acknowledged and interview dates are provided below. References will be requested for all those invited to interview.*

Closing date for applications: Thursday 23<sup>rd</sup> June 2022 at 9:00am

Interview date: W/C Monday 27<sup>th</sup> June 2022