

Richard Hale School



400 YEARS OF EXCELLENCE

Application Pack

Learning Support Officer

Full-Time

September 2024



Richard Hale School

Learning Support Officer

Full-time

Required for September 2024

Thank you for your interest in the post of Learning Support Officer. The application pack consists of the following documents and an application form can be found on our website <https://www.richardhale.herts.sch.uk/vacancies/> under Support Staff Application Form.

- Copy of the advertisement
- Information about the school
- Job Description

Please note:

- **Closing date:** – Closing date for applications is **9am on Wednesday 3rd July, 2024**
Please note we reserve the right to close this vacancy early should sufficient applications be received so early application is essential.
- **Electronic version of the application form**
The application form can be found on our website <https://www.richardhale.herts.sch.uk/vacancies/> under Support Staff Application Form and Support Staff Guidance notes are provided to assist you.
- **References**
Please ensure that you provide **email addresses** for all your referees as we will request references by email. A **mobile number** for them would also be useful.
- **If you have any queries regarding this post**
For general enquiries about the recruitment process, please contact Mrs Homan, HR Manager on 01992 583441 (sho@richardhale.co.uk).
- **How to apply and where to send your completed form**
Please complete the application form and return it to the school as soon as possible, together with a letter of application, on no more than two sides of A4, which outlines the skills and abilities you could bring to the post. Please forward these by email to Mrs Homan at sho@richardhale.co.uk. Please accept our apologies as we may not be able to notify all candidates of the outcome of their application.
- **Criminal Declaration Form**
All applicants invited to interview will be required to complete a Criminal Declaration Form prior to interview.

We look forward to reading your application, and thank you for your interest in our school.



Richard Hale School

Learning Support Officer Full-time Required September 2024

We are looking to appoint a Learning Support Officer to support our students during independent study time in the school library. The ideal candidate will be able to manage groups of students, motivate and support them in their study periods to ensure that they utilise the time they have in school effectively. The candidate will have responsibility for the school library, ensuring it is a safe, well-resourced environment for study and reading during the school day, including at break and lunch time, before and after school, when the Homework Club is based there and for the promotion of good study habits. The candidate will work alongside the Literacy Coordinator and English Department to develop opportunities and events to promote reading for pleasure. The candidate will also run reading groups with small groups of students to support their reading progress. They will also provide some administrative support to our Careers Advisors who use the Library once per week for student guidance sessions.

The position is for 37 hours per week, term time plus one week, Monday to Friday with an 8am start each day. The salary range for this position (H4 6-9) will be £23,893-£25,119 (pro-rata) depending on experience, plus outer fringe.

Richard Hale is a very successful, oversubscribed, 11-18 boys' school with an expanding co-educational Sixth Form located in the centre of the county town of Hertford. The School has an impressive reputation for achievement both academically and in a wide range of extra-curricular activities.

The school is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced DBS (Disclosure & Barring Service).

The Application Pack together with the application form can be downloaded from the School's website or you may contact Mrs Homan by email, sho@richardhale.co.uk. The application form, together with a personal statement, on no more than two sides of A4, outlining the skills and abilities you could bring to the post, should be emailed to Mrs Homan by 9am on Wednesday 3rd July, 2024. Please note we reserve the right to close this vacancy early should sufficient applications be received so early application is essential.



Richard Hale School

Information about the school

Richard Hale School, called after its original wealthy benefactor, has stood on its present site since 1930. It was founded as Hertford Grammar School in 1617 on a site behind All Saints' Church nearer the town centre and changed its name in 1974 when it became a comprehensive school. A door from the original school can be seen in the main foyer when you enter the school giving that sense of history that we are very proud of.



Richard Hale is an 11 - 18 year old boys' comprehensive school with a six-form entry in Year 7. The school has 1200 students with 180 in each year group and over 300 in the sixth form which is mixed. We are heavily oversubscribed with 500 applications for 180 places.

Year 7 students are drawn from approximately 50 primary schools with admissions based on the post coding of traditional parishes. The intake comes from a large area of East Hertfordshire, particularly Hertford, Ware and the surrounding villages. The Sixth Form has continued to grow since becoming co-educational in 2005. It is now one of the largest in the area, attracting boys and girls from further afield than the immediate locality.

The school's buildings have been improved extensively over the years. Facilities include a Sixth Form Centre with tutorial rooms and a large study room. We have improved the facilities on site with a refurbished Engineering block. During 2017 a 3G all-weather football pitch was added to provide improved sport facilities for the students and in September 2022, we opened our brand-new Sports Hall, which includes a fully equipped gym. We play Rugby games at Hertford Rugby Club; this provides a real experience for the students playing in front of a good crowd and under floodlight during the winter evenings. We run a complete set of Saturday morning fixtures in rugby, football, and cricket over the year.



Underpinning all the work done within the school is a steadfast commitment to develop our students into thoughtful, respectful, and focused individuals who are able to make a positive contribution to the community and wider world.



We are a Good School as Ofsted confirmed in our Ofsted Inspection from 2019. The feedback and report reflect the many strengths of the school. The report is available on the website, but the following quotes really show what the school is like, “Pupils are proud to tell their friends that they attend the school. Parents typically say, ‘My son loves coming to school. We are proud that our son is a Richard Hale pupil,” and “Staff and pupils explained to inspectors that they feel like they are part of a large, supportive family.”

The school curriculum and extra-curricular activities

Our curriculum is traditional in principle, but also provides innovation where possible. Some key characteristics:

- We teach KS4 over three years so we can develop skills and enrich the students’ learning experience alongside the increased content the new qualifications require.
- Approximately 70% of students take a modern foreign language and individual sciences at GCSE, placing the school in the top 20 percentile for these subjects.
- Our Design and Technology provision includes Engineering, which is very popular at KS4.
- We have a garage on site allowing the students to experience motor engineering, this is alongside the other D&T disciplines.
- We offer a broad and balanced curriculum which provides a range of opportunities for our students catering for all interests and aspirations.
- Students in the Sixth Form have access to two learning pathways, academic or vocational. The Advanced Level offer is extensive with 21 subjects taught on site. BTEC Business, Science and Sport provide students with a more focused vocational curriculum.



At KS5 we teach a linear syllabus with students sitting examinations at the end of the two-year course. Our destination data is strong with all our students achieving offers for university, many of these from the Russell Group, or successful entry into apprenticeships or employment.

Student achievement is high with 92% achieving 9 to 4 in English and Maths in 2022 and 69% achieving 9 to 5 in these subjects. The progress of students is an area which has been a focus over the last few years, and we were delighted to achieve a progress score of 0.4 in 2022.

Our aim is to create a learning environment in which all students can develop their learning, intellectual and personal abilities, both inside and outside the classroom. To this end we provide an extensive extra-curricular programme, with the school excelling in sport, music, drama, science and engineering competitions. Our Duke of Edinburgh's Award programme is strong with large numbers of students taking bronze or gold awards. The school's ethos is one of encouraging the participation of students in the wider school community through a diverse range of opportunities at all levels.



Much of the school activity is centred on the House system. Each pupil is allocated to one of the six houses (Cowper, Croft, Hale, Kinman, Page, Wallace) and throughout their school lives enjoy and compete in many activities, mainly organised by themselves and supported by the Heads of House. These range from sport, music and drama competitions to chess and other types of activity.

Further information on the school and its history and achievements can be found on our website at www.richardhale.herts.sch.uk.



Richard Hale School

Job Description: Learning Support Officer

Job Purpose

To support students during independent study time in the school library.

Main purpose of the post:

To manage groups of students, motivate and support them in their study periods to ensure that purposeful learning takes place. To have responsibility for the school library, ensuring it is a safe, well-resourced environment for study and reading during the school day, including at break and lunch time, before and after school, when the Homework Club is based there and for the promotion of good study habits and reading across the school. To maintain a well-stocked, efficiently run library and resource facility within given budget restraints.

Principal Areas of Responsibility

- Supervise the library, supporting students in study periods, lunchtimes, and before and after school
- Provide guidance, resources and support for students in their studies
- Work with students to promote learning and good behaviour
- Work with Heads of Year, the 6th Form Study Support Officer and members of SLT to provide a purposeful learning environment for all
- Oversee Homework Club, advising and assisting students where necessary
- Liaise with the Head of English in running the Accelerated Reader programme
- Promote wider reading across the school, in conjunction with the Literacy Coordinator.
- Run reading groups with small groups of students
- Administer the Library Shop
- Run an efficient, well-resourced library which supports student study
- Administer the operation of the overdue, reservations and inter-library loans procedures
- Liaise with subject departments to provide support and resources in specialist areas of the curriculum, including promotion of special events eg World Book Day, Science Week
- To support with general school administration tasks as required, including assisting the Careers Advisors
- Promote the school
- Attend appropriate meetings
- Assist with refreshments/library space at school events

Supervision

You will be based in the library with no direct supervision. The Post Holder will organise their own workload and priorities on a day to day basis using their own initiative and knowledge of the work.

Responsible to Assistant Headteacher

Working Time

37 hours per week, term time plus 1 week

Monday to Thursday 8.00am – 4.30pm

Friday 8.00am – 4.00pm

1 hour lunch each day

(Hours can have some element of flexibility for the right candidate)

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check is required for this post.

The job description is current at the date shown, but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.



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Richard Hale School

Learning Support Officer

Person Specification

Qualifications	Essential	Desirable
Good standard of literacy and numeracy	Y	
At least Level 2 qualifications in English and maths	Y	
Level 3 qualifications (A level or equivalent)		Y

Professional experience	Essential	Desirable
Experience of working in a library/resources centre		Y
Experience of working with young people (preferably of secondary school age)		Y
Experience of working as part of a team	Y	

Knowledge, skills and attributes	Essential	Desirable
Understanding of how to support students of all abilities both academically and pastorally (preferably of secondary school age)	Y	
Ability to manage groups of students and motivate them to ensure they are using their independent study time effectively	Y	
Understanding of secondary education		Y
Competent ICT skills in the use of spreadsheets, word processing, graphics packages, etc	Y	
Ability to keep financial records, place orders etc	Y	
Actively engage in the provision of appropriate, up to date resources for students and staff	Y	
Effective communication with a variety of audiences, both orally and in writing	Y	
Ability to organise and manage time effectively and prioritise workload	Y	
An ability to support students with their time management and monitor completion of tasks effectively	Y	
An understanding of safeguarding procedures and willingness to work with the DSLs to promote safeguarding across all year groups	Y	
Is calm, patient and reflective	Y	
Is sympathetic to the needs of all young people	Y	
Is positive and enthusiastic	Y	

Evidence assessed from: Application form (F), Interview (I), References (R)