



WATFORD GRAMMAR SCHOOL FOR GIRLS

Headmistress: Miss Sylvia Tai BA (Hons)

INFORMATION PACK FOR APPLICANTS

Name of Post: LSA/Cover Assistant (Graduate Post)

Required from: September 2021

Location: Watford, Hertfordshire

Closing Date: noon 7th May 2021

Interviews: Monday 17th May 2021 (tbc)

Thank you for requesting details of the above post. The following documents form part of this pack: this applicant letter, job description and person specification. In order to apply please use the teaching staff application form on our website, and make yourself familiar with our child protection and safer recruitment policies, also on the website. Please complete the Equalities Monitoring form via the link.

You are welcome to send a copy of your CV however it must be accompanied by a fully completed and signed application form. A CV alone will not be considered. The application form can be completed and returned electronically however if this is the case it will need to be signed in person if you are called for interview.

Completed application forms will not be acknowledged. Successful applicants will be notified within two days of the closing date. Applicants who are not called for interview will not be informed that they have been unsuccessful.

Applicants invited for interview will be required to provide original copies of relevant qualifications for verification, including for teachers evidence of their degree certificates and teaching qualifications, as well as documentation to comply with the provisions of the Immigration, Asylum and Nationality Act 2006. Details of documents required will be specified in letters to those called for interview.

Contact details for Return of Completed Application forms and other enquiries:

Sue Granville
EA to Headmistress
HR Manager

s.granville@watfordgirls.herts.sch.uk



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admin@watfordgirls.herts.sch.uk



watfordgrammarschoolforgirls.org.uk

Registered in England & Wales Company No: 07348254 Registered name and address as detailed

Watford Grammar School for Girls
Lady's Close,
Watford, Hertfordshire
WD18 0AE



Watford Grammar School for Girls

Person Specification

Position: LSA/Cover Supervisor

Fixed Term Contract

	Requirement	If ticked this is essential	How this will be assessed
Qualifications	A good honours degree.	<i>Essential</i>	<i>Application form.</i>
Specific Training Requirements	None Interest in training to teach	<i>Essential</i>	<i>Application form. Interview</i>
Experience	Experience of working with children	<i>Preferable</i>	<i>Application form. Interview</i>
Knowledge	Competent IT skills	<i>Essential</i>	<i>Application form. Interview</i>
Skills and Competencies	Proven organisational and administrative skills Willingness to learn new skills. Ability to work effectively with a range of people	<i>Essential</i> <i>Essential</i>	<i>Application form. Interview</i>
Communication skills	Articulate and accurate communication.	<i>Essential</i>	<i>Application form. Interview</i>
Personal Attributes	A commitment to raising achievement and providing challenge. Ability to work as part of a team. Ability to create good working relationships with children 1:1 and an ability to empathise with students Willingness to take a full part in extended-curricular activities, including day trips. In sympathy with the aims of the school. Enthusiasm, energy, initiative and a sense of humour. Willingness to be flexible, use initiative and work independently	<i>Essential</i> <i>Essential</i> <i>Essential</i> <i>Essential</i> <i>Essential</i> <i>Essential</i>	<i>Application form. Interview.</i>
Other	Ability to maintain confidentiality, working under Safeguarding protocols.	<i>Essential</i>	<i>Interview.</i>

Applicants called for interview should note that the interview itself (and/or any additional tasks to be performed, if applicable) will, as appropriate to the role:

- (i) Focus on the requirements to carry out the duties of the job, as described
- (ii) Explore issues relating to the safeguarding and promoting the welfare of children, including:
 - Motivation to work with children and young people
 - Ability to form and maintain appropriate relationships and personal boundaries with children and young people
 - Emotional resilience in working with challenging behaviours
 - Attitudes to use of authority and maintaining discipline.
- (iii) Be used to explore any relevant issues arising from references received.

Post Title: Cover Supervisor / Learning Support Assistant

Responsible to: Hours: 35 hours / term time plus 5 additional days to include training days

Context of the post

In all matters the foremost will be the supporting of the aims of the School and the policies laid down by the Governing Body. The spirit of all the school policies is summed up by our Ethos:

“The Ethos of the school is based firmly on our record of academic success. We encourage all girls to strive for academic excellence. We value hard work, scholarship and reading and believe that these should remain part of each girl’s life as she develops a life-long love of learning. We strongly encourage girls to achieve their highest potential and to participate actively in all areas of school life, such as music, sport, community service and enrichment opportunities. We exhort girls to aim for the highest standards in everything they do and we recognise each girl’s individual talents. We build the confidence, resilience and personal responsibility of the girls by taking every opportunity to develop these in lessons and extra-curricular activities, and by encouraging girls to participate in opportunities that will enrich and enhance their school experience. As a community, we respect our traditions and promote care, consideration, toleration and trust.”

It is the responsibility of every member of staff to ensure at all times the safety of the children in their care. All adults working in the school should know about the school’s child protection procedures and the identity of the Designated Senior Person for child protection.

The post holder will take part in an annual performance Review at which objectives will be set and development needs identified. From time to time s/he will review her/ his own methods of teaching and programmes of work and to participate in arrangements for further training and professional development.

. Job Purpose

To be responsible for the supervision of learning in a classroom in the absence of the teacher and provide one to one, small group or in class support for pupils with SEND.

Main Duties and Responsibilities

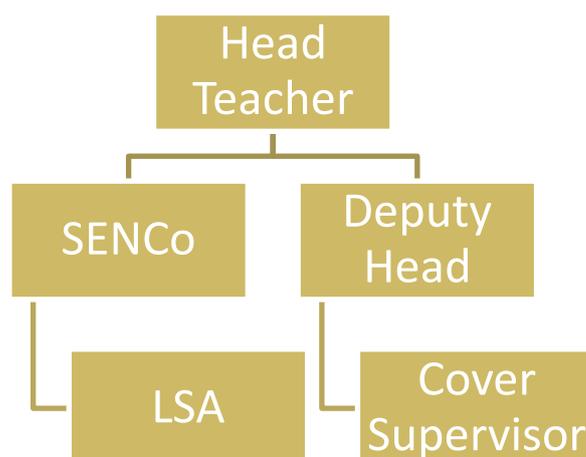
MAIN AREAS OF RESPONSIBILITY: Learning Support.

- establish a supportive relationship with the students concerned;
- provide in class support in lessons so that the students can access the curriculum.
- provide support to ensure they can take part safely in all activities;
- deliver small or 1:1 intervention programmes to identified students

MAIN AREAS OF RESPONSIBILITY: Cover Supervisor.

- to provide classroom supervision to whole classes in absence of a teacher
- to complete all necessary administration including taking a register and giving the subject teacher feedback on the lesson.
- to create an orderly and purposeful environment in which pupils can complete work set by the classroom teacher
- to make use of school behaviour policy
- to invigilate internal and external exams when required
- to accompany visits and field trips as required

Organisation Chart



NOTES

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

All staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct:

- Staff uphold public trust in the teaching profession and Watford Grammar School for Girls and maintain high standards of ethics and behaviour, within and outside school, by:
 - Treating pupils and colleagues with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to their professional position.
 - Having regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions as appropriate.
 - Showing tolerance of and respect for the rights of others
 - Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
 - Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
 - All staff must have proper and professional regard for the ethos, policies and practices of Watford Grammar School for Girls and maintain high standards in their own attendance and punctuality.