

# St Bede's School

64 Carlton Road, Redhill, Surrey, RH1 2LQ



## Learning Support Administration Assistant

33 or 36 hrs per week, 39 weeks per year

To Start ASAP

Application Deadline:

09:30hrs 9<sup>th</sup> January 2019

Belonging Education Determination Excellence



# About St Bede's

At St Bede's we are proud to serve roughly 1,700 boys and girls of all abilities, age 11-18, from the Reigate, Redhill, Caterham, Horley and surrounding areas. This includes over 300 studying academic courses in the sixth form. The school has an Anglican, Catholic and Free Church foundation and we work hard to create an inclusive ethos. Our aim is to ensure that pupils thrive academically, socially and spiritually within a Christian framework.

In January 2017 Ofsted carried out an inspection of St Bede's and judged the school outstanding in every category. The report acknowledged that pupils make exceptional progress in all year groups and in almost all subjects. Disadvantaged pupils and those who have special educational needs and/or disabilities also make rapid progress. The inspection highlighted the teaching in the sixth form as consistently challenging and as a result, students are motivated to learn and achieve excellent outcomes.

Attainment and progress scores at GCSE and A level are consistently above national averages. We are particularly proud of the English and Maths results achieved in the new 9-1 GCSEs. Both departments achieved fantastic results at 4 and 7 grades. St Bede's also saw a steep rise in the number of students achieving the English Baccalaureate.

Measure	2017	2018
Attainment 8	54.9	57.4
Progress 8	+0.48	+0.66
EBACC	43%	49%
EBACC entered	74%	77%
4/C+ English	84%	86%
4/C +Maths	89%	88%

**Our school is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to interview.**



***"A zest for learning permeates the whole school. Teachers' high expectations mean that pupils are ambitious for their own futures and approach their learning with determination and resilience." Ofsted 2017***

# Support Staff at St Bede's

St Bede's school has a good track record of ensuring the academic and pastoral development of all individuals. Our work with special needs and pupil premium pupils has produced one of the highest value added scores in Surrey.

Our SENDCo manages a Learning Support Team in which there are a Deputy SENDCo, and three Senior LSAs responsible for co-ordination of different interventions. They are supported by Learning Support Assistants who work in class supporting students. We see it as everyone's responsibility to identify, to plan and to make provision to meet the needs of special needs students, and to evaluate progress to ensure that these needs are met. The learning support team works to support all staff in this work, by providing guidance, by working to support identified students in the main curriculum, by assessing students, and by making specialist plans and provision.

Support staff are valued members of the school community and fill vital roles. They are respected for the expertise they bring to their area of work. St Bede's supports the professional development of its staff and, for the right candidate, may be able to support an apprenticeship qualification in an education related field.

Full time Learning Support staff are employed to work 36 hours per week for the 39 term time weeks of the academic year (including inset days). Normal working hours are Monday to Friday 08:30 to 16:10 with a half hour unpaid lunch break. For the current vacancy we need someone with flexibility to vary their working pattern in order to provide support at pre-school and after school meetings. Annual salary reflects the contractual hours and weeks per year and is calculated using a Surrey Pay formula which includes payment in respect of statutory annual leave allowances. Salary is paid in 12 equal monthly instalments.

**Our current vacancy is for a Learning Support Administration Assistant who will work 33 hours per week supporting the SENDCo & other members of the team. Potentially, for the right candidate, an additional 3 hours per week are available, providing support to the Designated Safeguarding Officer. Please see the job profile for more detailed information.**

**There is no entitlement to take leave during term time. All holidays must be taken during school breaks.**



# Job Profile

## Context

St Bede's is a voluntary-aided school in which staff are employed by the Governors and are firmly expected to work within the policies approved and adopted by the Governing Body and under the direction of the Headteacher. We expect all staff to support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of St Bede's as a thriving community.

## Purpose

To serve the mission of St Bede's as an ecumenical Christian school by working with students who have recognised special educational needs to help them progress and support them within the school curriculum.

## Contract

The contractual basis of this post is the current Surrey Pay scheme and any other regulations currently in force.

## Salary and hours

Surrey Pay Scale 4 (£17,323 to £19,677), 33 or 36 hours per week, 39 weeks per year (term time including inset days) starting salary £13,536 for 33 hours or £14,767 for 36 hours (pro-rata to £17,323)

## Responsible to

- The SENCO

## Key Accountabilities

- Providing high quality support to the SENCO through effective administration.
- Providing administrative support to the Designated Safeguarding Officer (if appointed for 36 hours per week)

## Key Responsibilities

- Supporting the SENCO through:
  - Developing, implementing and using efficient administrative processes; and
  - Promoting teamwork;
- Providing an efficient, high quality, accurate and confidential administrative service including:
  - Producing letters, minutes, notes of meetings, leaflets, plans, and other documents; and
  - Maintaining an appropriate filing system;
- Managing incoming and outgoing departmental post and deliveries;
- Receiving incoming telephone calls and action or redirect as appropriate;
- Updating pupils records using SIMS database (or equivalent);
- Organising and supporting meetings when required;

- Distributing relevant information to staff, parents, and other relevant parties;
- Administering annual reviews and invitations to attend meetings;
- Arranging and minuting meetings;
- Arranging and coordinating appointments of multi-professional teams;
- Maintaining the SEN register;
- Maintaining cost provision map for SEND and Pupil Premium students;
- Preparing LSA timetables;
- Writing reports and keep student records as required;
- Assisting the Access Arrangements Assessor;
- Collaborating effectively with colleagues and share good practice;
- Carry out filing and other designated administrative tasks for the Designated Safeguarding Officer (36 hour per week appointment only), and
- Carrying out any other task which might reasonably be required.

### **Meetings in which you will be involved**

- Learning Support Department and team meetings;
- Case reviews and planning meetings related to particular students; and
- Attendance at any other meetings as required.



# Person Specification

	Essential	Desirable
<b>Christian Commitment</b>	Able to support the aims and mission of an ecumenical Christian school	Personally committed Christian, member of any denomination served by the school.
<b>Education and Training</b>	Broad general education to at least sound GCSE standard IT and Computer Literate Good typing speeds	Clerical/ secretarial qualification Experience of minuting meetings
<b>Experience</b>	Has worked successfully in office/school environment	School office SIMS.net MS Excel and Word Good telephone manner
<b>Personal Qualities</b>	Able to maintain confidentiality Sense of humour Patience Calm under pressure Flexible and adaptable Very good at dealing with people Very well organised	Able to use initiative Sound judgement



# How to Apply

If you would like to apply please complete our application form for Support posts and send it to us with a supporting statement which explains what attracts you to the post as well as detailing the skills and experience you would bring to it.

Your completed application can be emailed to:

[jobs@st-bedes.surrey.sch.uk](mailto:jobs@st-bedes.surrey.sch.uk)

or sent by post to:

HR Team  
St Bede's School  
64, Carlton Road  
Redhill  
Surrey  
RH1 2LQ

If you have any queries please ring Carole Whybra on 01737 214048 or send an email to [jobs@st-bedes.surrey.sch.uk](mailto:jobs@st-bedes.surrey.sch.uk)

**The deadline for receipt of completed applications is**

**09:30 hrs on Wednesday 9<sup>th</sup> January 2019**

Interviews will be arranged as soon as possible.

We look forward to hearing from you.



# Quotes from our Ofsted Report

## January 2017

*"Pupils conduct themselves impeccably in lessons and around the school. They are polite and welcoming to visitors and wear their uniforms with pride".*

*"Teaching in the sixth form is consistently challenging. As a result, students are motivated to learn and achieve excellent outcomes".*

*"Teachers go the extra mile to meet pupils' individual needs exceptionally well. Their detailed subject knowledge, clear explanations and expert use of questioning ensure that pupils make rapid progress in their learning".*

*"Pupils are exceptionally well prepared for their next steps. A higher than average proportion of pupils, including disadvantaged pupils and those who have special educational needs and/or disabilities, progress to further education, employment or training. These destinations match pupils' career paths closely".*

*"The headteacher has created an open, tolerant and ambitious culture, underpinned by the Christian ethos of the school. He is a highly visible and approachable figure, well respected by staff, pupils and parents alike. Consequently, relationships between staff and pupils are exceptionally strong, and there is a purposeful and scholarly atmosphere throughout the school".*

*"Parents are overwhelmingly positive about the school. They value the school's nurturing climate, the range of opportunities available to their children and the visible and approachable leadership of the headteacher".*