



# The Richmond upon Thames School

Job Application Pack

## Learning Support Assistant

Salary	Scale 4
Start date	As soon as possible
Contract	Fixed Term
Hours of work	35 hours a week, 39 weeks a year





# Welcome

Dear Candidate,

I am delighted that you have expressed an interest in The Richmond upon Thames School (RTS), a new 11-16 secondary school in Twickenham.

Our trustees, with support from the local community, have brought the school to the stage where it opened in September 2017. I was appointed as Head Teacher in February 2016 and started full-time on 1 September 2016.

Our aim is to establish a vibrant, inclusive school that provides an outstanding experience for every member of its community. RTS will be a dynamic centre of learning that is able to draw upon the opportunities provided through the unique partnership which was formed to develop it. At RTS there will be no compromises on our commitment to ensuring excellent outcomes for all pupils. We believe that through a balanced combination of support, challenge and hard work we can all achieve beyond our expectations.

RTS is a partner of the innovative Richmond Education and Enterprise Campus development of the existing Richmond upon Thames College site and the school will move into its permanent accommodation in summer 2018.

Our school will grow year by year starting with Year 7 and the next few years will be a very exciting time as we grow and develop together. Starting a school from scratch is an exceptional opportunity that takes commitment, dynamism and a collaborative approach to working together to create something very special.

As a founding member of staff, this post will provide a unique blend of challenges and rewards but more so the opportunity to help shape the school from the start. We hope you will be able to see your place in this story and come forward to apply for this exciting role.

If you would like to arrange an informal, confidential discussion with me before applying, please contact Ghillie Blackwell by email, [info@rts.richmond.sch.uk](mailto:info@rts.richmond.sch.uk) or phone, 0208 891 2985.

We look forward to receiving your application and wish you well with the process.

**Kelly Dooley**

Head Teacher - The Richmond upon Thames School

# Application details

Thank you for your interest in the Learning Support Assistant vacancy at The Richmond upon Thames School. Further details of this post, the school and the Trust are included in this pack and on our website. Details of how to apply can be found below.

## How to Apply

Should you wish to apply for the post, please complete our online application form which is accessed via the vacancies page of the school website [www.richmonduponthameschool.org.uk](http://www.richmonduponthameschool.org.uk)

If you would like to arrange an informal, confidential discussion with the Head Teacher before applying, please contact Ghillie Blackwell by email [info@rts.richmond.sch.uk](mailto:info@rts.richmond.sch.uk) or phone, 0208 891 2985.

## Supporting Statement

You will be directed to respond to the following questions within the electronic application form. Please refer to the job description and person specification when responding to the questions. We do not accept CVs.

1. How has your experience to date prepared you for this post?
2. How would you contribute to the school's wider-learning / enrichment programme?
3. If appointed, what aspect/s of this post could prove a particular challenge for you?

## Closing Date

Please ensure your application is submitted by 19 September 2017.

## Shortlisting

We are unable to provide feedback to candidates who are not invited for interview.

## Interview

Interviews will be held on 22 September 2017.

## Safeguarding

The Richmond upon Thames School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

Our motto

# *Excellence through endeavour*



Our school

RTS is a co-educational, non-selective and non-faith based for 11-16 year olds and will admit five forms of entry (150 children) per year.

The Richmond upon Thames School (RTS) will provide an inspiring place for young people to learn and work purposefully towards achieving their best at all times. Our students will be valued as individuals, recognised for their talents and challenged in their endeavours.

Our school will encourage an atmosphere that rewards hard work and expects high academic achievement, but will also provide an environment where children can develop as people and learn valuable life skills. Our pupils will emerge as confident, resilient individuals, who can build positive relationships and demonstrate commitment in everything they do.

RTS will be a welcoming place where everyone is valued highly and where tolerance, honesty, cooperation and mutual respect for others are fostered. It will provide equal opportunities for all children regardless of disability, gender, race, religion or beliefs. We will also promote a shared sense of purpose among our students, teachers, parents, and trustees, all working towards a common goal to make the best possible school for our children.

Our team of talented staff will inspire and nurture students throughout their school life, delivering imaginative, stimulating lessons that will keep every child engaged.

The school will be characterised by excellent working relationships with industry partners, giving students the best possible foundations for their future careers. Our partners will help shape the curriculum and set real-world projects, offer work experience and provide mentoring. Our unique access to real-world facilities through on-site partners, Harlequins, Haymarket Media Group, Richmond upon Thames College and Clarendon School, will offer students a huge range of opportunities that will transform their future employment potential and enhance both their personal and physical development.

As leaders in digital technologies, we will also give every student the opportunity for safe and responsible access to the latest digital devices and encourage them to become the developers, not just the consumers, of future technology.

As a new school, connecting with our local community is important to us. Through supporting local projects, our students will be encouraged to participate in programmes that will widen their experiences and teach them the value of helping others. The school will also serve as a learning hub, providing a range of before- and after-school clubs, holiday activities, sports facilities hire and adult evening classes.



# Our Campus and facilities

RTS will be located in a new, purpose built building. Clarendon School's secondary students will be located in new accommodation adjoining RTS's building. A newly built Richmond upon Thames College and the Haymarket tech hub, for up to 20 of their technical staff, will together with the schools make up the Richmond Education and Enterprise Campus.

Our outside spaces will include five multi-purpose sports pitches for hockey, tennis, netball and more direct access to 4G and grass pitches for Rugby and Football and a four-court Sports Hall.

The Campus approach will enable a new model of learning integrated with enterprise, delivering high quality education hand in hand with developing young people's skills, offering work opportunities and jobs. Our partners, Haymarket and Harlequins are both incredibly successful at home and globally and this will bring an exciting additional dimension to our school.



## Richmond upon Thames College

"Over the next two to three years the College is undergoing a transformation to become a first class further education college and a major technical and professional hub for West London with a reputation for academic and vocational excellence. The College is delighted to be a founder member of a school which will provide a high quality education, with a curriculum co-designed with us and the other Campus partners to provide choice and successful progression to further and higher education."



## Haymarket

"Having a clear understanding of what employers look for in a business professional is crucial for tomorrow's workforce. The Haymarket Skills Academy programme of media days, career support, work experience opportunities will help RTS students to maximise their potential."



## Clarendon School

"A brand new, purpose built building will provide facilities and teaching spaces specifically designed for the particular needs of Clarendon School's pupils, including those with autism. Being co-located on the Campus with RTS and the College will provide opportunities for inclusion for students to and from each setting and improved transition arrangements post-16. It will also allow access to shared facilities and improved opportunities for sharing staff expertise between settings."



## Harlequins

"Harlequins is immensely proud to be a part of RTS. As one of the school's partners, the Club will be working closely with the school to create a sporting programme for all age groups and levels across a range of sports to encourage participation and healthy living. There will also be a number of work placement opportunities with access to experts from the industry including health and nutrition, strength and conditioning, leadership and management. We are looking forward to working with the other partners to deliver an outstanding educational campus for 2017 and beyond."



# Job advert

## Learning Support Assistant

**Salary:** Scale 4  
**Start date:** As soon as possible  
**Contract:** Fixed Term  
**Hours of work:** 35 hours a week, 39 weeks a year

We are looking for dedicated people who share our commitment to ensuring excellent outcomes for all. If you have the ability to support students in English and/or Mathematics and have a genuine desire to make a difference to the lives of young people we would like to hear from you. As a new and growing school, this will be both a challenging and exciting role.

We are seeking an individual who:

- is flexible and willing to take on varied tasks
- has the ability to quickly build a rapport with students
- has excellent English, Mathematics, IT and communication skills

All staff are welcomed into an ambitious working environment where professional development builds capacity and strengthens expertise.

If you would like to arrange an informal, confidential discussion with the Head Teacher before applying, please contact Ghillie Blackwell by email - [info@rts.richmond.sch.uk](mailto:info@rts.richmond.sch.uk) or telephone - 0208 891 2985

**Closing date:** 19 September 2017



RTS opened to 150 Year 7s in September 2017, and will grow by 150 year on year until full. We will be an 11-16 mixed school with an open admissions criteria. The school is co-located with the Haymarket Media Group tech hub, Clarendon School and Richmond upon Thames College on the Richmond Education and Enterprise Campus ([www.reec.org.uk](http://www.reec.org.uk)).

*The Richmond upon Thames School Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be expected to complete an enhanced DBS check and to disclose any information relevant to Disqualification by Association.*

# Job description

<b>Title:</b>	Learning Support Assistant
<b>Reporting to:</b>	Assistant Head Teacher / SENCO
<b>Line management of:</b>	N/A

## Overall Job Purpose

- To support students with SEND and Additional Needs so they make excellent academic and pastoral progress.
- To complement the professional work of teachers and by taking responsibility for agreed learning activities under an agreed system of supervision involving planning, preparation and delivering learning activities for individuals/groups.
- To monitor, assess, record and report on pupils' achievement, progress and development.

## Teaching and Learning/ Individual or group of students

- To work as part of the Learning Support Team in supporting and including students with learning difficulties/disabilities in mainstream classes.
- To develop an understanding of the special educational needs of the student/s concerned.
- To take into account the student/s' special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.
- To build and maintain successful relationships with students, treat them consistently, with respect and consideration.
- To help promote the importance of independent learning.
- To help reinforce learning.
- To assist students with sensory and or physical needs.
- To help students record work in an appropriate way.
- To develop study and organisational skills as well as increasing independent life skills.
- To help keep the students on task and to build motivation.
- To model good practice.
- To help build the student/s' confidence and enhance self-esteem.
- Liaise regularly with the parents of the supported students, as well as at Parents' Evenings or SEN/Annual Review Meetings

(continued over)

# Job description (continued)

## Class teachers/ Administration

- To have formal and informal meetings with teachers to contribute to planning lessons / activities.
- To prepare materials and resources.
- To prepare students beforehand for a task.
- To work on differentiated activities with identified groups.
- To support the teacher in implementing specific teaching programmes.
- To supervise practical tasks.
- To carry out structured classroom assessment/ observation and feedback outcomes.
- To be involved in keeping records and evaluating identified students' progress.
- Assist in the development and implementation of Individual Pen Profiles for pupils and aid information sharing with the wider staff team.

## Standards and Quality Assurance/ Whole school

- To support implementation of school policies and procedures, including those relating to confidentiality and behaviour.
- To identify personal training needs and to attend appropriate internal and external in-service training.
- Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Attend relevant team and staff meetings.
- Be proactive in matters relating to health and safety and child protection.
- To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.
- Undertake professional duties that may be reasonably assigned by the SENCO.
- Contribute to the school's wider-learning / enrichment programme.

## Other

- As a growing school, we anticipate changes to roles and responsibilities.
- The school will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunity for disabled applicants or continued employment for any employee who develops a disability or disabling condition.
- This job description is current at the date shown, but, in consultation with the post-holder may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.
- RTS school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

# Person specification

	Essential	Desirable
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Excellent numeracy and literacy skills including qualifications equivalent to Level 2 in English and Maths</li> <li>• Evidence of further study</li> </ul>	<ul style="list-style-type: none"> <li>• A Levels or Equivalent</li> <li>• Teaching Subject and/or Related Degree</li> <li>• Teaching Assistant qualification</li> <li>• Specific and relevant qualifications/ training</li> <li>• Working within a school environment</li> <li>• Delivery of specific literacy/ numeracy/ speech/ language/ social or emotional/ specialist support programmes</li> <li>• Previous experience of implementing new initiatives</li> <li>• Previous experience of working with specialist equipment (for positions where this is applicable) or children with specialist needs</li> </ul>
<b>Skills, Knowledge and Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Likes working with children</li> <li>• Excellent interpersonal skills with the ability to form and maintain appropriate relationships with children and adults</li> <li>• A belief that students can achieve</li> <li>• Uphold school ethos, values, procedures and guidelines at all times with utmost consistency</li> <li>• Ability to create / contribute to a stimulating classroom environment</li> <li>• Self-motivator/ initiative and proactive practitioner</li> <li>• The ability to deal with peaks and troughs of workload</li> <li>• A team player and a 'volunteer' character</li> <li>• A 'can do' attitude and a mentality of going 'above and beyond' expectation</li> <li>• Ability to embrace change and be flexible</li> <li>• Well organised with good time management</li> <li>• Excellent written communication skills</li> <li>• Sound ICT skills</li> <li>• Reliable and trustworthy</li> <li>• Calm under pressure and enjoyment in overcoming challenges</li> <li>• Professional understanding of the importance of confidentiality</li> <li>• Have a sense of humour, warmth, stamina, energy and resilience</li> </ul>	



The Richmond upon Thames School  
Egerton Road, Twickenham  
Middlesex, TW2 7SJ

Email: [info@rts.richmond.sch.uk](mailto:info@rts.richmond.sch.uk)

Phone: 0208 891 2985

[www.richmonduponthameschool.org.uk](http://www.richmonduponthameschool.org.uk)