



HOLYPORT COLLEGE



**CURRICULUM SUPPORT OFFICER
(Sensory/Physical)
Candidate Information**

WELCOME

Welcome to Holyport College. I hope, as you read on and learn more about this very special school, you will become more and more excited about joining the Holyport team and the opportunities that provides.

If appointed, you will be joining an excellent, welcoming and supportive Curriculum Support department. The department is committed to identifying and supporting students with specific educational needs and actively seeks to enable students to understand their own learning needs and identify strategies to enhance their learning outcomes. Our students are diligent and make good progress.

Holyport College was the country's first state boarding free school, opening in 2014. It is a distinctive, fully subscribed secondary school with over 600 pupils, over 200 of which are boarders. It has a comprehensive intake at Year 7. It actively promotes social mobility and has an outstanding record of supporting the most vulnerable. Many of the pupils progress to our high-performing Sixth Form. The College is a vibrant, ambitious and inclusive community where young people thrive. They follow an aspirational academic curriculum alongside an exceptional co-curricular offering that is equally valued by the College and made possible by the extended school day. You would be joining a remarkable staff team who all care deeply about the College.

Holyport College has a unique strategic and very close working partnership with its nearby sponsor, Eton College. With the help of a strong boarding ethos, it has managed to create a "joyous place to learn" which offers students the best of both state and independent education.

The Curriculum Support department is led by our Assistant Head, Alex Jeffery, with whom the post holder will work closely.

If this is a school and a role that excites you and you believe you have the requisite skills, experience and dynamism, we would be delighted to hear from you.

Alastair Ingall
Headteacher



HISTORY AND OVERVIEW

Holyport College (pronounced Hollyport) is a state boarding and day school for boys and girls aged 11–18 located in Berkshire. It was the first state boarding free school in the UK, and it is currently full to capacity, catering for just over 600 pupils, more than 200 of whom board. The doors opened to its first students in September 2014, with the Sixth Form provision beginning in September 2017.

Years 7–11 are non-selective, but the Sixth Form, with over 200 pupils, is academically selective. Holyport College is a state school but, like some other state boarding schools, has a long school day for everybody, finishing at 5.00pm. The extended day affords the opportunity to offer a huge range of co-curricular activities to suit all tastes, with participation in the programme compulsory for all students. Whilst the College has certain elements which are deliberately modelled on a traditional private boarding school, the aim is to emulate the best of both the state and independent sectors. In terms of funding, approx. 50% comes from state, and approx. 50% comes from boarding fees.

Holyport College is exceptionally proud of its close partnership with Eton College which aims to become the gold standard by which other state and independent school collaborations are judged. Through this partnership, the lives and education of every student at Holyport College are significantly enriched on a regular basis. Eton College, founded by Henry VI in 1440, is situated just a few miles away from Holyport, near Windsor. Whilst Holyport College may be a relatively new school, it is fortunate to be able to draw on Eton's heritage and experience. The partnership has allowed Holyport to forge links at a number of levels, including governance, the sharing of facilities, the creation of enrichment opportunities, the establishment of an educational research and innovation centre at Holyport and through positive staff and student interactions. That said, Holyport College is not Eton College. It has a unique and strong personality of its own which is distinctive, exciting and a little bit quirky.

Holyport continues to develop and improve at a remarkable pace and recent initiatives include:

- ♦ the introduction of iPads for every student (September 2024).
- ♦ the opening of three new Eton Fives courts, (October 2024).
- ♦ The development of a new Performing Arts Centre, planning application granted (November 2024).
- ♦ The imminent launch of The Holyport College Foundation, incorporated in November 2023, which is intended to raise funds for grants, items, services and facilities for the College and its pupils.

The College is located on Ascot Road in Holyport, a suburban village in the parish of Bray, about two miles south of Maidenhead town centre in leafy Berkshire. The village has a doctor's surgery, a newsagent, a grocery, a butcher, a small café and a hairdresser, as well as the post office and four pubs.

It is well connected: located 4 minutes from the M4 (junction 8/9) and 7 minutes from Maidenhead railway station (Elizabeth line and GWR).



BOARDING

Holyport feels like a fully integrated boarding and day school, not – like many schools – a day school with a few boarders. Day and boarding pupils are treated alike (with all day pupils staying late and doing most of the same activities as boarders). It also helps that all pupils are assigned to a House – boys' boarding Houses are joined by girl day pupils and vice versa. About half of our boarders are in school all weekend, when there are plenty of activities to keep them busy.



There are almost equal numbers of boy and girl boarders. Some are relatively local, others are from further afield, including overseas. They are housed directly above the classrooms, with the biggest dormitories housing up to six younger pupils, whilst Sixth Form boarders share double rooms. Boarders have access to a kitchen on their corridor, and Sixth Form students also have their own living room on their corridor. The College has a dedicated, onsite medical centre staffed by a full-time nurse.

With more than one-third of students living on site, boarding is very much at the heart of the College community and strongly reflects its values and ethos. Holyport's modern boarding model seeks to replicate the family atmosphere of a home, where relationships are familiar in nature and the environment relaxed and stable.



JOB DESCRIPTION

PURPOSE OF THE POST

To complement the professional work of teachers by taking responsibility for agreed learning activities under a system of supervision and to provide support to the pastoral team in the daily care of students. The Curriculum Support Officer, under the direction of the Director of Inclusive Education (SENCO), will:

- Be proficient in the four areas of SEND, but will have a particular interest in sensory/physical needs.
- Provide 1:1 support to a named individual in receipt of an EHCP who is partially visually impaired.
- Modify, where appropriate, work and resources in appearance so that it is accessible. (Prognosis could involve the use of Braille at a later stage, but this is not currently required).
- Promote the inclusion and acceptance of all pupils within the classroom and advocate for the College's most vulnerable students.
- Establish warm, empathetic and productive relationships with all pupils but especially those with additional needs, acting as a role model and setting high expectations.
- Be responsible for the delivery of provision and support as documented within Education, Health and Care Plans.

THE DEPARTMENT

Holyport College is committed to identifying and supporting students with specific educational needs and actively seeks to enable students to understand their own learning needs and identify strategies to enhance their learning outcomes. We also provide support with organisation and life skills as well as management of anxiety and social needs and support with English as an additional language. We prioritise a culture of inclusion and diversity in which all students are able and expected to participate fully in the life of the school.

The Curriculum Support Department at Holyport College is composed of 14 dedicated, well-trained internal members of staff, who possess a variety of specialisms. Our provision is supplemented by a number of highly qualified external practitioners. The department is situated in the Winton building, which includes teaching and intervention rooms.

Students with specific learning needs are well-supported and make good progress. Every student learns in their own way and the Curriculum Support Department gives students the support required to assist with the demands of learning, sometimes with small groups or one-to-one intervention or via drop-in sessions. In-class support, additional to High Quality Teaching, is provided for students in receipt of an Education, Health and Care Plan where it is detailed as part of the student's plan.

The Department works closely and collaboratively with academic and pastoral staff as well as parents to provide support to students with additional needs. Staff within the department are central to a student's well-being and happiness as well as academic success and we are proud of the work we undertake. We are a well functioning team who uphold values such as proactivity, flexibility and positivity.

The Department is responsible for supporting class teachers to ensure that the needs of all students are met and ensures that strategies for individuals are appropriate. We provide training for all teaching staff on Curriculum Support matters and we work closely with the College's Examinations Officer to ensure that the correct access arrangements are in place. The Department ensures that Education, Health and Care Plans are accurately implemented.

KEY RESPONSIBILITIES

- Work with class teachers and pastoral team to ensure students have access to the curriculum and are empowered to make progress
- Deliver high-quality one-to-one and small group support using structured interventions
- Implement support strategies for students with additional needs so that they can learn as effectively as possible, for example:
- Clarify and explain instructions
- Help pupils to concentrate on and finish work set
- Develop appropriate resources to support the pupils
- Motivate, encourage and develop a good working relationship with students
- Help students develop independent learning skills and manage their own learning
- Develop methods of promoting/reinforcing student's self-esteem
- Contribute to behaviour management of students in accordance with College policy and guidance, including taking statements from students on behaviour matters as directed
- Provide academic support and supervision to students who have been unable to remain in lessons for behavioural/emotional reasons
- Meet with individuals or groups of students to discuss academic or social issues
- Implement Exam Access Arrangements for named individuals and invigilate internal examinations
- Participate in the evaluation of the support programme
- Undertake other various responsibilities under the reasonable direction of the Director of Inclusive Education (SENCO) and Deputy SENCO
- Undertake training and development relevant to the post
- Participate in the College's co-curricular programme of activities

COLLEGE CULTURE

- Support the College's values and ethos
- Help create a strong College community, characterised by consistent, orderly behaviour and caring, respectful relationships
- Help develop a culture and ethos that is committed to achievement
- Support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required

PERSON SPECIFICATION

QUALIFICATION CRITERIA

- Educated to Level 3, including Maths and English GCSE at grade C or above
- Specialist SEND, particularly VI, qualifications (or a willingness to undertake)
- Knowledge of specific areas of SEND
- Right to work in UK

EXPERIENCE

- Experience of working with students with additional needs in schools
- Ability to work sensitively with students with additional needs and their families
- Knowledge of the Code of Practice and other relevant procedures, such as Annual Reviews

SKILLS AND ATTRIBUTES

The ideal candidate will be energetic, enthusiastic and have a proactive attitude. Compassion, warmth and empathy towards all students, but especially those with additional needs is essential.

A belief in the potential of every student is essential and you must have high aspirations and expectations of self and others and be motivated to continually improve standards.

You must enjoy working as part of a collaborative, supportive team and be willing to contribute to the culture of both department and College

- Experience of working with SEND students and an understanding of their needs
- Genuine passion and a belief in the potential of every student
- Flexible, highly organised and able to multitask and prioritise work to meet deadlines
- Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure
- Able to take ownership of tasks and work with minimal supervision
- Have exacting standards and a keen eye for detail
- Keen to learn and further develop own skills
- Exercises sound judgement, especially relating to confidentiality and discretion
- Excellent interpersonal skills with students and adults

OTHER

The post holder must be committed to the safeguarding and promoting the welfare of all students.



REMUNERATION AND BENEFITS

The salary for this role is £26,698 FTE (actual salary will be pro rata) and you will be enrolled in the Local Government defined benefit Pension Scheme.

The College's full time hours are 8.30am to 5pm Monday to Thursday, 8.30am to 3.45pm on Friday. Core teaching hours are 9am to 3.45pm (5pm Monday). Consideration will be given to requests for core hours.

Holyport College is committed to staff wellbeing and to ensuring that all colleagues can maintain an appropriate work/life balance. Our staff are listened to and valued.

The College has two additional weeks holiday per year compared to the average state school: our October half term is two weeks long and our Christmas holiday is three weeks. There are opportunities for international travel: no member of staff will be asked to do this if they don't want to however we have regular trips to Iceland, the Alps, Spain, France, Italy and the USA.



“The extended day – 8.30am to 5pm for all pupils, boarding and day – is the School’s secret sauce... The long afternoon allows time for a phenomenal co-curricular programme with offerings ranging from mindful colouring to real tennis, Young Enterprise to ballet.”
GOOD SCHOOLS GUIDE

APPLICATION PROCESS

Interested candidates are welcome to contact the College to arrange an informal discussion about the role by emailing careers@holypportcollege.org.uk.

Closing date: 9.00am on Monday 7th July and interviews will be held on Thursday 10th July. Early applications are encouraged and we reserve the right to appoint before the deadline.

Applications should be submitted by email to careers@holypportcollege.org.uk and must include:

- ♦ A fully completed support staff application form which can be downloaded from The College website [here](#)
- ♦ Completed References & Monitoring and Equal Opportunities forms, also available on the College website

The process is as follows:

- ♦ When you submit your application, you will receive an email of acknowledgment from The College confirming that we have received it. If you have not received an acknowledgment within two working days of your application, please email us at careers@holypportcollege.org.uk or call [01628 640 157](tel:01628640157)
- ♦ Shortlist interviews will take place at the College shortly after the closing date when candidates will be given a tour of the College.

DISCLOSURE AND BARRING SERVICES

All applicants must be prepared to undergo screening to confirm their suitability to work with children and young people.

SOCIAL MEDIA

The College will undertake appropriate social media checks for all candidates invited to interview.

EQUAL OPPORTUNITIES

Holyport College welcomes applications from all sectors of the community.

In compliance with the Department for Education's safer recruitment guidance, the College will contact referees if you have been shortlisted for an interview.

Holyport College reserves the right to check the accuracy of statements made as part of an application process. Those submitting an application are deemed to have given consent to such checks being made.

All staff take part in the College's performance management process and must abide by the Code of Conduct for Staff and Volunteers at Holyport College.

This role is exempt from the Rehabilitation of Offenders Act 1974 so candidates must disclose information about spent, as well as unspent convictions.

