



RGS  
DODDERHILL

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Learning Support Assistant

## Learning Support Assistant - Fixed Term Contract

**Responsible to:** Learning and Development Co-ordinator

**Location:** RGS Dodderhill

**Working hours:** 22.5 hours / 3 days per week  
8.15am - 4.15pm  
Term time only





## Learning Support Assistant

### Job Description and Person Specification

To provide support to individual student with an EHCP, both within a classroom setting and in a co-curricular setting to enable the student to fully experience school life. This post will support to individual pupils as part of a team designed approach.

### Key Tasks and Responsibilities

- Support the individual needs of a student
- Work with Dodderhill's SENDCo, Headmaster and the RGS Director of Learning Development to stretch and challenge the individual and encourage their independent interests
- Use a creative approach to motivate, inspire and challenge students both individually and a part of the wider community to develop peer on peer interactions
- Engage with School life and the RGS community, to ensure learning and co-curricular are both experienced. To support with House events, co-curricular activities and sports
- Support the student within a classroom environment, and within a co-curricular setting
- Ensure you are up to date on learning development theories, approaches and able to develop these to best support RGS Dodderhill students
- Develop students abilities to allow them further independence and to challenge and motivate them to attain agreed upon targets
- Attend Sensory Impairment Team training

### Competencies, Knowledge and Experience

- Strong communication; both written and verbal
- Exceptional organisational skills and the ability to think in a logical manner
- Flexible approach to be able to work as part of a team
- Willingness to participate fully in School life
- Ability to provide a calm & measured response to situations
- Enthusiastic self motivated approach to work with the ability to use initiative
- Demonstrate diplomacy, tact and loyalty at all times
- Sense of humour
- Knowledge and Experience State the necessary level of education and qualifications and training required to perform the job
- Excellent working knowledge of Microsoft Office including Word, Excel and PowerPoint
- Experience of working within a Preparatory School
- Experience working as a HLTA/ LSA/ working with SEND students
- Experience of working within a Learning Development Team
- Qualified as NVQ Level 2 or above

# RGS Dodderhill

## Introduction

RGS Dodderhill is an independent school on the outskirts of Droitwich Spa, Worcestershire, with 180 plus pupils between the ages of 2 – 16 years. Admissions in recent years have been strong with growing numbers joining the School at Nursery, Prep and Senior levels.

RGS Dodderhill is part of the RGS Family of Schools, with RGS Worcester being a fully co-educational senior school in Worcester; and two Preparatory Schools - RGS The Grange (two miles north of Worcester City Centre in the village of Claines), and RGS Springfield (a two minute walk from RGS Worcester in Britannia Square).

## History

Dodderhill School was founded in 1945 as the senior girls' school of Whitford Hall, a well-established prep school located in Bromsgrove. In 1999, Whitford Hall moved to the village of Dodderhill and was known as 'Whitford Hall and Dodderhill School' until 2006. It was then Dodderhill Independent School for Girls. On 30 April 2019, Dodderhill School merged with the RGS Worcester Family of Schools, and is now known as RGS Dodderhill. In September 2021, RGS Dodderhill Prep School became co-educational, whilst the Senior School remains girls from 11 to 16, years with many of the girls then progressing to the Sixth Form at RGS Worcester.

## Facilities

Set within seven acres, the School has superb facilities onsite with first class Music facilities, a Sports hall which is also a Drama and Performance space and specialist Art, Textiles, Food Technology, IT facilities, an Astroturf and extensive grounds. All classrooms are equipped with IT facilities and each member of staff has the use of a laptop computer and iPad. In addition, as a member of the RGS Family of Schools, RGS Dodderhill has access to 50 acres of grounds at RGS The Grange as well as the Worcester International Hockey Centre, which RGS shares via a joint venture arrangement with Worcester Hockey Club.

RGS Dodderhill is supported by an extensive transport network of minibuses which includes a shuttle from Droitwich Spa train station.





## Process of Application - Closing date 24 June 2024

All candidates are required to apply via the TES online application form (no CVs will be accepted).

RGSW is committed to cultivating and preserving a culture of inclusion and connectedness. We are able to grow and learn better together with diverse staff. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression and talent that our staff invest in their work represents not only part of our culture, but our reputation and RGSW's achievements as well. In recruiting for staff, we welcome the unique contributions that you can bring in terms of your languages spoken, culture, ethnicity, gender, gender identity, transgender, age, disability, sexual orientation, religion and beliefs. We also want you to achieve your absolute best during the recruitment process. Please let us know of any changes we can make at any point that will help support you in completing an application.

**Rehabilitation of offenders:** This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.

Candidates should be aware that if shortlisted, an online search may be conducted as an additional safeguarding check.

The Governors of RGS Worcester are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Registered Charity No. 1120644

'Welcoming, unaffected and academically on the up and up, while still valuing the breadth of opportunities outside the classroom.'

- The Good Schools Guide



## How to find us

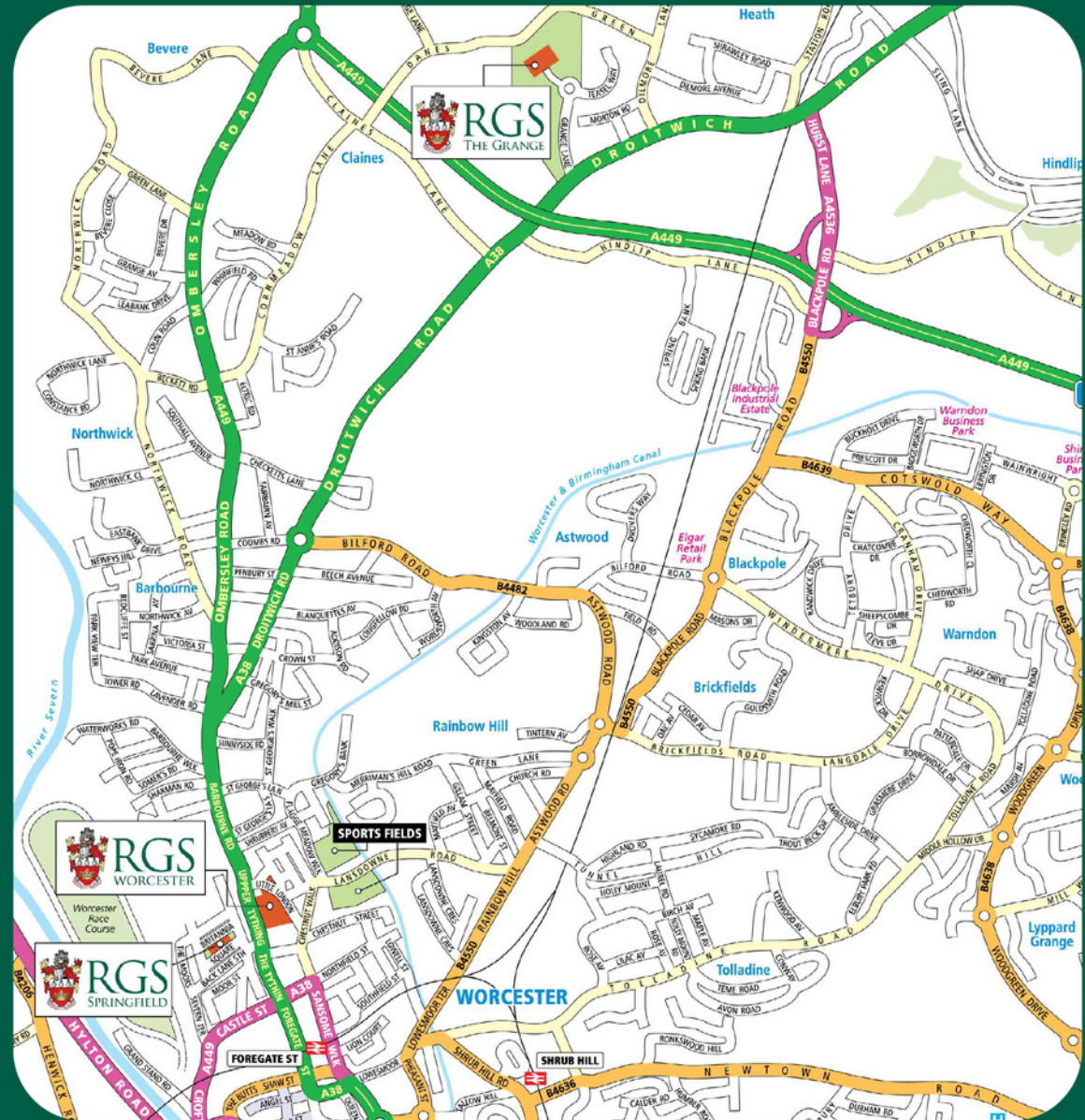
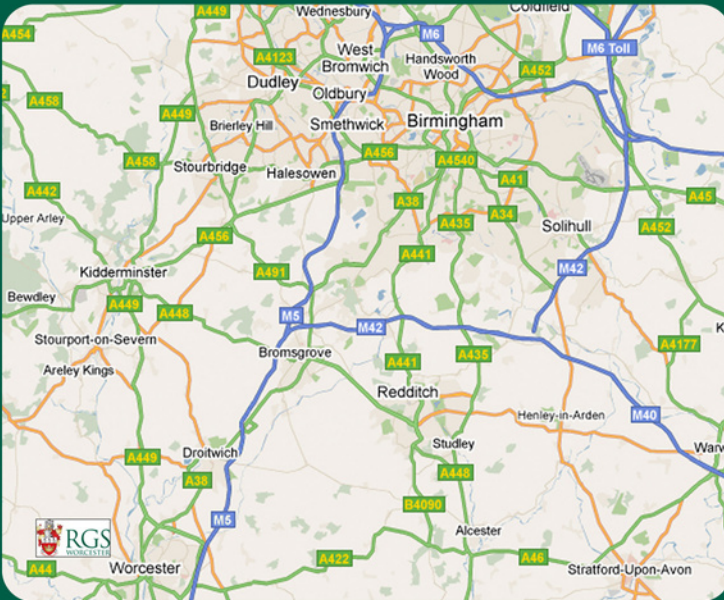
### By Road:

The most direct route is via the M5. Leave at Junction 6 and join the A449. Travel through the first intersection until you reach a roundabout. Take the second exit into Ombersley Road, A449. Travel for 2 miles on this road which leads into Barbourne Road and then Upper Tything, A38. The entrance to RGS Worcester is on the left after the Little London turning.

### By Rail:

The nearest mainline station is Worcester Foregate Street, which has a direct link to London Paddington and regular services to The West and West Midlands.

Exit the station and turn right. Keep to the right hand side pavement and follow the road out of Worcester for 5 minutes. RGS Worcester will be on your right hand side.



RGS Worcester | RGS The Grange | RGS Springfield | RGS Dodderhill

Upper Tything, Worcester WR1 1HP Tel 01905 613391 Fax 01905 726892 Email [office@rgsw.org.uk](mailto:office@rgsw.org.uk) Web [www.rgsw.org.uk](http://www.rgsw.org.uk)

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