



EDGBASTON HIGH SCHOOL

HIGHER LEVEL LEARNING
SUPPORT ASSISTANT

April 2024



EDGBASTON
HIGH SCHOOL

INFORMATION FOR APPLICANTS

History

Founded in 1876, Edgbaston High School for Girls (EHS) is the oldest independent day school for girls in Birmingham. The school is very pleasantly situated next to the Botanical Gardens, 1½ miles from the city centre. There are over 870 girls aged 2½ to 18 divided into four phases working together on one site. Continuity of education is a key feature of EHS, but girls can join at different stages of their academic career.

Modern and Ambitious

Pupils enjoy a broad-based programme which substantially fulfils the requirements of the National Curriculum and extends beyond it. Examination results are very good with high grades distributed across both Science and Arts subjects. Staff and parents work closely together so that each girl can develop her individual gifts to the full.

Edgbaston High School is proud of its high academic standards, its pastoral care, and the wealth of co-curricular opportunities the school provides. Key to this success are the staff that work here. We employ a wide range of staff in addition to our well-qualified and experienced Teachers, Estates, Finance, IT, Human Resources, Specialists Technicians, Early Years Practitioners and many others.

Pupils

Edgbaston High School has approximately 870 girls aged from 2½ to 18 years old, divided into Pre-Prep, Preparatory, Senior and Sixth Form phases. Around 500 of these are in the Senior school. Edgbaston High School attracts girls both from the immediate neighbourhood and across the West Midlands, attracted by the high academic standards, the lively programme of co-curricular activities and the individual attention and flexibility of our approach.





Professional Reward and Development

We recognise the expertise of our staff and aim to create an inspiring environment in which you can work to your full potential and develop your career. As a school we believe in;

- A competitive salary
- Fully funded training costs where there is a benefit to the School and many opportunities for continued professional development projects
- Personal Development and recognition through our annual appraisal scheme
- Well-resourced departments

Benefits

- Free refreshments and lunches when the school is operational provided by our excellent Catering team
- There is a generous fee remission for the children of staff who might want to attend EHS.
- Free access to the Botanical gardens for yourself and your family

Health and Wellbeing

Your health and wellbeing are important to us and we offer;

- Free use of the school's Gym at agreed times
- Free use of the school's swimming pool at agreed times
- Access to our onsite counsellor
- A supportive network of experienced Head of Departments, Deputies and Senior Leadership Teams
- As part of the staff community there are opportunities to take part in enjoyable social events, sports activities and more
- Friendly and supportive staff who work together and share resources and ideas

Ethos

Our mission is to nurture confident, considerate and intellectually curious young women – an ethos that underpins everything that we do. We are an ambitious and thriving school with a focus on providing a broad, modern, enriching and inspiring education that instils EHS girls with the confidence, independence, motivation and ambition to succeed both within and beyond the school. We foster an environment where students can expand their minds, think flexibly, develop the skills of leadership that they all have within them, and grow personally as well as academically. Children should be, and deserve to be; empowered, inspired and challenged throughout their education so that they leave school fully equipped to succeed in whatever they decide to pursue.



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Diversity

Diversity and inclusion are central to everything we do. We are actively committed to promoting and participating in good practice in the way that we attract, recruit and retain staff.

Everyone is encouraged to bring their whole self to work because we appreciate the value that a truly diverse workforce brings to an organisation. We celebrate difference, recognising the benefits that this brings to our inclusive culture, including age, disability, gender identity and expression, religion, race, sex, sexual orientation and socio-economic background.





Higher Level Learning Support Assistant Job Description

Title of post: Higher Level Learning Support Assistant

Relationships: Preparatory, Senior staff teams.

Responsible to: Head of Learning support

Purpose:

- To support learning and teaching across the curriculum and age range (4-18), advocating for pupils with special educational needs and disabilities and English as an additional language (SEND/EAL)
- To assist in planning, review and delivery of the curriculum through an extended school day (either with individuals or in small groups) and to assist in pupil health, safety, welfare and emotional and behavioural support
- To support the Head of Learning Support in administrative tasks related to the department
- To engage in active participation in all staff meetings and CPD

Responsibilities:

- To provide in and out of class support in the form of targeted interventions to SEND and EAL students under the direction of the Head of Learning Support, occasionally one to one or group work.
- Liaise with the teaching staff to support the needs of EAL/SEND students across the school
- Liaise with the teaching staff to assist in the monitoring, assessment and recording of the progress of the EAL/SEND students using school systems.
- To work with teachers to support the learning, educational progress and inclusion of pupil(s) with an EHCP or educational learning plan
- Create, organise and manage all necessary resources and an appropriate learning environment
- Assess, manage and deliver learning support to SEND/EAL students using knowledge and specialist skills, using suitable resources to develop progression.
- To facilitate baseline testing of pupils.
- To work closely with allocated pupils, understanding how to motivate and encourage them to achieve and progress
- To work with members of teaching staff to support learning and teaching in the classroom
- To build and maintain successful relationships with pupils, treat them consistently and be concerned for their development as learners, supporting them and responding to their individual needs
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies

- Have an understanding of SEND code of Practice 2014 and legislation related to supporting pupils with special educational needs or disabilities.
- To be familiar with the school curriculum, the age-related expectations of pupils and main teaching methods for age ranges in which you are involved
- To liaise with parents carers about support in place for students
- To attend parents' evenings
- Supervise children as required on the school site and on off-site visits and outings.
- Supervise the children as required at break and lunch times
- To cover lessons if required
- Other tasks at the reasonable request of the Headmistress

HOW TO APPLY

Applications, addressed to Mrs Clare Macro, should include the completed application form, a covering letter of not more than 2 pages summarising your suitability for the role as outlined in the information pack.

<p>Application forms, covering letters and CVs should be submitted to the HR & Compliance Officer: mahmoodm@edgbastonhigh.co.uk</p> <p>If candidates prefer to send their application by post, it should be addressed to:</p> <p>Meahwish Mahmood HR & Compliance Officer Edgbaston High School for Girls Westbourne Road Edgbaston Birmingham B15 3TS</p>	<p>The closing date for applications is at 12 noon on 10th May 2024.</p> <p>Interviews will take place at Edgbaston High School for Girls W/C 20th May 2024.</p>
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