



# 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 104 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, we enjoyed excellent results in 2020 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

September 2021 start, 1 year Fixed Term Contract

Term Time Only, 39 weeks, 36 hours per week

Scale 3: £23,427—£23,850 (actual pro rata salary £19,673 - £20,029)

We are delighted that you have taken an interest in our teaching 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 775 girls on roll, of whom 179 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 the 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 staff and students. In 2020, 96% 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 2020 84% of grades were A\*-B. Students at LMS have an excellent record of securing offers from 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 September 2021. 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: Monday, 21st June 2021  
Interviews will be held on: w/c 28th June 2021

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 2021

**Salary:** Scale 3: £23,427—£23,850 (£19,673—£20,029 pro rata)

**Disclosure level:** Enhanced

The main purpose of the Learning Support Assistant is to work with the Special Needs Co-ordinator (SENDCo), teaching staff and support staff to enable pupils (especially those with Statements of Special Educational Needs or 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 pupil or group of pupils in the classroom by:
  - ⇒ interpreting the content of the lesson so that it is accessible to the individual pupil.
  - ⇒ teaching key words and concepts as appropriate to the understanding of the pupil.
  - ⇒ enabling and encouraging the pupil to work independently and make progress in the subject.
- To teach a pupil or small group of pupils in curriculum support lessons by:
  - ⇒ providing appropriate teaching materials.
  - ⇒ liaising with the class teacher to support the pupil.
  - ⇒ assessing the pupil'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 pupils attending the club.
- To provide reports to the SENDCo as requested.
- To liaise with parents in consultation with the SENDCo.
- To carry out other duties as required by the SENDCo 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.*