



Lady Margaret School

Learning Support Assistant

Application Pack





Letter from Headteacher

Dear Candidate,

Thank you for showing interest in the post of Learning Support Assistant at Lady Margaret School.

Founded 105 years ago, the school has a proud and successful heritage in educating girls.

We wish to appoint a Learning Support Assistant to build on the great strengths of the school, maintaining the highest academic and behavioural standards, whilst adapting to the fast changing educational landscape.

Lady Margaret School has always been a high performing school, as testified by its most recent 'Outstanding' Ofsted and SIAMS ratings. Recent results at GCSE have continued these high standards whilst reminding us of the challenge of building 'added value' for girls of all abilities. At A level, our results are consistently excellent and we continue to offer a rich curriculum for our students.

This post offers the chance to work with a committed and experienced staff as part of a learning community, supporting each other to develop an innovative and exciting curriculum. This is a unique opportunity: to work in a school with a strong and proud heritage.

Thank you again for your interest in joining us.

Yours sincerely

Elisabeth Stevenson

Headteacher



Learning Support Assistant

Fixed Term Contract—September 2023 Term Time

Only, 39 weeks, 36 hours per week

Scale 3: £26,193- (actual pro rata salary £21,996.85)

We are delighted that you have taken an interest in our Learning Support Assistant vacancy: This is an exciting opportunity to join a successful school with a friendly and supportive staff.

About Lady Margaret School

Lady Margaret School is a Church of England academy for girls aged 11-18 situated on Parsons Green in West London. Established in September 1917, there are currently 763 girls on roll, of whom 166 are in the Sixth Form. It is an outstandingly successful school in welcoming girls of all academic abilities and ensuring that they achieve their full potential. Its success is based on a culture of high expectations and aspirations, excellent standards of teaching and a strong commitment to its Christian ethos. However, it remains an inclusive school and girls from other faiths or those who have no religious beliefs at all are welcomed.

Our exam results reflect the hard work of our students and staff. In 2022, 92% of our girls attained GCSE English and Mathematics at grades 9-4. At A Level, our results are consistently outstanding, with high numbers of girls progressing to a wide range of Higher Education courses. In 2022 82% of grades were A*-B. Students at LMS have an excellent record of securing places at top universities.

About the Role

We are seeking to appoint well-qualified graduates who are considering a career in teaching and who would like to gain experience in a school environment from January 2023. Ideally candidates should demonstrate experience of work/voluntary work with young people.

What you can expect from us

- A supportive school that has staff well-being at its core
- Enthusiastic and engaged students and a culture of high aspirations
- Excellent career progression opportunities in addition to the high quality CPD which is part of our established systems for staff support and development
- A comprehensive benefits package including pension, employee assistance programme and Cyclescheme
- A convenient location served by excellent transport links, close to local amenities and green spaces.

Closing date for applications: Thursday 8th June 2023 at 9.00am

Interviews will be held on: Thursday, 15th June 2023

Early applications are encouraged. Suitable candidates may be interviewed before the closing date and Lady Margaret School reserves the right to withdraw the position if an early appointment is made.

How to apply: Please click on the 'Quick Apply' button on our TES listing to fill out an online application form. Alternatively, visit our website to complete our own application form: <https://ladymargaret.lbhf.sch.uk/our-school/vacancies>.



Job Description — Learning Support Assistant

Job Title: Learning Support Assistant

Reports to: SENCo

Responsible for: Supporting the SENCo

Start date: September 2023

Salary: Scale 3: £26,193— (actual pro rata salary £21,996.85)

Disclosure level: Enhanced

The main purpose of the Learning Support Assistant is to work with the Special Needs Co-ordinator (SENCo), teaching staff and support staff to enable students (especially those with an Education, Health and Care Plan (EHC plan)) to make progress in their academic subjects and in their personal development. The Learning Support Assistant is expected to be pro-active in his/her role and to support the Christian ethos of the school.

Routine Responsibilities:

- To support a student or group of students in the classroom by:
 - ⇒ differentiating the content of the lesson so that it is accessible to the individual student.
 - ⇒ teaching key words and concepts as appropriate to the understanding of the student.
 - ⇒ enabling and encouraging the student to work independently and make progress in the subject.
 - ⇒ reinforcing the school's behaviour policy with students.
- To teach a student or small group of students in curriculum support lessons by:
 - ⇒ providing appropriate teaching materials.
 - ⇒ liaising with the class teacher to support the student.
 - ⇒ assessing the student's progress and adapting interventions accordingly.
- To research the needs of individual students and to use this research in implementing strategies to support them.
- To supervise homework club from 3.30pm – 4.30pm and to provide support and guidance to the students attending the club.
- To provide reports to the SENCo as requested.
- To liaise with parents in consultation with the SENCo.
- To run a weekly lunch club.
- To run an intervention with targeted students.
- To carry out other duties as required by the SENCo or Headteacher.



Additional Information for Applicants

Safeguarding

Lady Margaret School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- Successful candidates are required to undertake an enhanced Disclosure and Barring Service check.
- This post is exempt from the Rehabilitation of Offenders Act 1974 therefore you will be required to declare ANY convictions, cautions and bind-overs you may have, regardless of how long ago they occurred, including those regarded as 'spent'. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offences and their relevance to the post you are applying for. However, should you NOT declare an offence that is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy.
- It is a criminal offence for barred individuals to seek or undertake work with children.
- In compliance with Safer Recruitment guidelines, CVs cannot be accepted.

Referees

Two references will be sought for candidates invited to interview. It is our policy to obtain references prior to interview, if you have concerns regarding this please contact us.

- The first reference must be from your present or most recent employer.
- If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal.
- If you are currently working with children your present employer will be asked about any disciplinary offences relating to children, current and/or time expired; whether you have been the subject of any child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously these issues will be raised with your former employer.
- If you are not currently working with children but have done so previously the second reference must be that employer.
- We are unable to accept references from anyone acting solely in the capacity of a friend or relative.
- Other previous employers may also be approached for information, before interview, to verify details on your application form such as particular experience or qualifications.
- If you have worked with any of the employers you have listed above for less than 24 months, please add an additional referee (*this appears on the TES application form*)

Thank you for your application. Applications may not always be acknowledged, however we aim to advise non-shortlisted applicants of the outcome within a reasonable period after the closing date. Where a large number of applications is received this may not be possible, and if you have not been contacted within 3 weeks of the closing date, please assume that you have been unsuccessful.