



ST PAUL'S
GIRLS' SCHOOL

Job Description

Second in Learning Support

Required from September 2024

Part time – two days a week

Fixed term for one academic year

Salary: competitive rates based on teaching experience and qualifications

The School

St Paul's Girls' School is one of the country's leading independent schools for girls aged 11-18, with approximately 780 students. It is an extraordinary school, offering a classical yet forward-thinking education, rooted in a love of academic discovery and enriched by a broad co-curricular programme, nurturing wellbeing provision and a strong commitment to partnerships and community initiatives. Aspirations and achievements go well beyond what one would normally expect from a school, making St Paul's an exciting, lively, and stimulating place in which to work.

Full details of the school, including our curriculum and public exam results, are available on our website at <http://www.spgs.org>

The Post

St Paul's Girls' School is looking for an enthusiastic specialist teacher to cover the role of 2nd in department due to planned staff absence for 1 year.

The post offers an opportunity for a Learning Support Teacher (Level 5 Dip Dyslexia & SpLD OCR or equivalent) to work as a second in a small, evolving learning support department for a year. The foci of the role is intended to be flexible so that it draws on the candidate's interests or research within the field of SEND. Candidates must hold appropriate qualifications to teach and make recommendations for secondary aged students with SEND.

You will be part of an engaged, supportive, wider staff community.

Job Description

Key Duties:

- 1:1 support of high achieving students with SEND across the 11 to 18 age range.
- Support the organization and invigilation of access arrangements in in-house and public exams.
- Assist reviewing and developing early identification procedures.
- Advocate for SEND students' needs within the staffroom.
- Collaborating with the SENCo to promote student voice and develop presentations with students to increase whole school understanding of SEND.
- Collaborating with the SENCo on planning for and delivering staff or parent discussion groups/workshops relating to recent research relating to SEND.
- Communicate with parents re: 1:1 provision.
- Liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies.

Person Specification

The successful candidate will be committed to the SPGS values and ethos.

- Strong listening skills
- Good insight into the demands of the school day and homework for students in a highly academic environment
- Strong organizational skills
- An eye for detail
- Strong communication skills both oral and written
- Energy and readiness to work in a high-paced environment
- Confidence in leading small exam sessions
- Flexibility, e.g. availability to work extra hours during the summer term to help out with exams or start of Spring term if needed
- Ability to be calm under pressure
- Willingness to be involved in the wider life of the school.

Qualifications: Essential

Level 5 OCR diploma or equivalent/Working towards Level 5 OCR diploma

Qualifications: Desirable

CPD training relating to Executive Functioning/developing students' organizational skills.

Experience: Desirable:

Experience teaching in secondary education

Experience of GCSE and A Level exam administration and invigilation (additional training will be provided).

Working knowledge of US exams e.g. ACT and SATs (training can be provided).

Reports to: Learning Support Co-Ordinator and Director of Pastoral Care

Application and interview procedures

Please submit applications using the forms provided on our website www.spgs.org/vacancies. A covering letter addressed to the High Mistress outlining how you match the criteria above must also be submitted. In addition, we ask candidates to provide details of qualifications and experience and the names, addresses, telephone numbers and e-mail addresses of two professional referees, one of whom should be the head of the applicant's present or most recent employer.

The school will shortlist applications as they are received and interviews might be arranged on a rolling basis, so early application is recommended. We will acknowledge all applications and if you do not receive an acknowledgement, it is advised that you e-mail or telephone to confirm that your application has been received. Candidates who have not heard further from us within two weeks of the closing date should assume that the post has been filled.

Closing date: Monday 29 April, midday

Interviews: Week commencing 6 May

Disclosure and Barring Service (DBS) and overseas police checks

St Paul's is a "registered body" under the Police Act 1997 because employment here involves access to children under the age of 18. This post will require an enhanced DBS check from the Disclosure and Barring Service (formerly Criminal Records Bureau) before we can confirm an offer of employment. Unless you are a member of the DBS Update Service you will need to apply for a new disclosure, even if you already hold one. Former members of staff who are not on the Update Service who re-join us also require fresh disclosures unless less than three months have passed between their leaving and their re-employment date. If you have lived or worked abroad for 3 months or more within the past 10 years, you will also need to provide appropriate paperwork, such as a police certificate of good conduct, from the countries you have lived in.

Safeguarding guidelines

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with our child protection policy statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children at St Paul's, s/he must report any concerns to our safeguarding designated person or to the High Mistress.

Contact details:

Human Resources Department

St Paul's Girls' School

Brook Green

London W6 7BS

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recruiting@spgs.org

www.spgs.org