



# Sydenham High School

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G D S T  
GIRLS' DAY SCHOOL TRUST

Brief for the position of  
Learning Support Teacher  
(Part-Time)

Sydenham High School GDST





Dear Candidate,

Thank you for your interest in the position of Learning Support Teacher at Sydenham High School. This is an excellent opportunity for an experienced and enthusiastic SEN specialist who enjoys seeing our pupils overcome challenges and succeed in achieving their best possible outcomes, both academically and personally.

Sydenham High is a selective school with a mission to ensure that every girl reaches her full academic potential. We offer a rich and diverse curriculum, alongside outstanding enrichment opportunities outside of lessons, enabling our students to develop the skills and personal attributes to prepare them for the challenges and opportunities of an ever-changing society.

We are ambitious and forward thinking, looking to ensure our school continues to offer an outstanding education to our young people as well as the very best in pastoral care. Tolerance and mutual respect are a cornerstone of our ethos alongside an education which delivers a contemporary, innovative understanding of what it means to educate the 'whole child'.

Applicants should hold qualified teacher status, and have experience of working within an SEN department. Appropriate qualifications in assessing and supporting learners with Specific Learning Difficulties and experience of working with students with speech, language and communication needs will be a distinct advantage. Above all, they will be a passionate individual with high ambitions for our students, and strongly motivated to make themselves an active part of our thriving community.

I very much look forward to meeting you,

Ms Antonia Geldeard  
Head





## Our school

Sydenham High School, was founded in 1887 by four pioneering women, becoming one of the last schools to be opened by the Girls' Public Day School Trust. In 1934 the school transferred to its current site in the leafy suburbs of South East London. Sydenham High prides itself on enriching young minds in a way that will endure a lifetime. The School's original Anglo Saxon motto, 'Nyle ye drede', means 'fear nothing' and girls are continually encouraged to have a 'can do' approach to all they do. Sydenham High is selective but diverse, welcoming girls with wide-ranging abilities, talents and backgrounds into a close community that is large enough to offer choice and flexibility but compact enough to ensure that no girl is overlooked.

## The Girls' Day School Trust

The Girls' Day School Trust (GDST) is a leading family of independent girls' schools in the UK, with 23 fee-paying schools and two academies. A registered charity, it has 19,000 students, 4,000 staff and a network of 70,000 alumnae.

GDST schools share an ethos and heritage of girls-only education and are members of a unique network which adds value to each school, student and member of staff. Networking opportunities across the Trust enable staff to share best practice and develop initiatives that benefit all our schools and students. In addition to supporting the work of individual schools in supplying excellent induction and development opportunities for staff, the GDST network provides access to an extensive training programme. This includes development opportunities (including a Middle Leaders' Development Programme and Aspiring Leaders Programme) and grants for individual courses of study.





## Site and facilities

Ongoing investment by the GDST has seen the school's facilities continue to expand. A new Design Technology and Innovation Building alongside a new Sixth Form Centre is planned to open in Summer 2025. Recent developments include: A Performing Arts Centre was opened in 2006, comprising a 90-seat Recital Hall and the 152-seat Westwood Theatre, and the assembly hall was renamed Longton Hall and refitted to provide concert and performance facilities. There are specialist features for the teaching of Science, IT, Music, Art and Design and Technology. Sports facilities include an indoor sports centre, gym, large all-weather pitch and a 7.5 acre sports ground in Lower Sydenham. The current Sixth Form centre has been refurbished to include a generous common room, study rooms and classrooms. In 2014 the historic dining hall was refurbished and extended to include a glass orangery, new serving area and new state-of-the-art kitchens.

The Prep School is home to 240 pupils from the age of 4 to 11. It is based in an attractive large Edwardian family house with light and spacious purpose-built modern additions. The school is set within its own attractive grounds, five minutes' walk from the Senior School and takes full advantage of the Senior School facilities. The personalised approach allows each girl to develop at her own pace. Most girls in the Prep School move into the Senior School.

The Senior School has over 510 pupils and our aim is to develop girls as independent learners, who take responsibility for their own learning. The curriculum offered at each stage allows the exploration of personal learning and thinking skills that underpin not just academic but lifelong success.

For more information about Sydenham High School please visit:  
[www.sydenhamhighschool.gdst.net](http://www.sydenhamhighschool.gdst.net).





## Our values

We want every girl to feel happy, secure and confident so that she benefits fully from the first-class education offered. Our approach to pastoral care focuses upon strong and positive relationships between pupils and staff as well as an open partnership with parents. Sydenham High School prides itself on understanding girls and knowing the individual needs of every girl helps us to personalise her educational journey.

Our pupils are accepting of themselves and of others and tolerance and mutual respect are nurtured. Relationships and friendships are built on kindness and respect and girls here have the space to be themselves but also to be fearless in their pursuit of their dreams and ambitions, building invaluable connections along the way.

We combine academic and pastoral excellence to ensure girls are equipped to deal with both school life and the world beyond. The co-curricular offering brims with a wide variety of activities and opportunities, and with a strong emphasis on charitable giving, every girl can enjoy being part of a vibrant and inspirational community where she can express her passion for learning, and for everything she does in life.

The curriculum is not just what happens in the classroom. Every department organises trips and events that make connections between different subjects and bring areas of study alive. The school encourages girls to have high expectations of academic success, based on their individual potential. Sydenham High personalises girls' GCSE and A Level choices, so our girls can learn without limits.

**"Pupils develop high levels of self-confidence and the inner strength needed to succeed, as a result of an understanding not to fear failure" - ISI, 2020**



# The Role **Learning Support Teacher**

**Accountable to:** Head of Learning Support

**Job Purpose:** Identify, assess, support, monitor and evaluate students' specific learning needs, in collaboration with other members of the School community involved with students, recognising and valuing the diversity in our student population.

The position is for a part-time Learning Support Teacher and is also suitable for either an appropriately qualified, experienced Learning Support Assistant or Higher Level Teaching Assistant. The salary for this position will be dependent on the successful candidate's qualifications and experience.

The successful candidate will have responsibility for assisting specific Lower School pupils within lessons and providing individual or small group out of class support, reporting to the Head of Learning Support and working in collaboration with teaching staff and other key stakeholders. Appropriate qualifications in assessing and supporting learners with Specific Learning Difficulties and experience of working with students with speech, language and communication needs will be a distinct advantage.

The successful candidate will have outstanding personal qualities and will be fully involved in all aspects of this vibrant independent school. There may also be an opportunity, over time, to extend provision to older Prep school students.

**This is a part-time role, required from September 2024.**



# The Role **Learning Support Teacher**

## **Accountabilities**

- Provide an additional and specialist resource to teachers of KS3 students, supporting and advising on adaptive teaching for learners with identified support and education needs
- Collaborate with teachers to implement support for KS3 students with additional/higher learning needs, working under the instruction of the Head of Learning Support
- Work across a variety of areas including literacy, organisation and social skills development, enhancing the development of confident and capable learners
- Develop, as required, for approval by the Head of Learning Support, Individual Plans for KS3 students, including strategies for the classroom and examination access arrangements
- Communicate with parents of KS3 students to review and update Individual Education Plans
- Work with Prep staff, students and parents to support transition for Year 6 students and liaise with external schools regarding new joiners with identified additional needs
- Provide detailed information for students transitioning to new schools, classes, years or stages as required
- Work alongside the Head of Learning Support and Examinations Officer to put in place examination access arrangements for those KS3 students with this provision, especially for the end of year examinations
- Support the implementation of screening assessments for Year 7 students and liaise with parents to share the results
- Provide professional support for classroom teaching staff in creating an inclusive curriculum for KS3 students, through observations, meetings, data review
- Provide direct, explicit and intensive teaching for KS3 students with specific needs, identified through assessment procedures in the form of small groups, conducting a class or supporting within the classroom
- Provide appropriate advocacy for students with specific needs
- Maintain a strong working knowledge of current best practice in Learning Support
- Support the assessment of EAL proficiency levels and give targeted support to students who require EAL support
- Administration
- Willingness to carry out diagnostic testing

- Record and share information in regard to support needs for all assessments
- Maintain detailed and accurate records in line with the School and legislative requirements
- Maintain detailed and accurate records of all students receiving special provision at KS3
- Produce written reports as required
- Meet all requirements nominated in the Staff Handbook
- Complete all documentation as required
- Attend all meetings required to fulfil the role, including mandatory professional development

## **General requirements**

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan
- Contribute to the school's programme of co-curricular activities
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the Professional Development Programme
- Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars
- Undertake other reasonable duties related to the job purpose required from time to time

## **Review and amendment**

This job description should be seen as enabling rather than restrictive and will be subject to regular review



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# Person Specification **Learning Support Teacher**

## **Educational Attainment and Training**

- Good honours degree - First or upper second
- Qualified teacher status/PGCE
- Post graduate qualifications - Masters degree/ post graduate diplomas desirable

## **Skills Required**

- Be a leader; able to innovate, inspire, imagine and take people with them; speak their mind clearly and with integrity
- Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate
- Ability to work effectively as a member of a leadership team, to be dynamic and cheerful as a member of the Prep Leadership Team who will lead by example, to show initiative and imagination, and to have vision and the ability to inspire others
- Possess excellent interpersonal skills and gain the trust and confidence of all staff
- Thrive on the challenge of working with our pupils, helping them achieve their potential and have a genuine interest in the pastoral welfare of pupils (and staff) remaining sensitive to their needs
- Be able to be firm, fair and decisive, and a good listener
- Have the ability to be innovative, forward thinking, coming up with bright and exciting ideas and be willing to share these with colleagues, in a collaborative manner
- Have a good sense of humour
- First class organisational and administrative skills with the ability to remain calm under pressure, work to tight deadlines, managing competing priorities; being able to maintain a high work rate
- Strong analytical and problem- solving skills, combined with a proactive and positive approach to change management
- Effective and energetic in instigating and implementing change
- Able to see through complex strategies from concept to conclusion
- Able to maintain a high work rate and to juggle a range of tasks and issues at the same time
- High level of classroom teaching skills
- Excellent written and spoken English

## **Knowledge Base**

- An awareness of recent important national educational developments
- A clear understanding of recent developments in teaching and learning and legislation & practices in regard to students with learning difficulties, disabilities and learning support needs
- Good working knowledge of common ICT applications, with a clear understanding of the potential for ICT in enabling more innovative and effective approaches to learning, teaching and school organisation
- Have level 7 assessor qualification or SpLD qualification desirable

## **Experience**

- Successful experience of working within an SEN department
- An understanding of working within an independent, non specialist, setting
- Successful experience in planning and delivering literacy interventions at Key Stage 3
- Relevant Teaching qualifications desirable, preferably Post Graduate Qualifications in Special Education or Education

## **Attitude/Approach**

- A sensitivity to the needs of young people
- Personal integrity, honesty, energy, stamina, enthusiasm
- A willingness to give generously of their time to support school events and activities
- Commitment to personal development and lifelong learning

# How to Apply **Learning Support Teacher**

To apply, please go to

[https://my.corehr.com/pls/gdstrecruit/erq\\_jobspec\\_version\\_4.jobspec?p\\_id=034107](https://my.corehr.com/pls/gdstrecruit/erq_jobspec_version_4.jobspec?p_id=034107)

to submit your application form and cover letter by 4pm on Tuesday 12 March 2024.

Starting salary will depend on the experience and qualifications of the successful candidate. We offer a competitive salary and benefits package and a strong professional development programme.

These benefits include:

- Competitive salaries and pay progression
- Access to extensive professional development opportunities
- Training grants for qualifications
- Generous pension schemes
- Free school lunches
- A discount of up to 50% on fees for children at GDST schools

We reserve the right to interview at any point during the recruitment process, so early applications are encouraged.

References for candidates invited to interview will be taken before the interview.

Interviews will likely be held the week commencing 18 March 2024.

Sydenham High School and the GDST (Charity Registration No. 1026057) are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including online searches, checks with past employers and the Disclosure and Barring Service.

