



MONK'S WALK  
SCHOOL

# CANDIDATE INFORMATION PACK



## LEARNING SUPPORT ASSISTANT

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EXCELLENCE FOR ALL

# THIS POST



**MONK'S WALK**  
SCHOOL

We are seeking to appoint a Learning Support Assistant to join our expanding SEN Department.

The candidate will be required to work with teaching staff to support a range of students in their learning up to and including 'A' Level.

**Closing date for applications:**

noon on Monday 3 February 2025.

## KEY FACTS ABOUT MONK'S WALK

### ALL ABILITY

For students aged 11-18 of all abilities.  
Over 1400 students

### POPULAR & OVERSUBSCRIBED

729 applications (197 first preference) for 240 places in Y7. 89% of parents say they would recommend the school (Parent survey June 2023)

### STRONG ETHOS

Inclusive ethos with focus on mutual respect and good behaviour. We aim for our students to be co-operative, courteous and kind.

### ACADEMICALLY SUCCESSFUL

Well above average Progress 8 score (0.6) for Year 11 students in 2023 and an average A Level grade of B-

### BROAD CURRICULUM

24 courses at KS4 and 26 at KS5, including all three sciences

### BROAD EXTRA-CURRICULAR PROGRAMME

A wide programme of activities, trips and visits and enrichment activities

### POPULAR SIXTH FORM

268 in the sixth form and a member of the Welwyn Hatfield consortium.

### STRONG FOCUS ON WELLBEING

For both staff and students. 93% of staff say they enjoy working at MWS (Staff Survey July 2023)

### STRONG FOCUS ON STAFF DEVELOPMENT

We are committed to staff development including Initial Teacher and Early Career Framework training.

# ABOUT OUR SCHOOL



We are a mixed school of about 1,400 11-18 year old students in Welwyn Garden City, a Hertfordshire new town on the outskirts of London.

Transport links are superb – direct rail links to London in less than 30 minutes; M1, A1(M), M11 and M25 all minutes away. WGC is a pleasant place to live – it even has John Lewis! The school is situated in a greenbelt area in the prosperous northwest corner of the city. Our grounds are magnificent and the view from the school is lovely. In September 2020 we opened a new teaching block to replace one of the more rundown ones. The DfE have just agreed funding for a new sports hall for the school.

Monk's Walk is a genuinely all-ability school. The number of students with learning challenges is in line with the national average, with 17% supported at SEN Support or with an Education and Healthcare Plan (EHCP). Our support for students with SEND is a real strength of the school.

We have a small number of blind or partially sighted students who receive specialist support. We also work very closely with Knightsfield School, a special school for deaf children on our campus.

We do not pursue academic achievement at the expense of the wider development of the individual, however. Form tutors, heads of year and heads of house all have important roles in the social, personal and academic support of individuals. Our house system is strong, providing a range of all-ability competitions and activities for mixed age groups. Recently we have become the first school in the country to have a recycling machine with the credit going as house points. All members of staff are allocated a house, except me who has to try to stay impartial of course.

Parental confidence in the school is high; there were 729 applications for 240 places in Year 7 for September 2024,

with 197 of those as first preference. Each year we hear appeals for students wishing to join the school.

The school has an extremely effective behaviour policy and in general behaviour is very good indeed. Our students want to learn and our parents are, on the whole, extremely supportive. Attendance is high, although in common with most schools affected by COVID. Our aim is for our students to be co-operative, courteous and kind.

There is a genuine 'buzz' around the school and we have a very strong reputation in the city. In September 2023, the school was judged by Ofsted to be 'good'. We were really pleased with the comments made by inspectors.







GCSE exam results in 2024 were very good . 53% of students gained the strong basics (grade 5+ in both English and Maths) and 74% standard basics (grade 4+ in English and maths). Our attainment 8 was 50.2 and progress 8 +0.25. All above national. Students of all abilities did better than would have been expected, given their starting points. Disadvantaged students made the progress that would have been expected given their starting points – unlike in most other schools in Hertfordshire where it is often well below. Students with SEND did phenomenally well. To look at the school's provisional results in the league tables google 'school performance tables'.

In terms of progress, disadvantaged and SEND students do



better in the school than they do nationally. BAME students attain very well and have good progress, as do each of the ability groups. We pride ourselves on the fact that Monk's Walk is an inclusive school.

The school has about 268 in the sixth form and this is the largest sixth form the school has ever had. We are also a member of a consortium with four other schools which provides a wide range of opportunities for students. Monk's Walk has the largest sixth form of the five schools and currently we have 82 guest students in Year 12 and 61 in Year 13. At Monk's Walk we concentrate on providing

A Level only (with the exception of iMedia), with decent numbers of students studying the facilitating subjects. Vocational programmes can be taken at Oaklands College or in other consortium schools.

A Level results in 2024 were also very good , with average point score per grade at 36.2 equivalent to B-. In 2024 almost all students who applied made it to their first or second choice university, high quality apprenticeship or employment.

Unfortunately, some schools are making cuts in creative subjects such as Art, Music, Drama and PE and even some DT specialisms. At Monk's Walk, these subjects are strong as we see these areas providing important learning opportunities for our students. All of these subjects are running at GCSE and A Level. Science subjects are among the most popular subjects at A Level.

We have a full orchestra (as well as other musical groups), thriving Art, Music, PE and Sport and an outstanding Drama department. Members of other departments involve themselves in extra-curricular activities in Music, Sport and Drama.

Knightsfield School (a special school for deaf children) is co-located with Monk's Walk School. We have an outstanding partnership arrangement; at key stage 3 Knightsfield students join classes in Art. A few students are also integrated into GCSE groups. Knightsfield students join ours for lunch every day in our canteen in B Block. One of our music teachers teaches at the school.

The school became an academy in September 2012. The decision to convert was purely pragmatic and trustees have no intention to make changes to teachers' pay and conditions beyond those made as part of national agreements.

Induction, training and continuing professional development have a very high priority in the school. All staff have an induction programme on joining the school.

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# SAFEGUARDING

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Safeguarding at Monk's Walk takes precedence over any other activity in the school. It's vitally important to us that students feel safe in school so they can learn and thrive. As part of the recruitment process, we will ask about safeguarding students and obviously questions about candidates' suitability to act as tutor. References will be sought and an enhanced criminal records check will be undertaken for this position.

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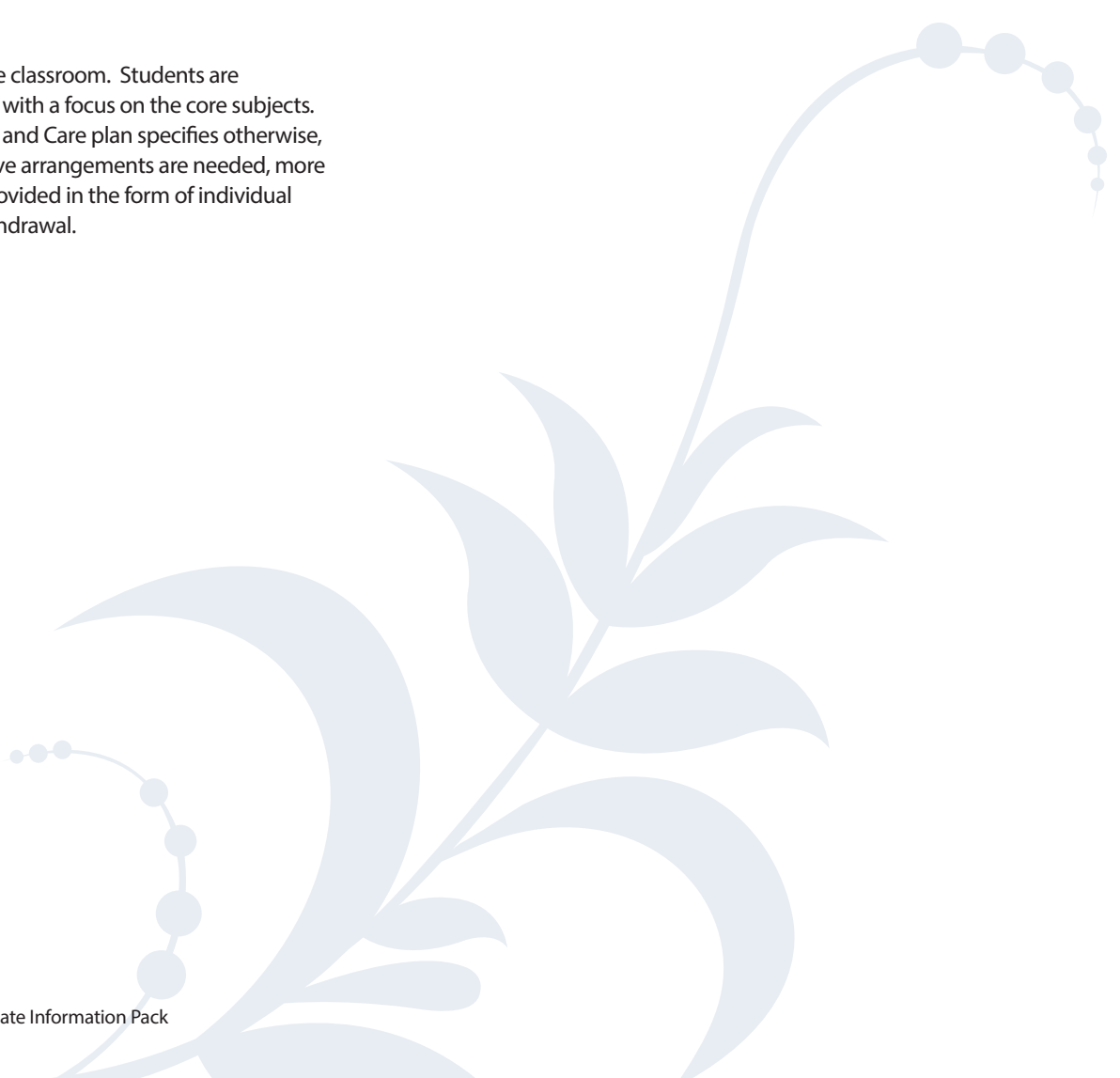
# THE SEN DEPARTMENT

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The Learning Support Department is an enthusiastic, hardworking team; each member of the team brings with them different qualifications, expertise, skills and experience, always looking for ways to improve the teaching and support to raise students' levels of achievement.

The Student Support Centre is the base for the Learning Support Team and holds a bank of specialist resources available to all staff on request. The Student Support Centre is open every day providing a safe caring environment for vulnerable students as well as specialised interventions for small groups and individual students. A daily lunchtime and after school prep club is offered which focuses on supporting students away from the hustle and bustle of everyday school life.

Support is mostly within the classroom. Students are supported in most subjects with a focus on the core subjects. Where an Education Health and Care plan specifies otherwise, or it is judged that alternative arrangements are needed, more individualised support is provided in the form of individual tuition and small group withdrawal.



# JOB DESCRIPTION

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Post Title: Learning Support Assistant

Job Detail: Full or Part Time hours available

Job Grade: H2

Responsible to: Learning Support Manager

## Job Purpose

- To provide a high level of support to teachers in the management of students' learning.
- To aid the students to learn as effectively as possible both in group situations and one-to-one
- To assist students with physical/mobility difficulties around the school environment.

Rehabilitation of Offenders Act 1974. A Disclosure and Barring service check will be sought as part of the school's pre-employment checks. If you are invited to an interview, you will receive more information.

## Key Processes and Responsibilities

- To support students in overcoming barriers to learning
- To assist with the development and implementation of student profiles
- To provide clerical and administrative support to the Learning Support department
- To liaise with other support staff, Learning Support Manager, SENCo

## Pastoral Duties

- At all times ensure that your students are subscribing to school policies in terms of behaviour, appearance, academic work and social interaction and follow the guidelines given in the staff handbook if any pupil is infringing these policies
- To adhere to the school's requirements on safeguarding at all times.

This job description sets out the duties of the post at the time it was drawn up. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

Monk's Walk is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the

# PERSON SPECIFICATION

## 1. Educational Qualifications/Training

- Good standard of literacy and numeracy (GCSE grade C or equivalent)

## 2. Professional Experience

- Experience of working in a school or similar organisation
- Experience of working as part of a team
- Experience of working with young people (D)

## 3. Professional Knowledge and Understanding

The successful candidate will need to demonstrate knowledge and understanding of:

- How to develop effective relationships with young people to aid their learning
- Effective practices and approaches to learning support (D)
- Use of ICT to aid learning
- Effective oral and written communication

## 4. Personal Qualities and Skills

Ideally, we are looking for someone who:

- Is enthusiastic
- Is reliable, well organised and committed to high standards

- Is co-operative, flexible and responsible
- Is sympathetic to the needs of the school community
- Is patient, optimistic and with a fantastic sense of humour
- Is able to maintain confidentiality
- Is able to empathise with young people and has a genuine interest in their success in education.

That's all!

(D = desirable, all other essential)

# YOUR ROLE IN OUR FUTURE

Monk's Walk School is a thriving, vibrant, learning community where our aim is to bring the best out of everyone. It is a very good school with the ambition and plans to be even better.

We are not complacent though – we know all schools have room for improvement! We set ourselves high standards and ambitious targets to enable us to reach our goal. I hope this information has given you a flavour of our school. Please read the Ofsted report and visit our website and Facebook page – Monk's Walk School Official - for more information. If you feel you can contribute to the SEN provision for the school and would like to join us, then please apply.

# HOW TO APPLY

I really hope the information we have provided makes you want to apply to join us. If you would like to talk about the post in a bit more detail before applying, please contact Sian Boatwright; SENCO. Her e-mail address is: [SBoatwright@monkswalk.herts.sch.uk](mailto:SBoatwright@monkswalk.herts.sch.uk).

Please apply, via the My New Term website. You should also write a letter of application. In your letter of application, please can you explain how you demonstrate that you fulfil the requirements of points 2, 3 and 4 on the person specification (page 8 in this pack).

The deadline for us to receive your application is noon on Monday 3 February 2025.

We look forward to hearing from you.

We will shortlist for this post and then we will contact shortlisted candidates by telephone or e-mail to invite them for interview. We reserve the right to ask candidates for an earlier interview if appropriate. We will ask referees of shortlisted candidates to complete our reference form, a copy of which can be found on our website for your reference.

## Matt Grinyer

Headteacher  
January 2025





MONK'S WALK  
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