

**STUDENT SUPPORT  
ASSISTANT**

**JOB  
INFORMATION**



RGS



RGS

## STUDENT SUPPORT ASSISTANT

Newcastle upon Tyne Royal Grammar School

Required from September 2024



### THE POSITION

We seek to appoint for September 2024, a caring, thoughtful, and professional Student Support Assistant to support a student at our school in Year 7 (aged 11). Whilst the role is unique, the successful candidate will be joining a very close team of staff here at RGS.

A normal day would include meeting our student at school at around 7.45am and caring for them, within lessons and during some break-times, until the end of the school day. This will include toileting, transfers to and from a standing frame and other elements of personal care. There is some flexibility required, the day will end between 4pm and 4.30pm when our student is collected by parents. The exact finish time of each day will depend on co-curricular clubs.



**Job Description:** Student Support Assistant

**Closing Date:** 9.00am Monday 03<sup>rd</sup> June 2024

**Contact:** Lorraine Cattle (Head of Learning Support/SENDCO) [l.cattle@rgs.newcastle.sch.uk](mailto:l.cattle@rgs.newcastle.sch.uk)



## THE SCHOOL

Thomas Horsley, the original settlor of the Royal Grammar School Newcastle (RGS) pledged his legacy to the School in 1525. Almost 500 years later, RGS continues to flourish as the premier independent school in the North East of England and as one of the country's leading schools.

In 2023, RGS was named overall 'Independent School of the Year' in The Telegraph Group's national awards. RGS also consistently tops the region's academic league tables and was awarded the Sunday Times' 2024 North East's Top Independent Secondary School, both the overall winner and for Academic Performance. While we pride ourselves on academic excellence, we are just as well known for our high level of pastoral support, involvement in a wide range of sports and other co-curricular activities, and our commitment to bursaries and partnerships.

RGS is fully co-educational with over 1,300 students aged 7-18 years (Years 3 to 13) and our academically selective places are highly coveted. We have more than 250 students in the Junior School, which shares the same outstanding site as the Senior School. Our Sixth Form is one of the largest in the independent sector with more than 340 students.

The school is based in the heart of the City, immediately opposite Jesmond Metro station and our excellent transport links attract students from far and wide. The school occupies over 30 acres of land and has state-of-the-art facilities, including a 25m swimming pool, two Sports Halls, five new art studios, a new library, a new Sixth Form Centre, a Performing Arts Centre with professional-standard theatre, several outdoor football/rugby pitches, an artificial turf pitch and the former County Cricket Ground.

RGS is a special place, known and respected throughout the whole country as well as the North East. It's a place where aspirations are high, results are outstanding, and opportunities are endless. Our students go on to study highly selective courses at the most sought-after universities, but also leave the school realising that life outside the classroom has been equally beneficial.



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## THE LEARNING SUPPORT DEPARTMENT

The department is a small team of four colleagues with a wealth of experience in independent, maintained, special and specialist schools or units. Our aim is to ensure that every student can enjoy success in and out of the classroom, regardless of the barriers they may face. As such, we have recently appointed a Social Communication Skills colleague to help with this area of need. We like to ensure that all needs are met and to help every student feel willing and able to manage the school curriculum and provide individual or group support where needed.

All students, regardless of their needs, should be offered a broad, balanced and differentiated curriculum appropriate to their needs, abilities, and aspirations. We work closely with teachers and parents to provide individualised programs which target areas for development, whether it is academic or pastoral. We use a range of evidence-based educational and psychological approaches to help our students, with the student at the heart of decisions about their support.

We work with all ages, from Year 3 to Upper Sixth, and so flexibility, communication, positivity, and good knowledge of SEND and pedagogy is vital. We provide regular training for the school, run a SEND special interest group, as well as supporting other schools and provide training on SEND in the North East.



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## SUMMARY OF ROLE

Our student is a friendly, bright, and determined young lady and this is a highly rewarding role, caring for an individual within the school. There is no home care as part of this role. The role includes all personal care when in school, such as toileting, dressing for games, PE, and swimming, assisting in classroom lessons, and facilitating independence at mealtimes.

- Hoists are used for transfers – full training will be provided.
- Personal care support – training will be provided.
- Supporting access to co-curricular activities during lunchtimes and after school.
- Ensuing reasonable adjustments are in place to support independence in lessons.
- Must be comfortable in a large school environment.





## MAIN DUTIES AND RESPONSIBILITIES

Reporting to the Head of Learning Support, (SENDSCO), the Student Support Assistant's overall responsibilities will include (but are not limited to) the following and may be altered from time to time:

### TYPICAL DUTIES

#### Specific to School

- Accompanying our student to and from each lesson (she has an electric wheelchair and is a great driver!).
- Assisting with tasks within lessons (our student writes well but tires quickly).
- Structuring and facilitating reasonable adjustments in lessons such as access to her workspace, setting up her Surface Pro and writing slope.
- Supporting during swimming lessons (including in the swimming pool).
- Conducting Learning Support Assistant (LSA) duties should our student be absent from school.
- Opportunity to join school residential and co-curricular trips depending on requirement.

#### Personal Care:

- Washing and bathing - toweling dry/drying hair.
- Hoisting into and out of swimming pool.
- Applying creams.
- General hair/skin care.
- Hoisting on and off toilet.
- Supporting personal and intimate care needs when required.
- Dressing and undressing.
- Helping into/out of chair and into standing frame.
- Transfer to Sports Wheelchair for Games & PE lessons.
- Giving medication.
- Helping with other aspects of personal care as required.

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## PERSON SPECIFICATION

The successful candidate will demonstrate experience and expertise in most of the following areas. Previous experience is preferred but this is not as essential as a kind and common-sense approach to these roles.

### QUALIFICATIONS

- Level 2/3 Teaching Assistants or equivalent qualification and/or experience.
- Experience of supporting in a KS3 and GCSE curriculum
- Appropriate first aid training.
- Appropriate safeguarding training.

### EXPERIENCE, SKILLS, AND PERSONAL ATTRIBUTES

#### Skills/Experience- Essential

- Proactive approach to the duties and responsibilities associated with the role; able to both follow instructions and work on own initiative.
- An ability to balance conflicting demands, whilst working in a fast-paced environment.
- An understanding of, and commitment to, the needs of working with young people and children. These include safeguarding, Health and Safety, security and managing confidential information at times.
- Ability to use ICT effectively to support learning.
- Learning Support provision capabilities.
- Respectful of our student's privacy and confidentiality, with the ability to build, maintain quality relationships and communicate effectively with students, colleagues, and parents/carers.
- Understanding and commitment to equality of opportunity for all.
- Reliable, with good timekeeping.
- Hygienic and tidy minded.
- Fit and healthy to undertake the required physical duties.
- Patient and possessing excellent people skills.
- A genuine liking of people and the ability to show warmth, good-humour, empathy, and sensitivity.

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### Skills/Experience- Desirable

- Completed training in the relevant strategies such as manual handling of people, supporting personal care or experience of using specialist support equipment such as hoists.
- Committed to developing further personal professional knowledge, skills, and experiences.
- Experience of working with KS3 and (I)GCSE students and curricula.
- Understanding of principles of child development and learning processes.

### Personal Attributes- Essential

- Highly motivated, effective, and energetic.
- Resilient and well organised.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Tact, discretion, and diplomacy.



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## LIVING IN THE NORTH EAST

Whilst the North East is beloved and popular with so many, we know that not everyone will have had first-hand experience of it, so this is a short introduction to a city and region which we love, and believe you will too. Newcastle is a medium-sized city with an historic centre and a vibrant life of its own. There's culture and arts in the form of the award-winning BALTIC Art Gallery and The Glass House, alongside several theatres that attract national touring productions. There's music from classical to club and we are home to the Royal Northern Sinfonia. There's also a growing food culture with some fantastic restaurants.

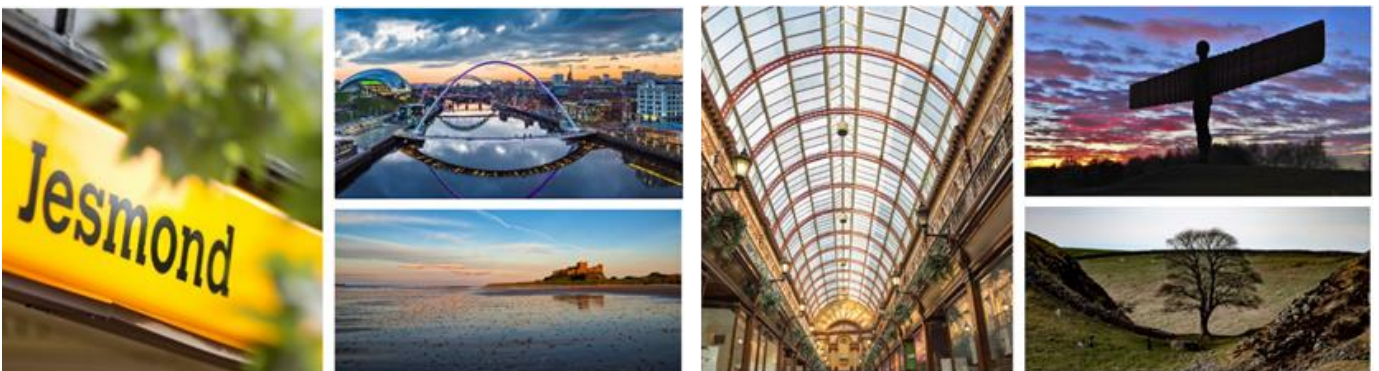
If you like sport then there's certainly no shortage of top-class entertainment: from Premier League football being played at St James' Park and EFL at the Stadium of Light to first class cricket at Durham (a mere half hour away), and great rugby at the Falcons, not to mention basketball and even ice hockey, and then there is the annual Great North Run. The North East has also produced some of the country's finest athletes in track and field and there are clubs aplenty to get involved with, most famously in Gateshead.

The coast and the hills are minutes away from the city centre. By car you can be in the middle of nowhere in 45 minutes, the Scottish Borders is only an hour away and the Lake District an hour and a half. The coast is served by the Metro (our version of the Tube), but some of the country's best beaches are up the road in Northumberland, less than 40 minutes by car. There's mountain biking, road cycling, climbing, and endless hill walks in stunning countryside. There are green spaces all over the city too, with plenty of parks for children and dogs alike to run around.

There are three local teaching hospitals, two universities in the city with another three close by. Some pioneering medical work goes on at the RVI, Great North Children's Hospital and the Freeman Hospital.

History abounds with more castles than you could count and sites of interest for almost every period of English (and border) history. Add that to a proud, independently minded and very friendly local population and we have most things you could want.

There are excellent primary schools in the region and city as well as some good secondary schools too, but staff do get a discount at the RGS. There are also a number of good competitor independent schools as well.



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## MAIN TERMS AND CONDITIONS

- This is a permanent position with the school which will start in September 2024.
- The post will report to the Head of Learning Support (SENDCO).
- This is a full-time position during RGS term time.
- The successful candidate will be required to work on the compulsory safeguarding training at the start of each academic year and four other staff training days throughout the year. Further details regarding staff days will be shared with the successful applicant. Payment for these staff days has been incorporated into the annual salary.
- The successful candidate may also be required to work limited special events e.g., RGS Day and Open Day, with advance notice being given by the school.
- Normal working hours will be 37.5 hours per week (7.5 hours per day), Monday to Friday. Set hours are yet to be determined but repeating shifts will be worked between the operational hours of 7.45am until 4.30pm, with a 30-minute unpaid lunch break.
- There may be occasions where the employee is required to be flexible with the start and/or finish time to meet Senior School requirements at key times during the school year. Some additional hours will be paid by the parents of the child, separate to the school salary.
- The salary for this role will be in the region of £23k gross per annum (Full Time Equivalent). The pro-rata equivalent salary for this term time role is in the region of £18k gross per annum which equates to £11.79 per hour.
- RGS support staff salaries are reviewed on 1<sup>st</sup> August each year.
- The employee will be entitled to normal school holidays and payment for holidays has already been incorporated into the salary.
- The Employee will be required to comply with a range of RGS policies, in particular, those regarding Data Protection, use of ICT facilities, Child Protection, Staff Code and Health and Safety, a copy of which will be made available.



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## WHAT WE OFFER

- The employee will be entitled to normal school holidays and payment for holidays has already been incorporated into the salary.
- Given the nature of the role and the operational requirements of the school, requests for leave within term time will not normally be permitted.
- For support staff we offer a support staff pension scheme, The Aviva Pension Trust for Independent Schools (APTIS). On receipt of a 6% employee contribution the school makes an employer contribution of 10%. There is also the option of a 3% employee and 5% employer contribution if preferred. This scheme is administered via Salary Exchange (also known as Salary Sacrifice) for those who are eligible. You can opt out of the Salary Exchange arrangement whilst remaining in the pension scheme. Further details of the scheme and salary exchange will be provided on appointment.
- Membership to life assurance scheme through Aviva which pays out 5x annual salary in the event of death in service.
- During term-time, staff are provided with a free lunch, if on site.
- The employee will become eligible for sick pay under the relevant RGS Sick Pay Scheme after a qualifying period. Details of the scheme will be provided on appointment.



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- The school offers an optional healthcare plan for all staff which includes optical, dental and physio cover, access to telephone GP consultations and a host of other benefits (terms and conditions apply). Further information will be available to the employee once in post.
- As with all RGS employees, the employee will be encouraged to become involved in the wider life of the RGS community.
- It is the school's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.
- Ongoing educational support and development of all staff with the provision of external and internal training courses, and our middle leaders training programme for existing and aspiring managers.
- We offer an interest free travel loan for a corporate Metro travel pass after a qualifying period. Further information will be available upon starting in post.
- We offer a Bike to Work scheme for qualifying members of staff. Terms and conditions apply. Details will be shared upon starting in post.
- We offer access to the school medical team (1 doctor and 2 nurses) for triage medical advice and free flu vaccinations.
- Access to our onsite confidential counselling service.
- Free use of a well-equipped gym, fitness suite and swimming pool at permitted times.



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- Opportunity to see free school productions in the Miller Theatre located in our Performing Arts Centre.
- Invitation to join staff clubs and wellbeing activities during term-time as well as staff social events throughout the year.
- Opportunity to join in with RGS tradition and become a member of the Stowell, Collingwood, Horsley, or Eldon House.





## HOW TO APPLY

Candidates are advised to read the 'Information for Applicants' with particular care before applying.

Enquiries about this post should be made in the first instance to Lorraine Cattle (Head of Learning Support/SENDSCO) [l.cattle@rgs.newcastle.sch.uk](mailto:l.cattle@rgs.newcastle.sch.uk) or [jobs@rgs.newcastle.sch.uk](mailto:jobs@rgs.newcastle.sch.uk).

If, having looked through the website ([www.rgs.newcastle.sch.uk](http://www.rgs.newcastle.sch.uk)) and read this job information pack and the Information for Applicants, you think this particular post would suit you, please say so (and why) in:

1. A covering letter and
2. A fully completed RGS application form.

You must complete the application form, even if you want to also attach a CV. Please email all documents to [jobs@rgs.newcastle.sch.uk](mailto:jobs@rgs.newcastle.sch.uk) by the closing date.

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Interviews will be held shortly after the closing date. We will hope to make the appointment as soon as possible following interview, offering the post and gaining acceptance.

Reasonable travel expenses will be considered to attend an interview if candidates live outside the local area. This is normally up to a maximum contribution of £100 on provision of receipts. If your expenses will be significantly higher than £100 and an overnight stay is required, please note all expenses will need to be booked and approved in advance. If you plan to claim expenses, please contact the Head's Secretary, Sandra Ellis [S.Ellis@rgs.newcastle.sch.uk](mailto:S.Ellis@rgs.newcastle.sch.uk) in advance of your interview, who will talk you through the policy and advise on eligibility for reimbursement.

### Safeguarding and Safer Recruitment

RGS is committed to the safeguarding of children and promoting the welfare of children and young people and expects all staff, volunteers and those working in school to share this commitment. The school applies the Government's Safer Recruitment procedures to all candidates. More information regarding the checks can be found in the Information for Applicants and 'Keeping Children Safe in Education' (September 2023).

### Equal Opportunities

We are looking to appoint staff from a wide variety of backgrounds. Not just because it is the right thing to do but because at the RGS we recognise that those different experiences provide fresh perspectives, opportunities to challenge existing beliefs and provide opportunities to act as excellent role models for our diverse student body. We are committed to creating an inclusive and diverse school culture and our staff are at the heart of this. We are proud to be an equal opportunities employer and all qualified applicants will receive consideration for employment regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. Whilst all applications are considered on merit, we would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in our staff community.

We encourage all candidates to complete an 'equal opportunities' form with your application. This will be sent directly to the HR team for monitoring purposes.

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## CONTACT DETAILS

Royal Grammar School, Eskdale Terrace, Newcastle upon Tyne, NE2 4DX

Tel: 0191 281 5711

General enquiries: [communications@rgs.newcastle.sch.uk](mailto:communications@rgs.newcastle.sch.uk)

[www.rgs.newcastle.sch.uk](http://www.rgs.newcastle.sch.uk)



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