



**DURHAM HIGH SCHOOL**  
Independent Day School  
Church of England Foundation  
GSA – c400 girls (aged 3-18)  
[www.dhsfg.org.uk](http://www.dhsfg.org.uk)

**INFORMATION FOR THE POSITION OF  
FIXED TERM LEARNING SUPPORT ASSISTANT (SEND) IN SENIOR HOUSE**

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Durham High School  
A Company Limited by Guarantee. Registered in England and Wales No. 6257502  
Registered Office: Farewell Hall, South Road, Durham DH1 3TB. Registered Charity No.  
1119995  
Headmistress: Simone Niblock

### **AIMS OF THE SCHOOL**

- To create a friendly, caring community based on Christian principles where every individual is valued
- To develop the potential of every girl in all areas of her life
- To encourage academic excellence and a life-long love of learning

### **QUOTE FROM THE GOOD SCHOOLS' GUIDE**

'Top flight single sex school (the only all girls' school in Durham) with all the trimmings.  
"A fantastic school - I recommend it to everyone I know" enthused a parent.'



## **Durham High School**

### **INFORMATION ABOUT THE SCHOOL**

Durham High School was founded in 1884 by the Church Schools' Company and in 1910 the school's governing body took over and formed an independent school.

The school operates in the Anglican tradition and takes seriously its role as a Christian school which welcomes girls of all faiths and none.

The presence of the University and the Cathedral in the heart of the city as well as strong professional and commercial interests ensure that Durham is a thriving community and a centre of intellectual and cultural excellence. Pupils come not only from the city of Durham but also from a very wide surrounding area.

In the 1960s the High School moved to its first purpose-built premises on the edge of the city adjacent to the new Durham University colleges. This began a period of building and expansion which continues to the present day. Recent developments include the Rainbow Hill Nursery, a Science, ICT and Library block and most recently a new building incorporating classrooms for Mathematics and Geography with a purpose built Performing Arts Suite and Music practice rooms.

Durham High School provides a continuous education for girls from 3-18, with c400 girls currently on roll.

The Junior School works very closely with the Senior School. Virtually all Year 6 pupils progress to the Senior School. In the recent inspection Junior House achieved 'excellent' in all areas including EYFS.

The school enjoys a very good reputation locally both for its academic results and for its friendly, caring atmosphere. Classes are small and the pastoral care of pupils is given a very high priority.

The academic standards are very high. The school has consistently topped the County League tables in both GCSE and A level. In 2019, 46% of GCSE entries achieved A<sup>+</sup> - A and 9-7 on the new grading. At A-Level 47% of the entries achieved A\* or A. Pupils invariably obtain a place at the University of their choice; a substantial number win places at Oxford and Cambridge and other Russell Group universities.

The School is keen to widen access as much as possible. There are means-tested bursaries, including some free places, to enable as many girls as possible to attend the school from a wide area. There are also academic scholarships available at 11+ and 16+ together with scholarships in Music, Performing Arts and Sport.

There is an extensive extra-curricular programme with huge enthusiasm for a very wide-ranging number of sporting activities including the traditional girls' sports of hockey, netball and tennis, as well as aerobics and cricket.

The musical life of the school is extensive and of a very high standard. A large proportion of girls take lessons in an instrument and/or voice. There are four choirs, orchestras and there is also an outstanding Drama Department which stages a number of plays every year, including the School's annual production which is performed over three days at Durham's Gala Theatre.

The opportunity to serve both the immediate and wider community is an important part of school life. Other extra-curricular activities include: a Duke of Edinburgh's award scheme with large numbers of girls taking part, including achieving Gold Awards; Young Enterprise; Debating; and numerous trips and visits abroad. A recent initiative was a 'World Challenge' trip for Sixth Form pupils to Vietnam in 2015 and to Sri Lanka in 2017.

The school enjoys excellent relationships with its parent body and there is a thriving Parents and Friends' Association. There is also an active Old Girls' Association and the school is working very hard at present to ensure that there is regular contact between the school and its alumnae.

### **Durham High School**

Durham High School has a strong Christian ethos rooted in the Anglican tradition and strong links with the Diocese of Durham and Durham Cathedral.

Our school is inclusive and distinctive. As such, we welcome girls of all faiths and none. Religious faiths are valued and respected and we have a significant number of pupils who practise faiths other than Christian. At the same time we strive to be a distinctively Christian school as outlined below.

### **Christian Values**

All staff are expected to be sympathetic to and supportive of the Christian ethos of the school and to model Christian values. As an Anglican priest, the school-based Chaplain has a key role to play in the life of the school.

*Applicants are encouraged to familiarise themselves further by viewing the website at [www.dhsfg.org.uk](http://www.dhsfg.org.uk) to obtain a sense of the work and atmosphere of the school.*

## **REGULATORY COMPLIANCE INSPECTION REPORT NOVEMBER 2018**

### **Principal findings**

Durham High School succeeded in fulfilling every standard examined during the Regulatory Compliance Inspection carried out by the Independent Schools Inspectorate (ISI). Please find a link to the report on our website here:

[2019 Regulatory Compliance Inspection Report](#)

It is important to note that the format of RCI reports is such that each standard is simply 'met' or 'not met': there is no evaluative judgement in the report beyond this.

### **Format of the inspection and the report**

Inspectors visited the School on Wednesday 28 and Thursday 29 November 2018 and immersed themselves fully in DHS school life. They observed lessons; analysed the curriculum; conducted interviews with pupils; and held informal discussions with staff. They attended assemblies and form periods and observed a variety of extra-curricular activities.

DHS passed the Inspection in every one of the eight compliance requirements. These included the standards of the quality of education provided; the suitability of the staff and those in contact with the pupils; the welfare of the girls; and the moral, social and cultural development of all our girls. We met every requirement, as did the standards relating to the premises and the provision of information to parents, Inspectors and the Department of Education.

In relation to the quality of leadership and management of the School, leaders fulfil all responsibilities effectively to ensure that standards are consistently met, and they actively promote the wellbeing of the pupils.

\* *See school website for full Inspection Report*

## **THE ROLE OF TEACHING ASSISTANT**

Pay Rate: £11.00 per hour.

**Responsible to:** Headmistress and SLT.

### **Qualifications:**

Minimum NVQ Level 3.

### **The Role**

To support a key stage three pupil with an EHCP. Needs relate to a medical condition (epilepsy) and associated learning difficulties. Support may be carried out in the classroom or outside the main teaching areas.

### **Main Duties and Responsibilities**

- Provide support to a KS3 pupil with an EHCP, whilst ensuring safety and access to learning.
- Establish a nurturing and encouraging relationship with the pupil.
- Support the pupil to maximise progress in all areas of development.
- Perform any other reasonable duties as instructed by the Headmistress.

### **Working with Staff/Parents**

- Work collaboratively and communicate effectively with staff to 'assess, plan, do and review progress'. (SEN COP 2014)
- Work with staff to produce/prepare resources.
- Establish constructive relationships with parents.

### **Support for the School**

- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training considered to be essential to safeguarding, learning activities and performance development as required.
- Accompany the pupil on visits, trips and out of school activities if required.

This job description may be amended at any time, according to the changing priorities of the school and in consultation with the post holder.

In addition, there may be changes due to the changing priorities of the EHCP. The hours and days of work will also change when the pupil's timetable changes during the next academic year. Therefore, flexibility is very important. As this relates to support for an individual pupil, the position will terminate in and when the pupil leaves the school.

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Attainments</b>	<ul style="list-style-type: none"> <li>• A teaching assistant qualification at NVQ Level 3 or its equivalent</li> <li>• Minimum 4 subjects GCSE Grades A*-C (or equivalent) including Maths and English</li> <li>• A valid First Aid Certificate or An agreement to carry out training.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of SEND – EHCP pupils.</li> <li>• Experience of working with children with MLD</li> <li>• Experience of supporting pupils in class – core subjects.</li> <li>• Experience of working with pupils on targeted intervention programmes outside of the classroom.</li> </ul>	Experience of supporting pupils with medical needs e.g. epilepsy
<b>Skills, Knowledge and Aptitude</b>	<ul style="list-style-type: none"> <li>• Ability to relate well with pupils</li> <li>• To communicate professionally and effectively to staff, parents and other professionals</li> <li>• Ability to work independently with an individual pupil.</li> <li>• Ability to carry out intervention programmes as directed.</li> <li>• Ability to use initiative when required</li> <li>• Ability to demonstrate enthusiasm and sensitivity when working with others</li> <li>• Ability to work as a member of a team</li> <li>• Good communication skills – written and verbal</li> <li>• Use ICT effectively</li> <li>• Accurate record keeping</li> <li>• Ability to prioritise and flexibility to adapt where necessary</li> </ul>	
<b>Personal Requirements</b>	<ul style="list-style-type: none"> <li>• Commitment to the aims and ethos of the School</li> <li>• Sensitive to the needs of pupils and their parents/carers</li> <li>• Calm and positive approach</li> <li>• A commitment to professional development</li> </ul>	

**Salary**

Salary will be payable at the hourly rate of £11.00 per hour.

**Hours**

The hours of work will be in the region of 26 hours per week, term-time only.

**METHOD OF APPLICATION**

Please complete the application form (also available from the School's website) and submit this with a covering letter outlining your reasons for applying and what you feel you can bring to the post. This should be addressed for the attention of the Headmistress and sent by email to [enquiries@dhsfg.org.uk](mailto:enquiries@dhsfg.org.uk)

**Closing date for applications: noon, Monday 1 November 2021**

**Interviews will be held shortly after the deadline date.**

**The date at which the successful candidate will be expected to take up the appointment will be discussed at interview.**

**DBS**

*Durham High School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS disclosure.*

**SCHOOL CONTACT DETAILS**

Durham High School  
Farewell Hall  
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DH1 3TB

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