



**EHCP Teaching Assistants**  
**Full-time or Part-time / Term-time**  
**To start April/May 2025**

# A message from the Principal

Many thanks for your interest in Leicester Grammar School Trust. I hope that the following introductory notes will give you an impression of our thriving and ambitious schools and will help you to decide whether or not to submit an application. You will gather from the Trust's remarkable history that it is an inspiring and vibrant place both to learn and to work, with a commitment to preparing young people for a lifetime of challenge and fulfillment. Staff share high expectations not only of what children can achieve but, above all, of who they can become – when enthused through dynamic teaching, provided with outstanding opportunities and supported through attentive pastoral care.

I hope you may wish to be part of this warm and happy community as it goes from strength to strength.

John Watson  
Headmaster of Leicester Grammar School and Principal of Leicester Grammar School Trust



# Leicester Grammar School Trust

Leicester Grammar School Trust (LGST) is a forward-thinking family of schools, underpinned by a strong sense of values. Its mission is to be an inspiring centre for co-educational excellence in academic and personal development, within a Christian ethos. We attract and encourage enthusiastic, dedicated and innovative teachers and support staff who all contribute to our pupils' progress and happiness.

At the heart of the Trust is Leicester Grammar School, founded in 1981 in response to the demise of the maintained grammar schools in the area. The Junior School was added in 1992, which broadened the educational offering of the Trust. The defining milestone in the Trust's development was the bold and inspired decision in the mid-2000s to move the two schools from the heart of Leicester to the edge of Great Glen, a rural village some seven miles to the south of the city. Since September 2008, the two schools have occupied a very attractive, 75-acre campus, which was officially opened by Queen Elizabeth II.

The acquisition of nearby Stoneygate School in 2016 brought a third educational institution under the umbrella of the Trust, offering greater choice to parents in Leicestershire and surrounding areas who seek an independent education for their children. In September 2021, Stoneygate was relaunched as LGS Stoneygate, with its own unique ethos and identity within the Trust's family of schools.

Situated on the outskirts of one of the most multicultural cities in the UK, all three LGST schools are proud to draw children from city and country, and to welcome pupils and staff from a rich range of cultural and religious backgrounds.



# A message from the Head

LGS Stoneygate is a co-educational day school for pupils from the age of four to sixteen. In May 2016, it joined the Leicester Grammar School Trust's family of schools, a move which began an exciting new phase in the life of the school, with numbers increasing by over a third in the last five years to just over 200. Originally founded in 1856, it remains one of Leicestershire's most respected and well-regarded schools.

In addition to a robust academic curriculum, LGS Stoneygate is proud of its small class sizes, and forty acre campus that together offer a genuine space to learn and grow. Our close-knit community is one in which everyone is known as an individual, yet one where everyone plays their part to enable us to field successful sports teams, play together in orchestras and stage drama productions.

We aim to give each child a well-rounded education blending notable academic achievement with excellence in each child's individually-discovered talents. Our committed staff work together to support the learning of every child through our broad academic curriculum and by virtue of the provision of a wide range of co-curricular activities.

The school aims to empower, enthuse and inspire children in a happy, safe and caring environment and our core values (The 4Cs) inform all that we do:



Christina McCullough  
Headmistress

- **Caring** - We expect all staff and pupils to be caring and treat each other and our school with respect.
- **Creative** - We want all our pupils to be brave and imaginative to allow them to be creative in their work and play. This is enhanced by the inspirational teaching that constantly looks to evolve and develop.
- **Curious** - Curiosity offers endless learning, and we want our pupils to be lifelong learners who are confident to embrace new things and navigate uncharted waters.
- **Committed** - Together staff and pupils aspire to give of their best everyday which in turn will grow perseverance and resilience that can be taken forwards throughout life.

# Campus and Facilities

LGS Stoneygate is based on traditional values yet future focused. Our beautiful historic buildings stand alongside modern science and food technology labs, IT and sports facilities. We value books, art, technology, sport and performing arts; we embrace our unique culture built and refined over the last 165 years, yet successful at preparing pupils for the modern world. Within our glorious surroundings, we possess a deep and genuine commitment to provide a first-class education, one through which our pupils develop a passion for learning, a capacity for independent thought and an appreciation of academic rigor.



# The Post

We are looking for enthusiastic, inspiring and versatile EHCP Teaching Assistants, who will work 1:1 or with small groups to support the development and progress of children with additional needs funding (e.g EHCP). This role is key in enabling a child/young person to experience emotional wellbeing and effective learning. We require EHCP Teaching Assistants who are committed to working between 21-34 hours per week, during term-time (35 weeks).

These roles are offered on a fixed term contract in the first instance. The post is dependent upon external funding which is usually secured for the duration of a Key Stage. The fixed period is also subject to the pupil/s with additional funding that you support remaining within the school/Trust and your skills continuing to meet the needs of the child/young person.

We welcome applications from all sectors of the community as we aspire to attract staff who reflect the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the role which will ultimately improve the well-being and education of the pupils. Applicants must have the right to work in the UK.

## Key Responsibilities

- Work under the guidance of the Director of Learning Development to ensure that the aims and objectives of SEND across the Trust are consistently delivered;
- Deliver timely and effective learning support assistance for a child or a small group of children, with specific additional needs, with the support of the Director of Learning Development or other connected staff on a day to day basis;
- Be fully conversant with the Trusts SEND policies and to ensure its implementation at all times;
- Contribute to solution focused working that promotes pupil ownership of learning and skills;
- Contribute to the sense of purpose and calm, objectivity, creativity and reflective practice in the department;
- Be an effective advocate for the individual pupil and be an effective ambassador for the department;
- Supervise children as required at break and lunch times;

- Be able to work smartly, be self-sustaining and resilient, particularly at busy and pressured times;
- Have sound knowledge of the daily classroom routines and timetable
- Assist with registration and organisation in the teacher's absence
- Support and contribute to the school's responsibility for safeguarding pupils, including reporting any safeguarding concerns in relation to attendance;
- Lead and conduct oneself in an exemplary manner from a child protection point of view.

## Additional duties

- Work in accordance within current safeguarding and schools' guidance and legislation
- Use excellent organisational skills and interpersonal and communication skills to manage own workload and build relationships
- Maintain personal resilience and well-being as a key to supporting others
- Support the School's well-being approach
- Be committed to Leicester Grammar School Trust's vision and ethos.



# Person Specification

## Essential Qualifications, Experience and Skills

- Commitment to making a difference to the education of our pupils
- Evidence of excellent teamwork, communication skills, personal well-being and good judgment
- Excellent communication skills with the ability to manage staff, parent and pupil relationships
- Open to using or developing an understanding of child development and child centered practice
- Ability and commitment to work creatively to ensure that children develop as happy, motivated, independent learners
- Possess and understanding of, and commitment to, safeguarding children
- Ability to maintain confidentiality
- Awareness of safe working practices and the importance of Health and Safety at all times
- Demonstrate the ability to follow instructions, policies and procedures
- Able to document appropriately or as directed

## Desirable Qualifications, Experience and Skills

- Relevant qualifications and/or experience in supporting children e.g. Teaching Assistant qualifications/specialist training
- Demonstrate commitment to your own professional development
- Show a commitment to diversity and equality practices within an educational setting
- Demonstrate and promote positive values, attitudes and behaviour with children and young people
- Have an enthusiasm for supporting pupils and colleagues in a school environment
- Good ICT skills, and the willingness and ability to learn new systems, as required by the post

*Please note this job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and Leicester Grammar School Trust in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the post.*



# Hours and benefits

Staff in our schools are well qualified and enthusiastic and have high expectations of themselves and their pupils. The Trust has a strong reputation for pastoral care and teaching staff are committed to co-curricular activities.

<b>Start Date</b>	As soon as possible
<b>Hours</b>	21-34 hours per week during term time (35 weeks)
<b>Salary</b>	£14.40 per hour
<b>Pension</b>	The Trust participates in Standard Life Pension, for support staff. If eligible, employer contributions equivalent to 6% of salary in return for contributions by the employee equivalent to 3% of salary
<b>Lunch</b>	School lunch is provided during term-time
<b>Education</b>	Fee remission for the children of our staff is available at all schools across the Trust
<b>Car Parking</b>	Free car parking is available at the school sites

Other benefits enjoyed by our staff include:

- Access to Medicare health plan
- Employee Assistance Programme, which provides 24 hour support for the employee and their immediate family members
- Cycle to Work scheme
- First class sports facilities, including gym and pool
- Rural walking trails around the School sites



# Application Details

Interested candidates are advised to apply early as we reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.

The closing date for applications is **31 March, 9:00am**. Interviews will take place week commencing 7 April.

Please note that tours of the school form part of the interview for short-listed candidates. Also, references will be obtained prior to interview.

Leicester Grammar School Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Applicants must undergo safer recruitment checks, including checks with past employers, on-line searches and the Disclosure and Barring Service (DBS). This role involves engaging in regulated activity relevant to children, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the Trust is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children.

If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

Please refer to the Data Privacy Notice and Annexes on the Policies page of the school's website for the Data Privacy Notice for individuals applying for work within Leicester Grammar School Trust (Annex 3).



# Equal Opportunities

Leicester Grammar School Trust is an equal opportunities employer and is committed to equality of opportunity for all staff. The Trust takes very seriously its duty to safeguard children, to remove discrimination, to advance equality of opportunity and to foster positive and caring relationships, by integrating safety and equality into each school's core priorities and functions.

We welcome applications from all sectors of the community as we aspire to attract staff who reflect the social and cultural diversity of our pupils. We consider the most important factor to be the right skills, abilities and aptitude for the job which will ultimately improve the education and well-being of our pupils. We also encourage applications from individuals at all stages of their career, and regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage / civil partnership.







LGS  
STONEYGATE

Independent Co-educational Day School for children aged 4-16  
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Stoneygate School forms part of the Leicester Grammar School Trust, a Company Limited by Guarantee and a Registered Charity in England and Wales.  
The Company Registration number is 1521751 and the Charity Registration number is 510809.