



# Queens' School

*Dare to be Great*

## Information Pack

**Learning Support Practitioner**

**Start date: Spring Term 2024**

Queens' School

Aldenham Road

Bushey

Hertfordshire

WD23 2TY

01923224465

[office@queens.herts.sch.uk](mailto:office@queens.herts.sch.uk)



## QUEENS' SCHOOL



Welcome to Queens' School.

We are a thriving, diverse and highly successful oversubscribed school, the largest secondary school in Hertfordshire. We have a well-established reputation for academic achievement for all students, with excellent attainment and progress outcomes. Beyond this, though, we provide a safe, caring and challenging environment for learning, and are committed to the development of every student as an individual. We understand that while students have different gifts and talents we have a strong belief that everyone can *Dare to be Great*.

Our curriculum aims to instil our core 'STAR' values of **Scholarship, Tenacity, Altruism** and **Respect** and to develop in students the lifelong learning associated with these values. In their teaching and learning, all of our students should experience, understand and develop:

- **Scholarship:** *the ambitious pursuit and achievement of knowledge, across a broad range of subjects;*
- **Tenacity:** *the expectation of supported challenge for students of all abilities and talents; and of persevering in the face of that supported challenge;*
- **Altruism:** *the habits of working collaboratively and selflessly as part of a learning community;*
- **Respect:** *the importance of demonstrating kindness, tolerance and respect for others' views, abilities and contexts in learning.*

Our curriculum challenges and extends the most able whilst providing pathways for all to develop and hone knowledge, skills, competencies and talents. All students develop a wide range of skills to equip them for life in modern Britain.

Joining Queens' School as a teacher is an exciting opportunity; one which could be a key stepping stone in your career. The successful candidate will be an excellent classroom practitioner; for us at Queens' School, this means someone who is creative, resourceful, knowledgeable and enthusiastic about ensuring the best possible outcomes for our young people. We are keen to work with you if you are able to lead by example, have ambition, and focus; and our students will be keen to be taught by you if you are motivated by sharing your passion for your subject, and demonstrating your commitment to their learning and school community.

I hope that this information pack and the advertisement can give you a flavour of the vibrant school I am so privileged and proud to lead. I am also very aware that applications take a considerable amount of time and thought, so I thank you in advance for your submission.

With very best wishes,

Jonathan Morrell

## Application and Next Steps

<b>Contract Term:</b>	Permanent
<b>Start date:</b>	Spring term 2024
<b>Salary:</b>	MPS/UPS plus London Fringe

### Introduction

Thank you for your interest in the post of Learning Support Supervisor at Queens' School.

The application pack consists of an application form and the following information contained in this document:

- Copy of Advert
- Information about the school
- Job Description

### Please note:

- **Closing Date:**  
The closing date is midday **Friday 19<sup>th</sup> January 2024**.  
**Early applications are encouraged, and interviews may take place on a rolling basis.**  
**We reserve the right to extend or close the deadline.**
- **References:**  
Please ensure that you provide email addresses for all your referees, as we will request references by email.
- **Criminal Declaration form:**  
All applicants invite to interview will be required to complete a Criminal Declaration Form.
- **How to apply and where to send your application form:**

If you wish to apply for the post, you are invited to complete and return the **Application Form** along with a **letter of application** demonstrating how you feel you meet the Person Specification. Your letter should be no longer than two sides of A4 (word processed and using size 12 font). Please forward these by email to [applications@queens.herts.sch.uk](mailto:applications@queens.herts.sch.uk).

All details, including the Application Form, Job Description and Person Specification can be found on our school website: [www.queens.herts.sch.uk](http://www.queens.herts.sch.uk). If you have not heard from us within 2 weeks of the closing date, please assume your application has been unsuccessful.

- It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Applicants must be willing to undertake a number of safeguarding checks including an enhanced Disclosure and Barring (DBS). This post is subject to receipt of written references, which must be satisfactory to Queens' School along with documentary evidence of qualifications.
- An online search of shortlisted candidates will be conducted as part of due diligence checks in the recruitment process.
- Successful applicants will need to provide confirmation of the right to work in the UK. Please note that under the Immigration Asylum and Nationality Act 2006, the school has an obligation to ensure applicants have the right to work in the UK prior to commencement of employment. (If it is found that those documents do not meet the legal requirement, an offer of employment will be withdrawn).
- Where the successful candidate has worked or been a resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance.
- We aim to be an equal opportunities employer and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are exempted under the Rehabilitation of Offenders Act 1974. Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers. We are an Equal Opportunities employer.

# ADVERT



## QUEENS' SCHOOL

*Dare to be Great*

### Learning Support Practitioner

- Closing date:** Midday Friday 19<sup>th</sup> January 2024
- Start date:** Spring term 2024
- Grade:** Scale H3, pro Rata (Actual salary £17,566)
- Hours of work:** 30hrs per week, 8.30am – 3.00pm, term time only.

We are seeking to appoint a versatile classroom Teaching Assistant to join our friendly, committed, successful Learning Support team. You would support students with special needs (such as dyslexia, ADHD/ADD, as well as some students who have social emotional and behavioural difficulties) in a range of different lessons.

Applications to the Headteacher, Jonathan Morrell, to include school application form, covering letter and full contact details of two referees [applications@queens.herts.sch.uk](mailto:applications@queens.herts.sch.uk)

**You must complete all parts of the application form. CV's are not accepted.**

In accordance with DfE Keeping Children Safe in Education 2023, an online search will be completed on all shortlisted applicants prior to interview.

Queens' is a large, co-educational, multicultural, thriving, and oversubscribed school. We have a well-established reputation for academic achievement for all students, with excellent attainment and progress outcomes. We provide a safe, caring and challenging environment for learning, and are committed to the development of every student as an individual. We understand that while students have different gifts and talents we have a strong belief that everyone can be *Great*.

At GCSE, it is usual for well over 80% of our students to attain 5 Standards Passes including English and Maths, with over 30% of results at Grades 7, 8 or 9. At Sixth Form, it is usual for well over 50% of grades to be A\*- B. In our last Ofsted Inspection, it was noted that Queens' has a 'highly regarded senior leadership team'; 'pupils are clearly proud of their school and enjoy learning' and 'teaching and learning is at the top of the agenda.' We seek the best opportunities and outcomes for all students and are rightly proud of our commitment to inclusivity and equalities. In 2023, we were awarded the Gold Award in Equalities from Equaliteach.

All staff benefit from high quality continuing professional development opportunities and there is a comprehensive induction, support and training programme for ECTs.

Applications to the Headteacher, Jonathan Morrell, to include school application form, covering letter and full contact details of two referees [applications@queens.herts.sch.uk](mailto:applications@queens.herts.sch.uk)

*Queens' School is committed to being an equal opportunities employer. We insist on the equal treatment of all current and prospective colleagues and will never condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.*

*To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.*

*We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are exempted under the Rehabilitation of Offenders Act 1974. Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers. We are an Equal Opportunities employer.*

**Queens' School (Bushey) Ltd. is a Charitable Company limited by guarantee**

**Registered Office: Aldenham Road, Bushey, Hertfordshire, WD23 2TY**

**Telephone: 01923 224465**

**email: [office@queens.herts.sch.uk](mailto:office@queens.herts.sch.uk)**

**[www.queens.herts.sch.uk](http://www.queens.herts.sch.uk)**

**Registered in England; Registered Number 07650609**



## Why work at Queens' School?

- A school community with a passion for learning
- Excellent attainment and progress at A-level and GCSE
- Ofsted 'Good'
- Teachers' pay enhanced through the Fringe Allowance
- Pupils eager for success
- Supportive parents who value education
- Caring colleagues
- Excellent professional development and guidance
- Highly regarded senior team driving forward improvement
- Teaching and learning at the top of the agenda
- Happy friendly school community
- A holistic approach to student development
- Pupils are proud and enjoy learning
- Large range of extra-curricular opportunities: Sports; Arts; CCF; DoE; Debating



## The Vision

### A Great School

- Outstanding achievement and progress for all students
- The highest quality teaching
- The highest standards of personal behaviour and individual responsibility
- A culture of high expectations, aspiration and scholastic excellence

*'Daring to be Great by pursuing our values of Scholarship, Tenacity, Altruism and Respect.'*



## Partnerships

- The Watford Partnership: a network of local secondary schools committed to high quality training of teachers;
- SWSSH: a network of local secondary schools committed to inter-school dialogue and collaborative guidance and practice.
- Established partnerships with School Direct and Universities supporting professional development
- Watford and Hertsmere School Sport Partnership
- CCF partner with Aldenham Independent School.
- UK Career Ready
- Partner schools in Zambia and Taiwan



## A Desirable Location

- Large site set in 52 acres of playing fields
- Attractive area on the outskirts of Watford
- Easy access via excellent road links including the M1 and M25.
- Bushey Station is 20 minutes by train from London Euston

## Excellent facilities

- Commitment to renovation and rejuvenation of current buildings
- Modern and purpose built science labs
- Large purpose build sports centre
- Well resources fitness suite
- 12 all-weather sports pitches



- Outdoor classroom
- Google School
- Catering by Cucina



### Staff Wellbeing

- Staff wellbeing committee
- Access to our fitness suite
- Salary Sacrifice scheme
- Free eye tests
- Annual flu jabs
- Staff social gatherings ranging from weekly Friday night sports to our annual end of year party
- Coaching and mentoring culture
- Generous planning and preparation time
- Well-equipped staff room
- Complimentary refreshments throughout the day (Tea and Coffee)
- Service Awards
- Staff laptop

### Developing Your Career

- Strong collaborative teaching culture
- Coaching and mentoring culture
- Highly regarded school CPD Programme with a focus on Teaching and Learning Communities (TLC's) to improve pedagogy and practice
- Departmental Professional Learning (DPL) with a subject focus
- Range of personalised professional learning and development programmes to match aspirations:
  - Teacher Led Development Work (TLDW)
  - Postgraduate studies (Masters and Doctorate)
  - National Professional Qualifications in Leading (NPQ's)

### Staff testimonies

*'I have been given a number of CPD opportunities to develop not only my teaching, but my leadership skills which helped me secure the role of Key Stage 3 Coordinator in the Mathematics department.'*

*'I had been told great things about the school. The staff are extremely supportive and clearly care about the students and the school. This reflects on the atmosphere within classrooms and the students, who are motivated and want to succeed.'*

*'What drew me to Queens' was the ambition of the leadership team and the desire to raise the levels of student performance and aspiration whilst maintaining the unique character of such a large and multi-faceted school.'*

*'During the interview process I met numerous students and was bowled over by their enthusiasm for the school, particularly the House competitions, and their desire to balance school improvement with respect for long-standing traditions.'*

*'The staff have been extremely supportive and welcoming since my first day here, with many going the extra mile to make sure my move to the school has been as smooth as possible.'*

*'In my short time at Queens', I've witnessed a staff body committed to supporting the progress and wellbeing of all students, and for me, this is the mark of a great school.'*

*'I am well supported by my SLT line-manager and encouraged to try new ideas in the never ending search for better teaching and learning within the department.'*

*'Since joining Queens' I have not looked back. The students are amazing, the staff are really friendly and the SLT are always on hand as and when I need to call on them.'*

*'My team make coming to work fun and enjoyable every day. It's true what they say 'choose a job you love and you will never have to work a day in your life'.*

*'The Mathematics department are incredibly supportive and dedicated. Every member of the department works tirelessly to get the best out of every student.'*

## Alumni

- Anne Coffey MP
- Kenny Jackett Football
- Terry Johnson Playwright
- Jordan Littleboy Football
- Sean Murray Football
- Mark Oaten MP
- Callum Shinkwin Golf



## Find Out More

For further information about career opportunities or to find out about our current vacancies:

Website: [www.queens.herts.sch.uk](http://www.queens.herts.sch.uk)

Email: [office@queens.herts.sch.uk](mailto:office@queens.herts.sch.uk)

Twitter: @queenssch

Tel: 01923 224465

**Queens' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are**

**exempted under the Rehabilitation of Offenders Act 1974. Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers. We are an Equal Opportunities employer.**





## QUEENS' SCHOOL

*Dare to be Great*

### Learning Support Practitioner

#### Job Description

<b>Post title:</b>	LSP
<b>Reporting to:</b>	SENCO
<b>Purpose</b>	To promote academic and social success, maximising outcomes for all students.
<b>Main Responsibilities</b>	To support, plan, prepare and deliver assigned programmes of learning activities under the overall direction and supervision of a teacher to individuals and small groups modifying and adapting activities as necessary.

#### Supporting students

- To support plan, prepare and deliver assigned programmes of learning activities under the overall direction and supervision of a teacher to individuals, small groups modifying and adapting activities as necessary
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- To devise strategies to address underachievement, setting students individual targets and co-ordinating appropriate support
- To keep accurate records and actively monitor and track student progress
- Liaise with staff and other relevant professionals and provide information about students as appropriate
- To assist with the development and implementation of Passports for Learning including attendance at, and contribution to, reviews as appropriate
- To encourage inclusion and acceptance of all students and their special needs
- To provide support and challenge to enable learning within group and individual learning situations.
- To establish a positive working relationship with students, provide praise and promote the development of a student's self-esteem
- To facilitate and actively encourage independent communication with other students.
- To encourage the development of independence and self-reliance.

#### General

- The post holder will also work as part of the school support team and is occasionally expected to provide initial cover throughout the whole non-teaching area as necessary e.g. in the case of staff sickness
- First aider
- Fire Marshal

### **Training & development of self**

- Set personal targets and take responsibility for own continuous professional development
- Attend and update the appropriate training to your role

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work

This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests

### **OTHER SPECIFIC DUTIES**

- To carry out the duties in the most effective and economic manner available
- To support the school ethos
- To maintain confidentiality at all times
- To carry out and communicate Queens' School's values in all aspects of work
- To contribute to the safeguarding and promotion of the welfare and personal care of students with regard to Child Protection Procedures

***In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post at the appropriate grade.***