



Stour Vale Academy Trust

# REDHILL SCHOOL



## CANDIDATE INFORMATION PACK

**Learning Support Assistant  
Part time (26 hours per week)**

# ABOUT OUR SCHOOL

## KEY FACTS AND STATISTICS

Type of School	Academy (Member of Stour Vale Academy Trust)
Location	Stourbridge, West Midlands
Age Range	11–16 years
Gender	Co-educational
Headteacher	Mr J Clayton
Number of students	1,218
Number of teaching staff	70.7(FTE)
Date school established	1976
Budget	£8.4m
Pupil Premium	24%
% of students with SEN in the school	14%
% of students on free school meals	23%

## ACADEMIC ACHIEVEMENTS

GCSE Results 2024	<p>Attainment 8—Whole School 48.6</p> <p>Progress 8—Whole School 0.22</p> <p>Basics Standard (English and Maths 9-4) - Whole School 74%</p> <p>Basics Good (English and Maths 9-5) - Whole School 57%</p> <p>E Bacc (4+) - Whole School 50%</p> <p>E Bacc (5+) - Whole School 37%</p> <p>Data used from SISRA Analytics Collaborative Data 2024</p>
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# Message from the Headteacher



Dear Candidate,

Thank you for showing an interest in joining our wonderful school. Redhill School is a fantastic place to work and develop your future career. We are a school which places care and support at the heart of what we do. If you are successful, you will play a significant role in enhancing the exceptional Quality of Education and Pastoral support our school offers the children of Stourbridge.

Over the past 5 years we have increased in size, taking in additional students to meet the demand of the local community. We now have over 1200 students across years 7 -11. We are ambitious and have high aspirations for our school. We aim to provide the best opportunities for all members of our school community. Our campus is well maintained and well resourced. We take great pride in all aspects of our school. Our children and staff deserve the best.

We are a school where children flourish in all aspects of their school life. We place a high importance on wellbeing. Our staff are supported with additional time for family events and appointments.

If this role is of interest to you and you would welcome further information then please contact us and we will answer any questions you have.

I look forward to hearing from you,

Best wishes

Jamie Clayton

Headteacher

## About our School

Redhill School continues to provide an excellent all round education for our students. Our 'Commitment to Excellence' shines through in all of our work, with our success being built upon the high quality of our teaching and excellent pastoral support. The comments in the last school OFSTED report, which recognised the impact of the outstanding provision within the curriculum for care, guidance and support, are still true today. Since this inspection the school has not in any sense stood still but has built upon its strengths to demonstrate that it is fully committed to continuous improvement to meet the new challenges.

If you aspire to make an impact on the lives of the students in our care, Redhill offers you a wonderful professional opportunity to work alongside an excellent team of staff. We are fully committed to ensuring that our school is a place of learning where people are happy, healthy and successful.

Redhill serves the town of Stourbridge with the current pupil numbers on roll being 1232. We have recently expanded our PAN to ensure we can meet the demand for places.

Stourbridge is on the edge of the West Midlands conurbation with easy access to Birmingham, the Black Country, North Worcestershire and the motorway network. It is an educationally rich area with successful primary and secondary schools and Sixth Form Colleges.

Redhill School is popular with parents, being oversubscribed each year, and achieves excellent GCSE results. The school's appeal is based in its strengths in core subjects, modern foreign languages and its strong tradition in other areas such as sport, music and drama.

The school has benefited from a number of developments in the last few years, with new build science, language and sports facilities, the latter in partnership with the Football Association, and a complete refresh of ICT equipment. In 2018 we were successful in two CIF bids and the school estate and facilities have been well managed and are of high quality.

Redhill School is a great place to come to work. We have a full induction programme for new staff, who meet together regularly both formally and informally. The culture of challenge and support is shared not only with our pupils but with staff as well. New staff will often be given a peer mentor to support them in their first year.

## Safeguarding

Redhill School is committed to safe working practices and safeguarding for children. Applicants will be required to complete pre-employment checks on suitability for working in a school. We also promote equal opportunities for all.

**To view Redhill School's Child Protection  
Policy please follow this link:**

**<https://www.redhill.dudley.sch.uk/policies>**



## About Stour Vale Academy Trust

Our multi-academy trust was founded in 2017 and developed from collaboration between schools, the significant positive impact of which convinced three schools, two secondary and one primary, that together we would have much greater capacity to continuously improve. Over time, Stour Vale has steadily grown. We began as a cross-phase multi-academy trust and as we have grown, both secondary and primary schools have joined us. There are currently thirteen member schools, six primary, one junior, one infant with day nursery and five secondary.

As a successful family of schools, delivering high-quality education for the communities we serve, Stour Vale values its diversity. Each school brings their own distinct character, community, history and identity. We celebrate the uniqueness of member schools, recognising that there is a great deal to learn from education in different contexts. This is also the reason why we remain outward-looking, committed to learning from research and excellent practice across the education system.

## Our Vision and Values

Stour Vale Academy Trust holds children and young people at the heart of all that we do. We recognise that as a multi-academy trust we exist in order to advance education for the public good. Our mission, therefore, is to improve life opportunities for children and young people by both providing the best possible education and care to pupils in Stour Vale member schools and by having a positive impact across the wider education system. Our values are encapsulated in four words:

# OUR VALUES



## INTEGRITY

By always acting with integrity we will deploy our resources appropriately to provide the very best education and care for pupils. This approach will enable us to recruit and retain the best staff who share our values.

We recognise our responsibility to support and challenge member schools to have a positive impact on the lives of children and young people, our communities and the wider educational system.

## RESPECT

We are committed to treating everyone with respect and promoting equality.

Stour Vale member schools are safe and inclusive schools. We value and celebrate the diversity of pupils, colleagues and the communities we serve. We believe that developing pupils' character and their own commitment to treating others with respect must sit alongside the pursuit of academic excellence.

## COLLABORATION

Stour Vale Academy Trust exists because we believe that effective collaboration has a positive impact on the life opportunities of children and young people.

We believe that working collaboratively together we have much greater capacity to realise continuous improvement in all member schools. Therefore, we seek to actively promote positive, impactful collaboration, most often with school-based staff taking the lead.

## EXCELLENCE

We are committed to constantly pursuing excellence and improving all aspects of our work as a trust.

Excellence in teaching and learning, curriculum and character development is our primary focus. This will be achieved by realising our ambition to provide top-level professional learning for all colleagues, developing leadership in every role and providing exceptional back-office services such as HR and finance.

We describe our shared approach to school improvement as 'secure autonomy'. Headteachers, with school leadership teams and staff, have autonomy to lead school improvement in their own schools, responsively and in collaboration with others within and beyond our trust. We believe that this approach enables us to grow, attract and retain excellent school leaders and to develop the most innovative and impactful school improvement strategies. We recognise that this autonomy must be secured within the structure of the multi-academy trust, and our model of challenge and support for impact, underpinned by our shared values, ensures sustained school improvement and a sharp focus on outcomes for pupils. This in turn realises our ambition that **Stour Vale** member schools will ***create the difference together.***

## Wider Inclusion Team

The team consists of:

- Deputy Headteacher
- Assistant Headteacher for Inclusion and SENCo
- Assistant SENCo
- HLTA: Enrichment Manager
- Team of Teaching Assistants supporting individuals or groups of children—some following an Alternative Curriculum.
- Hub / Thrive Centre Team
- Pastoral Team
- Administrative support

### **Accommodation:**

There are two main centres in school—the Enrichment Area and the Thrive / Hub Centre. Both areas support individuals and groups of students. All pupils accessing either centres are following planned provision courses.

### **Provision:**

All EHCP access a degree of in-class support. And targeted intervention. Those pupils identified as school support may also access in class support or targeted intervention. Redhill promotes a collaborative approach to intervention and support with departments. Intervention programmes are a feature across the school by all departments. The Enrichment Team run intervention sessions throughout the day and support students at break, lunchtime and at Homework Club.

### **Thrive Centre and Hub:**

The PLC delivers individualised and small group work to students in KS3 and KS4. Provision is varied to meet the diverse needs of students including:

- Nurture provision
- Emotional literacy
- Supporting aspects of behaviour and attendance
- Social skills
- Anger management

Outside agencies work alongside the wider inclusion staff during parts of the day.

# JOB DESCRIPTION

**Job Title: Learning Support Assistant**

**Contract: Permanent, Term time only (39 weeks) 26 hours a week.**

**Salary scale: Grade 3 SCP 3-4**

**Actual Salary**

**£14,574.50 To £14,803.19 (- 5 years service)**

**£14,904.13 To £15,137.99 (+ 5 years service)**

**Responsible to: SENCo**

## **Core Purpose:**

- Assist in the educational, personal and social development of designated students under the direction and guidance of relevant colleagues (e.g. the Headteacher, SENDCO, phase leaders and class teachers)
- Support students by adopting relevant strategies and techniques to enable them to access the curriculum, engage with their learning and achieve their full potential.
- Implement planned learning activities/ teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate.
- Deliver measurable impact on pupil attainment as well as social and emotional well-being.
- Work collaboratively with relevant colleagues to fulfil the requirements of the role.
- The duties of the Teaching Assistant will be determined by the Head Teacher, or appropriate senior leader, and will be arranged to meet the needs of the school and pupil(s) being supported. This may involve working in small groups or on a 1:1 basis and may include supporting pupils with an Educational Health Care Plan (EHCP).

## **Legal and Statutory Requirements**

The Learning Support Assistant's professional duties must be carried out in accordance with the following:

- The Stour Vale Academy Trust scheme of delegation
- The provisions of all applicable legislation
- Keeping Children Safe in Education (KCSIE)

## **Main Activities**

### **Supporting Learning**

- Under the direction of the class teacher, support and supervise pupils undertaking designated activities in a group or on an individual basis and to assist their learning and development by:
  - \* Clarifying and explaining instructions.
  - \* Facilitating the use of appropriate scaffolding for learning
  - \* Mediating language as required
  - \* Implementing specific strategies identified on individual support plans or EHCPs
  - \* Reinforcing relevant aspects of the planned teaching programme, particularly literacy and numeracy.
  - \* Being sensitive to the requirements of all pupils and encouraging their participation and independence.
  - \* Assisting pupils with the appropriate use of materials and resources, including ICT applications.
  - \* Nurturing the development of emotional literacy and social communication skills.
  - \* Encouraging and building pupil resilience and self-esteem
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Assist with the development and implementation of individual plans and programmes, including EHCP, IEP and behaviour plans.
- Provide classroom support in the teacher's absence for short periods of time.

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- Support independent learning and inclusion of all pupils and provide feedback to pupils in relation to progress and achievement.
- Support the teacher in behaviour management, effective use of positive behaviour management techniques and strategies with support where required. Encourage pupils to take responsibility for their own behaviour.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

#### **Resources**

- Prepare and clear up the learning environment including displays and the presentation of pupil's work.
- May handle small amounts of cash e.g. for school visits.
- Photocopying, filing, and preparing resources for lessons as directed by the teacher.

#### **Exams, educational visits and other supervision**

- Invigilating exams and tests.
- Escorting pupils on educational visits.
- Assisting with break time supervision including facilitating games and activities.

#### **Personal and welfare support**

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, assist pupils with dressing, hygiene and eating whilst encouraging independence.
- Supporting pupils emotional and social well-being, reporting any problems to the teacher.

#### **Systems, policies and procedures**

- Contribute to maintaining a safe environment.
- Be familiar with and implement staff codes of conduct and relevant school policies including those relating to inclusion, behaviour and homework.
- Carrying out the responsibilities of the post with due regard to the Academy's policies, organisation and arrangements, including (but not exclusively) those relating to Child Protection / Safeguarding, Health and Safety at Work, Data Security & Confidentiality and Equality.
- Responsible for the careful and safe use of equipment.
- Undertake training, networking and professional development as required by the school.

#### **Team involvement**

- Demonstrating own duties to new or less experienced staff.
- Performing such other duties as may be required from time to time.

#### **Building relationships**

- Establish constructive relationships and communicates with pupils to support learning and development and encourage acceptable behaviour.
- Liaise sensitively and effectively with parents and carers, recognising their roles in pupils' learning
- Promote the inclusion and acceptance of all pupils, staff and stakeholders.

#### **Record keeping and information management.**

- Contribute to basic monitoring, evaluating and assessment of pupil progress.
- Ensure all written and electronic records and reports are accurate, comprehensive and timely.

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**Other**

- Be aware of, and comply with, policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and data protection, recording/ reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- Contribute to the overall vision and values of Stour Vale Academy Trust;
- Attend and participate in meetings, training and other learning activities and performance development as required;
- Any other duties commensurate with the duties/responsibilities/grade of the post

Duties may vary according to the organisational structure within the school. The structure may include additional posts that are focused on either delivering or supporting the delivery of one or more of the responsibilities outlined above.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/senior leader to carry out appropriate duties within the context of the job, skills and grade. It is the practice of Stour Vale Academy Trust to periodically review job descriptions to ensure that they relate to the job performed and to incorporate any changes. In these circumstances, Stour Vale Academy Trust will seek to reach agreement on reasonable changes but, where agreement is not reached, Stour Vale Academy Trust reserves the right to make changes to the job description, following consultation.

Stour Vale Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post.



## Personnel Specification



<b>Job Title</b>	Learning Support Assistant
<b>Grade</b>	Grade 3 (SCP3-4)
<b>Responsible to:</b>	SENCO
<b>Responsible for:</b>	Not applicable
<b>Working weeks:</b>	39 working weeks during term time.

No	Categories	Essential	Desirable
<b>QUALIFICATIONS</b>			
1.	NVQ level 2 in Maths and English (or equivalent), and / or qualified or willing to become qualified to Level 2 Teaching Assistant.	◆	
2.	training in relevant learning strategies		◆
3.	First Aid training		◆
<b>EXPERIENCE</b>			
4.	Experience working with children individually and in groups	◆	
5.	Experience of working with children across the range of ages served by the school	◆	
6.	Experience with SEND children and challenging behaviour	◆	
7.	Experience of running intervention programmes		◆
<b>ABILITIES, SKILLS &amp; KNOWLEDGE</b>			
8.	Able to support to pupils' learning on a one-to-one basis, or in groups, including the provision of specialist support for SEND students, as appropriate.	◆	
9.	An understanding of learning and the process of learning	◆	
10.	IT and keyboard skills to support learning and allow record keeping.	◆	
11.	An understanding of safeguarding	◆	
<b>PERSONAL QUALITIES</b>			
12.	Ability to relate well to adults and pupils	◆	
13.	Ability to organise self and others	◆	
14.	A calm, positive nature	◆	
15.	Commitment to safeguarding and promoting the welfare of children and young people	◆	
16.	Genuine respect for others and desire for equality of opportunity and diversity	◆	
17.	Ability to work as part of a team understanding Trust roles and responsibilities and your own position within these	◆	
18.	Can-do attitude and solution-focused approach with an ability to manage expectations and not over promise	◆	
19.	Have a willingness to demonstrate commitment to the values and ethos of Stour Vale Academy Trust	◆	



**REDHILL SCHOOL**  
**Junction Road**  
**Stourbridge**  
**West Midlands**  
**DY8 1JX**

**01384 816355**

**[www.redhill.dudley.sch.uk](http://www.redhill.dudley.sch.uk)**

**[www.svat.org.uk](http://www.svat.org.uk)**

**For an informal discussion or to arrange a visit to the school please contact:**

**Mrs G Fox, Assistant SENCo**

**([gfox1@redhill.dudley.sch.uk](mailto:gfox1@redhill.dudley.sch.uk))**

**Please send completed application forms to:**  
**Mrs J Endicott, Redhill School, Junction Road, Stourbridge, DY8 1JX**  
**or email to:**  
**[jobs@redhill.dudley.sch.uk](mailto:jobs@redhill.dudley.sch.uk)**  
**or apply via TES**

**CLOSING DATE: Wednesday 2 July 2025 (9am)**

**INTERVIEWS: To be advised**

**Only successful candidates will be contacted.**

**Please note only successful candidates will be contacted.**

**All candidates are subject to safer recruitment procedures.**

**NB. We reserve the right to close vacancies prior to the advertised closing date should a large number of applications be received.**