STEPHENSON
MULTI-ACADEMY TRUST

RAINHILL
HIGH SCHOOL

RainhillSixth

INCLUSION LEARNING SUPPORT ASSISTANT

RECRUITMENT PACK

RAINHILL HIGH SCHOOL | RH6 | LIPA 4:19 ASSOCIATE ACADEMY | BRONZE SCHOOL MENTAL HEALTH AWARD 2022-25 | DUAL CAREER ACCREDITED lass | bcs Centre of Excellence | LIVERPOOL HOPE UNIVERSITY | ARTS COUNCIL ENGLAND | Artsmark Platinum Award Awarded by Arts Council England | Rainbow TEACHING SCHOOL HUB | STEPHENSON Excellence, together. | Ofsted Good Provider

WELCOME FROM THE PRINCIPAL

Thank you for your interest in Rainhill High School.
I hope you find this information pack helpful. If you would like to know more about us before you apply please see our website *rainhillhighschool.org.uk* or alternatively contact jobs@rainhillhigh.org.uk

Our school has a long and strong record of academic success. The destinations that our students move onto are strong. Our continued focus is on raising the aspirations, achievements and confidence of all our students to ensure they have the best life chances; that all of our students leave us ready to take on the world with conviction and self-assurance. We make no apologies for having the highest expectations of all our students.

Our curriculum is ambitious. Students are expected to work hard, and this is complemented by our excellent pastoral care, support and guidance. You will find the staff here are determined to support academic achievement but also provide a wide range of enrichment and extra-curricular activities both within and beyond the classroom, ranging from trips to New York to football teams in school; all of which are important in building the confidence, resilience and experiences of every child.

Our school's mission is 'In Pursuit of Excellence' in everything that we do and our core values; Learn, Think, Contribute, Care, embody our determination to ensure that all our students receive a first-class education that enables them to take their place in society with confidence. We are a popular and high achieving school on the edge of Merseyside with a very strong reputation locally and significantly oversubscribed.

I am very proud of the continued success of Rainhill High School.

J. Thorogood

Mrs J Thorogood
Principal

COMMENCING:
As soon as possible

CONTRACT:
30 hrs per week,
Term Time only + 5 Inset days/twilights
Permanent

CLOSING DATE:
5pm on Friday 20th March 2026

INTERVIEW DATE:
Thursday 26th March 2026

SALARY:
NJC 7-11 £18,331 - £19,539 actual pa
(£26,403 - £28,142 FTE)

LOCATION:
Rainhill High School, Merseyside
(Stephenson Multi Academy Trust)

Prospective candidates are warmly encouraged to visit the school. To arrange a visit, please call

01744 677205

Please return application form to
jobs@rainhillhigh.org.uk

ROLE OVERVIEW

Do you want to play a valuable part in shaping the lives of young people and want a career where no two days are the same?

We are looking to recruit an Inclusion Learning Support Assistant at Rainhill High School as soon as possible to work with pupils who are accessing our ARC Inclusion Centre.

Pupils supported in the centre have a wide range of barriers including low attendance, escalated and challenging behaviours, undiagnosed SEND, awaiting specialist provision.

You will work alongside the Inclusion Centre Manager and will have a crucial role to play in making our school a safe and happy place for every single one of our pupils that you help to support.

Embracing our school values of 'Learn, Think, Contribute, Care', you will inspire our young people to enjoy and achieve; to reach heights that they never thought possible.

It is not essential to have worked in a school setting, however previous experience of working with challenging behaviours in children and young people is essential, as is a desire to want to make a difference.

Why Join Us?

- **Permanent, full-time role**
- **'Good' Ofsted-rated school (2023)** – Part of Stephenson MAT
- **Supportive environment** – Reduced workload, tech investment & career development
- **Excellent partnerships** – Hope University, Ambition Institute, Rainbow Teaching School Hub and more

Rainhill High School and Sixth Form is committed to safeguarding and promoting the welfare of children and young people as well as promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued and expects all staff, volunteers and other workers to share in this commitment. This post is subject to an Enhanced Disclosing & Barring Certificate and online searches as part of our Safer Recruitment & Selection Procedures.

"The culture of improvement is something I love about working for Stephenson Academy Trust. At Rainhill High School, we have a bespoke approach to CPD for all staff members from ECT to Senior leader. Each member of staff is supported to work on their teaching pedagogy through a collaborative approach that meets the needs of the teacher at all stages of their practice. I feel that this quality of education centred approach supports the wellbeing of the staff and allows teachers to make significant and measurable improvements to their teaching and learning pedagogy which in turn supports the students."
Rainhill Teacher

"Helping my child to be the best they can be."
Parent

"A dedicated teacher who encourages and guides my child in lessons. Makes the lessons enjoyable and provides positive feedback. An excellent teacher."
Parent

"Because from the caretaker to the headteacher, all the staff are amazing. Thank you."
Parent

"Knowing that my child feels happy/safe whilst eager to learn around her."
Parent

"Fantastic, great communication with parents and great educators, making learning fun and getting results."
Parent

"I couldn't have asked for a better form tutor for my son. It's really reassuring to know that there is someone there to support him and check in with him daily. He has thrived since starting high school and I am very grateful for her kindness and reassurance."
Parent

JOB DESCRIPTION

INCLUSION LEARNING SUPPORT ASSISTANT

Trust:	**Stephenson Multi Academy Trust Rainhill High School**
Grade:	**NJC SCP 7-11 £18,331 - £19,539 actual pa**
Contract:	**30 hours per week Monday - Friday, Term time only plus 5 Inset days/twilight sessions Permanent**
Start date:	**As soon as possible**
Responsible to:	**Inclusion Centre Manager / Vice Principal**

Purpose of the Post

Under the Inclusion Manager's clear guidance, in respect of their work with individuals or small groups, to support the education, personal and social development of pupils who are supported in the school inclusion centre. This includes those with low attendance, challenging and escalated behaviour, undiagnosed special educational needs and those awaiting specialist provision to establish positive relationships with the pupils and assist them in completing structured learning activities. The role would be to ensure pupils remain on task and report progress to the teacher.

Specific Responsibilities Support for Pupils

Under the clear guidance of the Inclusion Centre teacher to assist in the implementation of structured learning activities and to assist individual/group of pupils to complete tasks;

1. To undertake activities to assist in monitoring the personal social and emotional needs of pupils.
2. To develop positive relationships with pupils to assist pupil progress and attainment.
3. To assist in the devising of pupil's individual targets and their monitoring and review.
4. Support a particular pupil as part of a planned inclusion programme.
5. To assist in the development of varying skills that support learning.
6. Promote self-esteem, independence and resilience for learning.
7. Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.
8. Provide welfare support in line with the school's behavioural/safeguarding and SEN policies

Support for the Teacher

1. To assist the Inclusion Centre Manager to engage pupils through a creative and innovative curriculum.
2. Able to deliver interventions to meet the specific needs of individual children and small groups.
3. To assist in the monitoring/recording of pupil progress and developmental needs.
4. Support the delivery of differentiated learning styles, by the class teacher' for pupils in the class.
5. To assist in the production of learning resources.
6. To undertake routine classroom administrative tasks including the maintenance of records.
7. To assist in pupil supervision and assist in the management of pupil behaviour.
8. To provide information to the class teacher to assist in the planning of work programmes.
9. To liaise with the school's nominated person in respect of pupil absence.
10. Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils work under the direction of a classroom teacher.

Support for the School

1. To assist in providing an atmosphere in which effective learning can take place.
2. To support the promotion of positive relationships with parents, carers and outside agencies and to work within school policies and procedures.
3. To take care for their own and other people's health and safety.
4. To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
5. Be aware of, and support, difference and ensure all pupils have equal access to opportunities to learn and develop.
6. To assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
7. Accompany teaching staff and pupils on visits, trips and out of school activities as required.

Support for the Curriculum

1. Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles.
2. Undertake literacy/numeracy programmes, record achievements and progress and providing appropriate reports and feedback for the teacher.
3. Support the use of ICT in learning activities and develop pupils' competence and independence in its use;
4. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

Additional Duties

To be willing to be trained as, and to be one of the school's many First Aid Officers. Any other duties deemed reasonable, as directed by the Vice Principal.

Review of Performance

Performance Management reviews will focus on the post holder's responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'.

Generic Responsibilities of all Rainhill Staff

- To work consistently to uphold School's aims.
- To work in a co-operative and polite manner with all stakeholders.
- To work with Students in a courteous, positive, caring and responsible manner at all times.
- To take an active and positive role in the school's commitment to the development of staff, and their annual review procedures.
- To uphold all school policy and procedure towards safeguarding and promoting the welfare of children and young people.
- To work with visitors to the School in such a way that it enhances the reputation of the school.
- To seek to improve the quality of the School's service.
- To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all staff should at all times be supportive of school policies for the students; e.g. professional, and appropriate appearance at all times including when out of school, eg trips, CPD etc.

This post is subject to a satisfactory Enhanced Disclosure & Barring Service check.

The details contained within this job description reflect the content at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

PERSON SPECIFICATION

Criteria	E/D	A/I
Knowledge and Experience		
Experience of working with young people of all ages	E	A/I
Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	E	A/I
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I
Experience of working in a school or other learning environment	D	A/I
Experience of supporting pupils with challenging behaviour	E	A/I
Experience of supporting pupils with SEND, particularly SEMH	E	A/I
Awareness of the barriers that students face in mainstream education	E	A/I
Experience of working with confidential information	D	A/I
Awareness of current issues in the Education sector	D	A/I
Qualifications and Training		
Good standard of education- Minimum of GCSE or equivalent grade 4/5 (C grade) in English and Maths	E	A
NVQ level 2 or above qualification - appropriate to the post (or equivalent)	E	A
Commitment to undertake in- service development	E	I
Good numeracy and literacy skills	E	A/I
Willingness to undertake first aid training	D	I
Skills and Abilities		
Ability to supervise and assist pupils	E	A/I
Good communication skills at all levels	E	A/I
Excellent time management, planning and organisational skills	E	A/I
Ability to work independently to organise own workload	E	A/I
Ability to make effective use of ICT systems	E	A/I
Good team player	E	A/I
Flexible approach	E	A/I
Good Behaviour Management	E	A/I
Commitment to Equal Opportunities		
Ability to understand and demonstrate commitment to equality and diversity in the workplace	E	A/I

E = Essential requirement of the role I = Assessed at Interview D = Desirable requirement of the roe T = Task
A = Assessed via the application form

STEPHENSON TRUST

Stephenson Trust is based in Rainhill, Merseyside and is currently a single school in a multi academy trust. We have several external partners, including Hope University, Ambition Institute, SSAT, Rainbow teaching school hub and the educational endowment fund.

We are now seeking to expand in the next couple of years with those who share our desire to provide an excellent education

In our trust, our vision is one of excellence for everyone, pupils and staff. We believe that by working together, we can make a positive difference to children`s lives. We place emphasis on wellbeing, collaboration and professional development for our staff, underpinned by research. Our aim is to ensure our students finish their education with us as well-rounded, well-grounded individuals who will make a positive contribution to society, which is partly achieved by ensuring our workforce is supported and professionally challenged, underpinned by comprehensive CPD programmes and wellbeing initiatives. We offer the following benefits, designed to promote your wellbeing and make your role enjoyable and rewarding.

For the right candidate there will be additional opportunities based on potential, ability and capacity to make a difference across the team and the school.

BENEFITS OF WORKING FOR STEPHENSON TRUST

- A culture that actively promotes a positive work-life balance
- Local Government Pension Scheme with a generous employer contribution
- Flexible and Family Friendly Policies
- Continued Professional Development
- Lifestyle benefits and discounts
- Competitive salaries
- Free on-site parking
- On-site catering facilities

HOW TO APPLY

https://rainhillhighschool.org.uk/about/rhs-vacancies

GUIDANCE FOR COMPLETING YOUR APPLICATION FORM

Your application form should be submitted to the school by email to the school's job vacancies email address provided, or by hard copy to the school postal address. Your application consists of two parts; the application form and the optional Equal Opportunities form.

Your application form will be used to measure you against the essential criteria as identified on the person specification. This is your opportunity to sell your skills, abilities and experience. It is important that you read the job description and person specification carefully and ensure that your application is tailored to the role you are applying for. You may also wish to submit a covering letter outlining how your career to date has prepared you for the post.

Take time to check your application form to ensure that you have completed all sections. Also check for any spelling and grammatical mistakes.

The Equal Opportunities form will be used to assist in monitoring the effects of the school's equal opportunities policy in recruitment and selection and will help us to develop and improve.

If you are applying for a post that includes working with children or vulnerable adults please include the date that you left secondary education. We may contact any of your previous employers to confirm information provided in your application.

Section 6: This is your opportunity to demonstrate to the shortlisting panel how you meet the essential criteria of the person specification. Use specific examples and evidence of your skills, abilities and experience to demonstrate how you meet the criteria.

Section 7: Please provide details of two referees, one of whom must be your current or most recent employer. Referees cannot be relatives or people writing solely in the capacity of friends. If you are applying for a post which involves working with children or vulnerable adults and you are not currently working with children or vulnerable adults, but have done so in the past, please provide details of the most recent employer of this type of employment.

Section 14: In line with the statutory guidance document Keeping Children Safe in Education (2024) the trust will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview.

You are required to sign the form to confirm that the information you have provided is accurate and true. Providing false or misleading information could result in your application being rejected, a conditional offer being withdrawn or lead to disciplinary proceedings which may result in dismissal. If you send your application by email, it will be deemed that you have signed the declaration. You will be required to sign a copy of your application form if you are invited for interview or if you are offered the post subject to further checks.

Application forms should be returned to jobs@rainhillhigh.org.uk

Please note it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed.

Click here for the **Application Form**

RAINHILL
HIGH SCHOOL

RAINHILLL HIGH SCHOOL
WARINGTON ROAD, RAINHILL, MERSEYSIDE, L35 6NY

WWW.RAINHILLHIGHSCHOOL.ORG.UK