



## Royal Grammar School

Amersham Road, High Wycombe, HP13 6QT

Website: [www.rgshw.com](http://www.rgshw.com)

A selective day and boarding school for 1420 students

# LSA

Term time plus Inset Days

Start date: September 2025

37 hours per week  
(possible job share could be considered)

**Closing date: 8.00am, Monday 12 May**

Applications should be made to the Headmaster, Philip Wayne ([dmc@rgshw.com](mailto:dmc@rgshw.com)) or via an online application.

Earlier applications would be welcome and shortlisted candidates may be interviewed before the closing date.

The selection process is outlined within this pack.

**The Royal Grammar School is committed to promoting the safety and welfare of all pupils.**

**Appointment is conditional upon at least two satisfactory references.**

**All staff are required, before taking up post, to undertake an enhanced criminal record check through DBS.**

**Social media checks will be carried out on shortlisted candidates prior to interview**

## Information for Candidates





## From the Headmaster

RGS is an exceptional place with a proud tradition, dating back 1562, of educating young minds.

We have high academic standards, excellent examination results and consistently feature amongst the top state schools in England. Almost all students progress to good universities including approximately 14 – 18 to Oxford and Cambridge, other stellar institutions and to the USA.

Our broad, balanced and very ambitious curriculum is not the full story and we look far beyond its confines with a vast array of co-curricular opportunities unparalleled, I believe, in the state sector.

Our innovative teachers deliver a high-quality classroom experience combined with exceptional pastoral care. We ensure that, in this large school, every student is known as an individual.

We encourage all Wycombiensians to be self-confident, positive, healthy and enquiring, living and breathing our values of Respect, Integrity and Aspiration embodied through a modesty of manner. The result is a happy, close-knit community where we enjoy each other's company, and friendships for life are formed.

Most of our students are day students. Boarding, however, has a unique capacity to shape the lives of young people and RGS offers this provision to 70 boys. Full and weekly boarding is on offer and plays a substantial role within the life of the school.

You will very much enjoy working with the students here who are courteous, committed, caring and entertaining. The commitment and dedication of staff who all work towards achieving our vision are the vital component in ensuring the success of RGS. We are looking for well-qualified, enthusiastic and caring colleagues to join us who are passionate about their subject and responsibility, and are willing to go the extra mile to be a part of our exciting journey.

I hope that you find the information of use and look forward to receiving your application if you feel that this opportunity would suit what you have to offer. Thank you for your interest in RGS.

I am delighted that you are considering joining us.

Philip Wayne [Media Video](#)

---



## Person Specification

The Special Educational Needs department is a busy, energetic, well-run and happy department with all who work therein, dedicated to providing the very best support possible to our students. We are looking for someone who is firstly positive, with a flexible, 'can do' attitude and the ability to work, at times, under pressure. A strong counter balance to the hard work carried out within the SEN department is its cheerful, supportive and friendly atmosphere. The applicant should be a team player, with an optimistic, cheerful outlook.

### Job purpose

To work as part of the SEND team in supporting students throughout the school with SEND.

### Knowledge, qualifications & experience

- A high level of spoken and written English
- Excellent communication and interpersonal skills
- Ability to work as part of a team but also to have the initiative to work independently.
- Experience of working with young people, especially those with SEND, would be desirable
- Ability in using Google, Edgen, etc
- Proactive and flexible approach
- Ability to handle information with confidentiality
- Enhanced DBS required
- Safeguarding: Strict safeguarding rules must be adhered to and training attended as required
- Patience and a good sense of humour

### Salary: Range 2, SP11 - SP14

£22,037.50 - £23,882.20 per annum

Pro-rata of (£25,625 - £27,770) for 37 hours pw/tto

### Working hours:

- Actual hours to be discussed at interview, based on 8.30am 4.30pm Monday to Friday (finish 30 mins earlier one day)

### Conditions of Employment

The following responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

- The post holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the School's policy in respect of child protection matters.
- S/He shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

\* \* \*

It is difficult to encapsulate the spirit of the RGS in words, but suffice it to say that all who work here regard it as a very special school indeed. The commitment to excellence is there, but alongside it is the sense of belonging to an exceptionally friendly community, where there is always genuine support for colleagues.



## Job Description Learning Support Assistant

**Accountable to:** Special Educational Needs Manager

### Key responsibilities

To support the SENCO and SEN manager to support students with SEND in accessing RGS school life by:

- attending lessons to support the teacher as required;
- liaising with the subject teachers in order to provide the most appropriate support and communicating regularly with Heads of Year, Subject leaders and other relevant members of staff, eg Matron;
- supervising private study periods and supporting with independent learning;
- building a rapport with the students and providing social and emotional support when needed;
- arranging 1:1 meetings in order to pick up and resolve any issues and to help with organisation/homework etc;
- supervising and invigilating tests/exams and keeping appropriate records;
- administering assessment testing, eg. DASH, typing tests, SNAP;
- getting involved in nurture groups or work with EBSNA students;
- assisting the SENCo and SEND Manager in maintaining regular dialogue with parents through emails, phone calls and meetings;
- writing and updating Pupil Passports for students to whom they are Key Worker;
- attending Annual Reviews and supporting the process where needed;
- communicating as necessary with specialist teachers and attending sessions as appropriate in order to reinforce suggested strategies, eg. SALT programme or social stories;
- keeping accurate and confidential records of students;
- accompanying trips/visits;
- supervising students during break and lunchtimes on rota system;
- participate in training in order to be aware of current practices;
- ensuring students with SEND are able to access all the support on offer at the school - support sessions, careers advice, clubs and societies;
- undertaking any other reasonable duties or tasks as requested by the SENCo or SEN manager; and
- undertaking any duties as reasonably requested by the Headmaster.

---

Term time, plus Inset Days

Hours: 37 hours per week

Possible job share could be considered

Working hours will be discussed at interview

*This job description is written at a specific time and is subject to change as the demands of the governors and needs of the School change. The role requires flexibility and adaptability and employees of the School need to be aware that they may be asked to perform tasks and given responsibilities not detailed in this job description.*

---



## General Information

This is general information for all who apply for a post at RGS. Some of it will not be relevant to this post, but I trust that you will find it useful in forming a picture of the School.

### Support staff at RGS

Support staff at RGS provide a vital role in ensuring that the School not only runs smoothly but continues to develop. Whether joining one of the administration teams, being a technician, a learning support assistant, gap student, and working on the finances or around the extensive school estate, RGS welcomes colleagues from all backgrounds to bring an added dimension to our staff body. A range of roles exists from part time, term time only to full time and support staff have excellent opportunities to contribute towards school life. Although we do not ask our support staff to undertake teaching roles, we warmly encourage participation in school trips and co-curricular activities as identified above, and will always welcome a discussion with those who may wish to train.

### Facilities at RGS

- All-weather sports facilities.
- Rolling programme of classroom and laboratory refurbishment into ‘state of the art’ learning spaces
- Purpose-built language and music suites.
- The Rennie Mathematics Building with extensive, modern facilities
- Purpose-built Fraser Youens Boarding House for 70 boarders [Boarding Video](#)
- Swimming pool
- New Sixth Form Centre

### Salary, benefits and wellbeing at RGS

Support staff are paid on the RGS scales, which are closely related to the locally negotiated Buckinghamshire Council pay range. For the benefit of support staff, the School participates in the Local Government Pension Scheme. We are a mutually supportive team and endeavour to ensure that all staff have a healthy work / life balance.

<p><b>We offer</b></p> <ul style="list-style-type: none"> <li>● Excellent pension scheme</li> <li>● Cycle to work scheme</li> <li>● Free membership of the School’s Fitness Suite</li> <li>● Free use of the swimming pool</li> <li>● Tax efficient purchases of gadgets through the tech scheme</li> <li>● Staff common room with free tea &amp; coffee</li> <li>● On site hot and cold food</li> <li>● Social functions/concerts/plays etc</li> <li>● Car parking onsite</li> <li>● Accommodation (limited)</li> <li>● Long service awards</li> </ul>	<p><b>Wellbeing</b></p> <ul style="list-style-type: none"> <li>● Staff football</li> <li>● Staff Yoga</li> <li>● Staff badminton</li> <li>● Staff tennis</li> <li>● Staff touch rugby</li> <li>● Christmas party</li> <li>● Secret Santa</li> <li>● Wellbeing week</li> <li>● End of term get-togethers</li> <li>● Staff birthday cake breaks</li> </ul>
---	--

### Common Room at RGS

The Common Room exists as a formally constituted body of the teaching and support staff within the School. The committee consists of a Chair, Treasurer and Secretary. The Common Room provides a cohesive, stimulating and enjoyable environment and a variety of social functions are organised throughout the year.

The Common Room is well equipped and includes tea and coffee making facilities, provided free of charge to all staff, a lounge, kitchen area and staff shower rooms. On a day-to-day basis, the Common Room acts as an important facility for staff to meet socially, collect mail and circulars, share information with others and relax!

## Appointment

The Royal Grammar School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to:

- the obtaining of an enhanced DBS clearance;
- confirmation of your eligibility to work in the UK;
- receipt of two satisfactory references; and
- social media checks.

## Equal Opportunities

The Royal Grammar School is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sexual orientation, age or disability. There will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school policies on admission and recruitment and with regard to British and European legislation. Attention will be paid to the importance of equal opportunities education in both the formal and informal curriculum and our curriculum will be reviewed at frequent intervals to ensure that this policy is reflected in practice. The Headmaster is responsible to the Governors for monitoring this policy. The school operates an Equality Cohesion Policy. The School is a non-smoking establishment.

## Results

Our results speak for themselves. We do not, however, rest on our laurels and set ourselves ambitious targets

- 90% of our students accepted higher tariff universities
- 14 students were offered unconditional places at Oxbridge

## Values

Respect - Integrity - Aspiration

## Vision

- Our vision is to offer our students an exceptional all-rounded education

## Mission

At RGS we nurture the individual potential and character of every student to help them become confident, socially responsible young people, prepared for happiness and success in their adult lives.

## Our commitment to your development

Staff at RGS are dynamic, talented and innovative. We have an excellent reputation in preparing colleagues for the next stages of their career whether as teachers or support staff and will find a wealth of opportunities available here with regard to their professional development. We ask that all staff choose and sign up to something that genuinely interests and excites them and that they work on this throughout the course of the academic year. We currently have staff undertaking NPOs, staff involved in our Challenge Senior and Middle Leaders courses and approximately 45 staff involved in our Strategy Groups which are designed to feed into our school priorities. Additionally, we offer First Aid courses, Mountain Leaders courses and Health and Safety qualifications but to name a few. See [here](#) for more details.

## High Wycombe

The Royal Grammar School is about one mile from the centre of High Wycombe, which has a large shopping precinct, several out-of-town shopping areas, a theatre, two multiplex cinemas, new sports centre with a 50m competition pool and a large Waitrose. High Wycombe is 25 minutes from London Marylebone on a fast train, the station being 10 minutes' walk from the school. The town is well-served by cultural and sporting activities. There is considerable apartment accommodation in the town itself though within a short distance the suburbs, with a range of housing stock, commence in all directions. High Wycombe is surrounded by attractive villages, which offer a range of housing from idyllic cottages to large detached properties in the countryside. The town of Marlow, an attractive riverside market town, is a few minutes' drive and Oxford is easily reached via the M40 or by train. Buckinghamshire is renowned for its schools with a range of excellent state primary schools, prep schools, grammar schools and non-selective secondary schools.

## How to apply

Please complete the application form. Further information should be added to the 'supporting statement' section in the form. If you wish to include your cv, please email it directly to the Headmaster's PA at [dmc@rgshw.com](mailto:dmc@rgshw.com).