



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 nearly 100 years ago, the school has a proud and successful heritage in educating girls. As we approach our centenary, we are also looking to the future with the expansion of the Sixth Form and a move to a permanent four forms of entry.

We wish to appoint a Learning Support Assistant to be part of shaping that future, 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 rating. 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 2017 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 and to help lead it into the next exciting chapter in its history.

Thank you again for your interest in joining us.

Yours sincerely

Elisabeth Stevenson
Headteacher



Learning Support Assistant

1 year fixed term contract

September 2017 start

Term Time Only, 39 weeks, 36 hours per week

Scale 3: £20,310—£21,252 pro rata

(pro rata £17,056 - £17,847)

Lady Margaret School is a comprehensive Church of England school for girls aged 11-18. It is situated on Parsons Green in West London, and serves a diverse local community.

Our exam results reflect the hard work of our staff and students. In 2017 89% of our girls attained GCSE English and Mathematics at grades 9-4 plus 3 or more other grades A*-C.

At A Level, our results are consistently outstanding, with high numbers of girls progressing to a wide range of Higher Education courses. In 2017 70% of grades were A*-B. Students at LMS have a very good record of securing offers from top universities.

As we approach our centenary year, we look forward to building on this success. We are seeking to appoint a well-qualified graduate who is considering a career in teaching and who would like to gain experience in a school environment from September 2017. Ideally candidates should demonstrate experience of work/voluntary work with young people. As a member of our staff community you will have the chance to work with a strong staff team to build on the current successes of the school as we move forward into the next stage of our development.

Closing date for applications: Tuesday 19 September 2017 (12 noon)

Interviews will be held on: To be confirmed

For further information about this position, and an application form, please refer to our website (www.ladymargaret.lbhf.sch.uk), contact Mrs Wendy Gainham by email (recruitment@ladymargaret.lbhf.sch.uk) or telephone 020 7736 7138 (8.30 am till 4.30 pm).

Lady Margaret School is committed to safeguarding children. The successful candidate will be subject to an enhanced DBS check.



Job Description — Learning Support Assistant

Job Title: Learning Support Assistant

Reports to: SENDCo

Responsible for: Supporting the SENDCo

Start date: September 2017

Salary: Scale 3: £20,310—£21,252 (£17,056 - £17,847pro 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.