

RANELAGH SCHOOL



LEARNING SUPPORT ASSISTANT





Dear Colleague,

Thank you for your interest in the post of Learning Support Assistant at Ranelagh School. In this letter, I aim to provide you with some further insight into our school and our priorities.

Our school has an excellent reputation at local and national level. The last inspection by Ofsted in 2024 judged us to be outstanding in all areas. This was our fifth outstanding report and, whilst we are very proud of this achievement, we are in no way complacent.

In addition to excellence in terms of academic outcomes, our purpose is to provide a supportive, stimulating and secure environment in which young people can thrive. As such we seek to employ inspirational and energetic staff, committed to the school's ethos. In return, we aim to provide opportunities for continuing professional growth and development for all staff, beginning with a well-established induction programme.

Given that we spend such a significant proportion of our time in the workplace, it is important to take pride and pleasure in what we do here. Teaching and non-teaching staff collaborate well. They are mindful of one another's well-being and there is a strong sense of collective purpose.

If you are interested in learning more about the role, then please do contact me. If you would like to apply, please submit your application using the form available on the website www.ranelagh.bonitas.org.uk

I look forward to hearing from you.

Yours sincerely,

Mr Timothy Griffith
Headteacher

JOB DESCRIPTION

Job title	Learning Support Assistant
Hours	33.5 hours per week, term time only: 3 x short days = 8.45am to 3.35pm including a 30-minute unpaid break. 2 x long days = 8.45am to 4.30pm including a 30-minute unpaid break.
Salary	Grade: BG-J Point: 6 - £20,228.00 (actual salary including London weighting).
Contract	Full time, fixed term for 1 year
Pension	Eligible for the Local Government Pension Scheme
Accountable to	SENDCo

Job Purpose

To complement the professional work of teachers by taking responsibility for delivering agreed learning activities, under the direction of teaching staff and SENCO. This will involve both planning, preparing and delivering learning activities for individuals or groups, also monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

Main duties:

1. Teaching and learning

Under direction of the SENDCo and class teachers, to be responsible for contributing to the planning and resources required for students identified as needing support within the school.

- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning Support class teachers with managing behaviour effectively to ensure a good and safe learning environment, in line with the school's policy and procedures
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Use ICT skills and assistive technology to advance pupils' learning
- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem, social and emotional well-being and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement
- Contribute to the development of policies and procedures
- Facilitate wellbeing and provide pastoral care to pupils
- Escort and supervise pupils on educational and out of school activities
- Assist pupils with support around the school site, provide higher levels of care and/or the movement of specialist equipment as required, whilst encouraging independence
- Support Access Arrangements for students

2. Planning and recording

- Plan, prepare and deliver learning to individuals, small groups and/or classes, modifying and adapting activities as necessary to meet the needs of pupils
- Assess, record, monitor and report on pupil development, progress and attainment

- Develop and implement Individual Development Plans for pupils (such as Learning Profiles), including attendance at, and contribution to, progress reviews
 - Be responsible for the preparation, maintenance and control of stocks of materials and resources
- Assist pupils with support around the school site, changing and/or the movement of specialist equipment as required, whilst encouraging independence

3. Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers
 - Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning
 - With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
 - Collaborate and work with colleagues and other relevant professionals within and beyond the school
 - Develop effective professional relationships with colleagues
- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset, dysregulated or have had accident

4. Professional development

- Develop own knowledge and understanding relevant to role. Reflect on own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
 - Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
 - Such other duties as may from time to time be necessary, compatible with the nature of the post.

PERSON SPECIFICATION

KEY CRITERIA	QUALITIES
Qualifications and Training	<ul style="list-style-type: none"> • LSA standard or equivalent qualification or experience Excellent literacy /numeracy skills (minimum GCSE grade 4, previously grade C) • Training in relevant areas to the job description e.g. literacy and specialist skills in curriculum or learning area e.g. ICT, Autism (desirable) • Level 3 qualifications or equivalent, and / or degree level (desirable) • First Aid Training (desirable)

Experience	<ul style="list-style-type: none"> • Extensive experience working in a school environment or other educational setting • Extensive experience working with children / young people • Experience planning and delivering learning activities • Experience of planning and leading teaching and learning activities (under supervision) • Competence with IT and Microsoft 365
Skills & Knowledge	<ul style="list-style-type: none"> • Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice • Strong ICT skills, relevant technology and administrative systems to effectively and efficiently to support learning and perform a range of administrative tasks • Able to relate to and communicate well with children and adults, motivate pupils to learn, clarify and explain instructions to pupils and respond sensitively and flexibly to competing demands • Able to work constructively individually and as part of a team, understand classroom roles and responsibilities and work effectively with teaching staff • Able to plan and deal with conflicting priorities in organising own work schedule • Experience of dealing with parents and carers and ability to lead when required • Good organisational skills • Excellent verbal communication skills and active listening skills • Knowledge of guidance and requirements around safeguarding children
Personal qualities	<ul style="list-style-type: none"> • Commitment to equality of opportunity • Commitment to continuing professional development • Enjoyment of working with children • The ability to remain calm in stressful situations • Sensitivity and understanding, to help build good relationships with pupils • A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference • Capacity to inspire, motivate and challenge children and young people
Motivation and Personality	<ul style="list-style-type: none"> • Flexible and adaptable approach to working • Positive and proactive • Willingness to learn • Sense of humour
Other Work Requirements	<ul style="list-style-type: none"> • Share knowledge with other staff and support and encourage their development • Suitability to work with children • Flexibility of working hours on occasion, for meetings outside of normal contracted hours • To be aware of the Anglican foundation and ethos of Ranelagh and able to work within it • Enhanced DBS Clearance (the successful applicant will be DBS checked through school)

ROLES AND RESPONSIBILITIES OF ALL RANELAGH STAFF

As members of a cohesive team, all staff have a common section to their job description which identifies their general responsibilities.

- 1 To implement the aims of the school
- 2 To contribute to school reviews, evaluation and forward planning and actively to support the implementation of the school development plan
- 3 To ensure the implementation of all school policies
- 4 To maintain practices which lead to the highest standards of teaching and learning, pastoral care and guidance
- 5 Actively to maintain order and discipline in the school as well as to reward good conduct
- 6 To attend meetings as and when required according to responsibility and to communicate effectively with colleagues
- 7 To attend in-service training sessions as appropriate and work with advisory staff
- 8 To liaise with parents and governors as appropriate
- 9 To encourage a stimulating, secure, safe and attractive environment
- 10 Actively to support the school in a public forum

ETHOS AND AIMS OF RANELAGH SCHOOL

Ethos

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with that Church at parish, deanery and diocesan levels.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

The school aims to provide a supportive, stimulating and secure environment where high standards of learning and personal responsibility are expected and achieved and where every member of the school community is respected and valued.

Aims

- 1 To provide the environment, stimulus and opportunities which will encourage and enable every individual to discover and fulfil their potential.
- 2 To enable each individual to develop confidence and self esteem, and to encourage self reliance, self discipline and corporate responsibility both in school and in the wider community.

- 3 To develop each student's capacity to take responsibility for his/her own learning and to work constructively as a member of a group or a team.
- 4 To provide opportunities for each student to participate in and enjoy a range of cultural, creative, practical, physical and social activities and to develop their knowledge and skills in these areas. To provide opportunities for moral and spiritual development.
- 5 To ensure that each student leaves school with qualifications and achievements commensurate with his/her ability, with the knowledge, skills, attitudes and values which will provide the confidence to lead a fulfilled and responsible life, and with an awareness that learning is a life long process.
- 6 To educate all students through a broad and balanced curriculum which will prepare them effectively for adult life in a multicultural society and an interdependent, changing world.

HOW TO APPLY

Please complete the online application form available via the school website:

[**www.ranelagh.bonitas.org.uk**](http://www.ranelagh.bonitas.org.uk)

Please note that CVs cannot be accepted.

No agencies please.