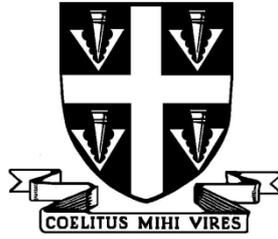


# RANELAGH SCHOOL



LEARNING SUPPORT ASSISTANT  
Full or Part Time, Term time only





Dear Colleague

Thank you for your interest in the post of Learning Support Assistant at Ranelagh School. In this letter, we 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 2015 judged us to be outstanding in all areas. This was our fourth 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](http://www.ranelagh.bonitas.org.uk)

We look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Timothy Griffith'. The signature is fluid and cursive, with a large loop at the end.

**Mr Timothy Griffith**  
Headteacher

## JOB DESCRIPTION

<b>Job title</b>	Learning Support Assistant (LSA)
<b>Hours</b>	Full or Part Time, Term time only
<b>Salary</b>	Grade J Point 3 – 6 £19,188 to £20,324 (This is the full-time equivalent salary, including London Weighting would need to be pro-rated depending on hours worked)
<b>Contract</b>	Permanent
<b>Pension</b>	Eligible for the Local Government Pension Scheme
<b>Accountable to</b>	The post holder will be accountable to the Headteacher and be line managed by, and responsible to the Special Educational Needs Co-ordinator (SENDCo)
<b>KEY FUNCTIONS OF THE ROLE</b>	
<b>Specific Responsibilities</b>	<ul style="list-style-type: none"> <li>• In class support for individual and/or groups of students with special educational needs</li> <li>• Helping teaching staff to differentiate both class work and homework to suit the needs of the individual statemented pupils</li> <li>• Liaison with subject staff before/during/after lessons</li> <li>• Liaison with SENDCo and other support staff</li> <li>• Working with individuals or small groups of students with the SEN Department under the direction of the SENDCO</li> <li>• Acting as reader/amensuris for students with SEND in both internal and external examinations under the direction of one of the senior LSAs</li> <li>• Working with individuals or small groups as directed by SENDCO, teaching staff or external agencies on individual/group programmes/therapies – including speech, physiotherapy and occupational therapy</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• To support the vision, aims and values of the school</li> <li>• To attend meetings for non-teaching staff as and when required, plus in-service training as appropriate</li> <li>• To encourage a stimulating, secure, safe, orderly and attractive environment</li> <li>• To actively support the school in a public forum within the guidelines of the Code of Practice, Every Child Matters and Disability Discrimination Acts of 2001 and 2005, to support students with special educational needs without discrimination</li> <li>• To ensure the implementation of school and departmental policies</li> <li>• To maintain practices which lead to the highest possible standards</li> </ul>

## PERSON SPECIFICATION

Attributes	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• A*- C English and Maths or equivalent</li> </ul> <p>(Certificates required at interview)</p>	<ul style="list-style-type: none"> <li>• Emergency at Work First Aid</li> <li>• Relevant Childcare/Support assistant qualification</li> </ul>

<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Interest/ willingness to work with children</li> <li>• Willingness to learn/undertake training</li> <li>• Understands and will work within confidential climate</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of working with students with additional needs</li> <li>• Knowledge of safeguarding procedures</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• General administration</li> <li>• Microsoft Office/Word/Excel/ Outlook packages</li> <li>• Working to support children or teenagers in a learning situation</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> <li>• Experience working in an SEN Team as an LSA</li> <li>• Basic Knowledge of SIMS</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Excellent communication and organisational skills</li> <li>• Ability to work as a part of an effective team alongside young people and adults</li> <li>• Ability to think ahead and work independently on own initiative as necessary</li> <li>• Ability to prioritise tasks</li> <li>• Confidence to review own performance</li> <li>• Accuracy and attention to detail</li> <li>• Confidentiality</li> </ul>	
<b>Strategic Development</b>	<ul style="list-style-type: none"> <li>• Willingness to contribute to the strategic goals of the school</li> <li>• Commitment to upholding the school's aims, procedures and policies</li> </ul>	
<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake job related training</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuing professional development</li> </ul>
<b>Motivation and personality</b>	<ul style="list-style-type: none"> <li>• Flexible and adaptable approach to working</li> <li>• Positive and proactive</li> <li>• Willingness to learn</li> <li>• Sense of humour</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• To be aware of the Anglican foundation and ethos of Ranelagh and able to work within it</li> <li>• DBS Clearance (Enhanced) (the successful applicant will be DBS checked through school)</li> </ul>	

## 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.

Please complete our application form with a covering letter in which you summarise why you are suitable for the post and send it to

#### HOW TO APPLY

**Please send a completed application to**

Mr Timothy Griffith  
Ranelagh School,  
Ranelagh Drive, Bracknell RG12 9DA  
[recruitment@bonitas.org.uk](mailto:recruitment@bonitas.org.uk)

Please note that CVs cannot be accepted