



The Richmond upon Thames School

Job Application Pack

Learning Support Assistant

Salary	Competitive / Depending on experience
Start date	September 2018
Contract	Fixed Term
Hours of work	35 hours a week, Term - Time Only





Welcome

Dear Candidate,

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

I was appointed as Head Teacher in February 2016 and started full-time on 1 September 2016. Our trustees, with the full support of our local community, have brought the school to the stage where it opened in 01 September 2017.

Since opening, through the unwavering commitment of our exceptionally skilled Staff, supportive Governing Body and Parents, we have already established a vibrant, inclusive school that provides an excellent experience for every member of its community. RTS strives to be a dynamic centre of learning that is able to draw upon the opportunities provided through the unique partnership which was formed to create it.

At RTS we do not compromise 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. Starting with 150 Year 7, our school will grow year by year and the next few years promise to be a very exciting time as we move into our permanent building and later our sports centre.

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. Believe me, there is nothing like it!

We are holding an Open Evening on Wednesday 31 January 2018 from 18:30-19:30 to assist you in deciding if you would like to contribute to the next chapter in our incredible story.

If you would like to arrange an informal, confidential discussion with me before applying, please contact the School Officer by email, info@rts.richmond.sch.uk.

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.richmonduponthamesschool.org.uk

If you would like to arrange an informal, confidential discussion with the Head Teacher before applying, please contact the school office by email 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?

Shortlisting

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

Visiting the School

18:30-19:30, Wednesday 31 January 2018, The Richmond upon Thames School, Egerton Road, Twickenham, TW2 7SJ. RSVP here.

Interview

To be arranged.

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 school for 11-16 year olds and will admit five forms of entry (150 children) per year.

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

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

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

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

The school is already characterised by its excellent working relationships with industry partners, giving students the best possible foundations for their future careers. Our partners help shape the curriculum and set real-world projects, will offer work experience and provide mentoring. Our unique access to real-world facilities through on-site partners, Harlequins, Haymarket Media Group and Richmond upon Thames College, 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 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 are encouraged to participate in programmes that 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: September 2018
Contract: Fixed Term
Hours of work: 35 hours a week, Term-Time Only

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 the School Office by email - info@rts.richmond.sch.uk or telephone - 0208 891 2985



RTS will open to 150 Year 7s in September 2017, growing by 150 year on year until full. We will be an 11-16 mixed school with an open admissions criteria. The school will be 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).

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

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



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

Email: info@rts.richmond.sch.uk

Phone: 0208 891 2985

www.richmonduponthameschool.org.uk