



# QUEEN MARY'S GRAMMAR SCHOOL

Academic in purpose - Generous in approach - Enterprising in spirit - International in outlook



## Information Pack

SEND Learning Support Assistant

Required from September 2021

Queen Mary's Grammar School  
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Walsall,  
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# Welcome



Queen Mary's Grammar School was founded in 1554 by Mary Tudor. We have been shaped by our past and are proud of our traditions, but we are also confident of an exciting future as we help to shape the new educational landscape with our partners in the Mercian Trust.

Queen Mary's is an academically selective school. It is our aim to support pupils to achieve their full academic potential. We value the life of the mind and want to pass on a love of learning.

Outside the classroom, we offer a range of life-enriching opportunities: time at our Field Centre in Wales; membership of our thriving Combined Cadet Force; individual and team sports; foreign exchanges and travel; participation in music, debating and public speaking and many other activities. We believe that achievement and enjoyment go hand in hand.

We equip our pupils to meet the challenges of a rapidly changing world. Most choose to go on to higher education. Through partnership between School, pupil and parents, we aim for the examination success that will open doors to the very best universities and international employers. It is our mission to attain excellence in all that we do.

Our House system celebrates the four pillars of school life at Queen Mary's: an academic focus, an international ethos, an enterprising spirit and a sense of community. We enjoy our social, cultural and ethnic diversity and recognise our many privileges. We are keen to share what we have - experience, expertise, enthusiasm - both with those who live on our doorstep and those from further afield.

To do so is very much in the spirit of our motto *quas dederis solas semper habebis opes*: it is what you give that you will keep as eternal riches.

Richard Langton

Headmaster

# About Us

Queen Mary's Grammar School is an invigorating and rewarding place to work: the pupils are intelligent and committed to study; the staff are friendly and forward looking. It is more than just a place of work – it is a thriving community, proud of its past and confident of its future. In November 2008, it was recognised as 'Outstanding' by Ofsted.

There are currently almost 1150 pupils on roll, including 422 in the Sixth Form. The School has an outstanding academic record and regularly features at the upper end of the national league tables. In 2019, 76% of GCSE grades were 7-9 (A\*/A) and 62% of A Level grades were A\*, A or B. Our value added scores place the school top in the borough, with a Progress 8 score of +0.76 in 2019. We do not rest on our laurels, but encourage all our pupils to realise their full potential.

In June 2011, the School converted to Academy status and we have undertaken a series of exciting building projects since then, including a new Sixth Form Centre, science labs and a humanities wing, music and PE refurbishments, extensions to existing English and maths classrooms, as well as a new dining room and reception. We were a founding member of the Mercian Multi Academy Trust (along with five other schools) in January 2018. Over the past two years, we completed projects to add additional capacity through the building of extra science rooms, improved the Design Technology and Art facilities and opened a Student Welfare Hub.

The School encourages an enterprising and international outlook: trips, expeditions and exchanges have gone all over the world in recent years, as well as a wide range of vibrant and formative educational visits and experiences closer to home such as theatre visits, visiting speakers and the mental health ambassadors programme. We are proud to appear in Ross Morrison McGill's new book *Just Great Teaching*, showcasing our mental health work.

We want our pupils to lead happy and fulfilled lives. Learning here is not just about passing exams, but about enjoying the life of the mind. We also encourage all our pupils to take part in a wide range of enrichment activities in music, sport, the Combined Cadet Force and at our Field Centre on the Afon Mawddach in Southern Snowdonia. We have been named in the Top 100 cricket schools by the *Cricketer Magazine* for the second year in succession.

Our pupils come from diverse backgrounds, but they all thrive on the sense of support, encouragement and care that characterises Queen Mary's.

# Benefits of working at Queen Mary's Grammar School

- Work with gifted and intelligent students who have a real motivation to succeed
- a thriving and expanding school that achieves examination success, particularly at GCSE level
- a Headmaster and Senior Leadership Team that operate an open-door policy to support colleagues personally as well as professionally
- we take our mental health seriously, considering workload and staff wellbeing
- a dedicated induction programme for new staff and NQTs to ensure you are supported at whatever stage of your career you join us
- opportunities to play a role in the wider life of the school, including involvement in the CCF, music, debating, drama, coaching of sports teams and other opportunities
- career progression – many of our current middle and senior leaders are “home-grown” promotions from within.

## Find out more

You can find out more about our school at <http://www.qmgs.walsall.sch.uk>.

For a flavour of daily life at QM follow us on Twitter at @QMGS1554.

Please contact Simran Sahota (Human Resources) to arrange a visit to the school: **s-sahota@qmgs.walsall.sch.uk**

## The Department

The SEND team at Queen Mary's Grammar School is small but expanding as we continue to develop our support for pupils with SEND. The team is led by SENDCo Mrs Nicky Youngman, supported by Assistant SENDCo, Mrs Sarah Swain. Mrs Sharon Dooley is our Learning Support Assistant with the team being further supported by Mrs Jane Davies, who is the current admin support.

Our mission at Queen Mary's Grammar School is to ensure that SEND pupils and families know that they are accepted, included, understood and supported. It drives all that we do. We set ambitious goals for our pupils, wanting to make sure that every young person we work with can have an opportunity to succeed in life.

The SEND team work together flexibly to ensure that the right support is put in place for each pupil at the right time. It is vital that positive relationships are built with both the pupils and families. We do our best to ensure that pupil voice is central to provision with a pupil-centred approach.

SEND provision starts in the classroom with quality teaching and where staff make reasonable adjustments for the needs of students. This is supplemented by group support and personalised intervention from both the SEND Team and wider Pastoral Team.

We aim to support the pupils to be able to work independently to achieve the best they can alongside preparing them for the next steps in their life. Being inclusive and raising the aspirations of all individuals is a key focus not only in the SEND team but across the wider school community.

The SEND team are based in the Welfare hub alongside the SEMH team. This is a brand-new facility opened in 2020. A bright, open building, centrally located in the school, a beacon for well-being.

Our SEND register is ever changing and expanding as we continue to identify need and raise the profile of SEND. We follow the Graduated Approach ensuring we Assess, Plan, Do and then Review all aspects of provision.

The team is both committed and caring. We are advocates for the pupils with SEND and encourage them all to celebrate and be proud of who they are and their differences.



# The Role

<b>Job Title:</b>	<b>Special Educational Needs Learning Support Assistant</b>
<b>Grade:</b>	Scale point 12-15 (FTE £22,021- 24,799.)  Term time only (Actual Salary: £19,080 - £20,248)
<b>Purpose of Job:</b> <ul style="list-style-type: none"> <li>To work alongside the SENDCO and all staff in raising the awareness of Special Educational Needs and Disabilities ('SEND') and incorporating strategies into quality first teaching</li> <li>To play a key role within the School to ensure that all pupils with additional needs make accelerated progress in their learning and achieve to the very best of their ability</li> <li>To provide the highest level of support to a range of pupils with special educational needs and be committed to the role who in order to make a difference to children's lives.</li> <li>To be the key adult for a current Year 8 pupil who has an EHCP. They have a diagnosis of Autism with high levels of anxiety.</li> <li>Our mission at Queen Mary's Grammar School is to ensure SEND students and families know that they are accepted, included, understood and supported. It drives all the things we do. We set ambitious goals for our pupils and we need ambitious people to support our SEND pupils to achieve them. We want to make sure that every young person we work with can have an opportunity to succeed in life.</li> <li>The role is directly line managed by the School's SENDCO: Mrs N Youngman</li> </ul>	
<b>JOB DESCRIPTION</b> <p><b>Core role</b></p> <ul style="list-style-type: none"> <li>You will work, as directed by the SENDCo, with individuals and groups of pupils in the classroom, supporting the monitoring of progress for individuals</li> <li>You will assist pupils with their educational and social development, on an individual and group basis</li> <li>You will provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities.</li> <li>You will assist in the promotion of high standards of behaviour and conduct within the school and provide support for colleagues through the enactment of school policy and procedure</li> <li>You will support colleagues as directed in all aspects of learning, personal development and emotional literacy both within classrooms and in other defined learning environments</li> <li>You will support designated colleagues in the preparation and presentation of learning resources of both an academic and pastoral nature</li> <li>Ensure that every pupil is ready for the next steps in their learning and is supported to participate in, and contribute to, life beyond school</li> </ul> <p><b>MAIN DUTIES</b></p> <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>Assist in the planning, preparation of pupils' work in all stages of the planning cycle, including schemes of work, lessons, evaluation and adjustments</li> <li>Develop and prepare resources for learning activities in accordance with lesson plans and interventions and in response to pupil needs</li> <li>Contribute to the planning of opportunities for pupils to learn in-and-out of QMGS in line with the School's policies and procedures</li> </ul> <p><b>Teaching and learning</b></p>	

- Disseminate information on pupils with specific learning needs to teaching staff and provide detailed verbal and written feedback as required on pupil progress, attainment and achievement
- Motivate and progress pupils learning by using clearly structured, interesting teaching and learning activities
- Ensure all pupils have equal access to opportunities to learn and develop
- Promote and support the inclusion of pupils, including those with specific needs, both in learning activities and within the classroom
- Use behaviour strategies in line with the School's policy and procedures; to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others
- In accordance with arrangements made with the SENDCo, Heads of Department and teachers, progress pupils learning in a range of settings, including work with individuals and small groups
- Organise and safely manage the learning environment and resources
- Promote and reinforce pupils' self-esteem and resilience, metacognition skills and self-regulation strategies
- Assist teachers in encouraging acceptance and integration of pupils with SEND or from different cultures and/or with different first language
- Support the role of parents in pupils learning and contribute to/lead meetings with parents to provide constructive feedback on pupils' progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times

#### **Monitoring and assessment**

- With teachers, evaluate SEND students' progress through a range of assessment activities, support the maintenance of those students' learning records and where necessary modify methods to meet individual and/or group needs
- Monitor pupils' participation and progress and provide constructive feedback to teachers and pupils in relation to their achievement and progress
- To contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific pupils
- Assist in the preparation of assessment reporting for reviews and end of year progress reports, as requested
- Be involved where necessary with the SEND review process.

#### **Mentoring, supervision and development**

- Contribute to the overall ethos, work and aims of Queen Mary's by attending relevant meetings as directed by the SENDCo and contributing to the development of policies and procedures within the school
- Participate in staff meetings, briefings and training days/events as requested

#### **Behavioural and pastoral**

- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant academy policies and procedures
- Understand and implement child protection procedures and comply with legal responsibilities
- Assist in maintaining good discipline of pupils at QMGS (in line with the School's behaviour policy)
- Supervise pupils at times other than during lessons where necessary
- Assist teachers by receiving and disseminating instructions directly from professional or specialist support staff involved in the students' education

#### **Other**

- Assist with the provision of information for access arrangements, in examinations
- To work within and encourage the School's Equal Opportunity Policy



## PERSON SPECIFICATION

### Preferred skills, personal attributes or experience

- Hold relevant qualifications at a level equivalent to at least level 3 on the NCF/QCF framework
- A demonstrable understanding of the challenges and barriers to learning that children and young people face with SEND, in a mainstream school setting and a determination to minimise those barriers and challenges
- Have a good understanding of Autism and how it can both enhance and impact a pupils' day to day life.
- Be a key advocate for children and young people with SEND in school
- Demonstrate an understanding of the current curriculum in KS3 and KS4
- Have an understanding of a modern education setting and relevant learning strategies
- An awareness of the school requirements of the revised SEND Code of Practice (2015)
- An awareness of professional standards required for working with children
- Excellent organisational and time management skills
- Effective oral and written communication
- Good numeracy and literacy: familiarity with ICT and other equipment to support learning
- Ability to relate well to children, young people and adults
- Ability to work constructively and flexibly as part of the teaching team, understanding classroom/pastoral roles and responsibilities and your own position within these
- Ability to deal with colleagues and pupils in a manner appropriate to each
- Ability to react positively and remain calm in a crisis

NB You must be suitable to work with children. This job is subject to an Enhanced Disclosure.

**Closing date:** Friday 28<sup>th</sup> May 2021 – 9:00am

**Interviews:** W/C Monday 07 June 2021

**Please return completed application forms to** [s-sahota@qmgs.walsall.sch.uk](mailto:s-sahota@qmgs.walsall.sch.uk)

***Queen Mary's Grammar School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Safeguarding and Safer Recruitment Policies can be found on our website.***

# The Mercian Trust

Queen Mary's Grammar School is a Founder Academy of the Mercian Multi-Academy Trust. According to the National Schools Commissioner, Sir David Carter, MATs exist:

- to secure school improvement and develop people
- to encourage good governance and proper risk management
- to secure the financial health of all its academies.

**We sign up to those ambitions. In our MAT, the Mercian Trust, we choose to pursue life to the full in the business of education.**

The name of our Trust is significant. It is both rooted in royal history and expresses a geographical identity. Mercia was an ancient kingdom comprising parts of Cheshire, Derbyshire, Nottinghamshire, Staffordshire, Worcestershire and, crucially for us, what we now call the Black Country. It was in Mercia that St Chad established learning communities which fostered a sense of common purpose. A thousand years ago, they spoke of bonds of kinship. Today, we want to adopt the same spirit in our approach to relationships within the MAT. So we very much hope that Y7 and Year 12 pupils joining us will feel that they are not only members of Queen Mary's Grammar School, but also of a wider family of schools.

We are convinced that we are stronger together. The Mercian Trust is already helping to shape the educational landscape in exciting ways. We welcome you to be part of that story.

The members of The Mercian Trust are: Aldridge School, The Ladder School, Queen Mary's Grammar School, Queen Mary's High School, Shire Oak Academy, Walsall Studio School.

Our schools prepare pupils to live life to the full by equipping them to realise their full potential as learners; to thrive in the world of work; and to make a positive contribution to the local, national and international community.

You may have heard about some MATs that seem to have turned into big businesses. That is not our view of what education should be about. That is why Queen Mary's Grammar School wanted to be right at the heart of decision making of what our MAT should look like.

The Mercian Trust respects the autonomy of its member schools but, through collaboration, it will foster strengths greater than the sum of its parts. Put simply, the Trust provides a framework for sharing expertise, enthusiasm and experience.

# Location

Queen Mary's Grammar School  
Sutton Road  
Walsall  
West Midlands  
WS1 2PG

Tel: 01922 720696  
Fax: 01922 725932

Queen Mary's Grammar School is located on the Sutton Road, in the leafy south of the town and close to the centre of Walsall. Travel to the school is very convenient, being approximately 10 minutes' drive from both junctions 7 and 9 of the M6.

There are good bus links from Birmingham to Walsall (with the 51 and X51 buses) and there is a direct train route to Birmingham from nearby stations in the town centre, Bescot Stadium and Tamebridge Parkway.

The close proximity of Walsall, Wolverhampton and Birmingham City Centre provides excellent access to shopping, leisure facilities, museums, cinemas and a wide range of nightlife.

House prices in Walsall are also very competitive compared to the Midlands as a whole and there is a range of good local primary schools and nurseries for those with young families seeking to move close to Queen Mary's.

You are very welcome to visit the school. Please contact Simran Sahota (HR Executive) to arrange a visit. Such visits are strongly encouraged.