**LEARNING SUPPORT ASSISTANT**



**September 2024**

St Mary’s School  
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St Mary’s School Cambridge – A Company Limited by Guarantee. Registered Office: Bateman Street Cambridge CB2 1LY –

No. 184031 England Registered Charity No. 290180

**Welcome from the Head**

Thank you for showing interest in this role at St Mary’s School, Cambridge.

We are an independent day and boarding school for girls aged 3 to 18. We have a school roll of over 600 students. Approximately 10% of the students are boarders. Reflecting the cosmopolitan community of Cambridge, on average 25% of students originate from overseas, from 30 countries.

The School offers a secure and welcoming learning environment for girls: we are delightfully situated in the heart of the academically renowned and culturally vibrant city of Cambridge. The Junior School is adjacent to the famous backdrop of Coe Fen, and the Senior School and Boarding House overlook the University of Cambridge Botanic Gardens.

Cambridge is an outstanding place to live and work. As a university city, Cambridge has the cultural advantages of a much larger settlement but with a population of approximately 145,000, it is a safe, clean and attractive location. The city has an international reputation owing to its world ranking university and the school benefits from its proximity to the digital and enterprise communities in the various high-tech science parks and enterprise hubs. We are within easy travelling distance of London, less than an hour by train and a short hop from London Stansted Airport.

There has been major investment in new facilities at the School over the past decade: a new Junior School; a new Sixth Form Centre; new provision of Art & Photography; the creation of our Science Hub; and our new boarding facility, Mary Ward House. We have developed our sporting facilities through an ambitious collaboration with Homerton College, University of Cambridge and have invested in a new boat house in a joint partnership with City of Cambridge Rowing Club and Homerton College. We are proud to be opening our Mary Ward Educational Suite in January 2024 which will provide new state of the art teaching spaces.

High quality facilities are only as good as the people who work in them, so we invest heavily in our staff, who we know are our greatest asset. We encourage staff to develop themselves through training and facilitate bespoke CPD opportunities for all.

Above all, St Mary’s School, Cambridge is a very happy place. We have an excellent local reputation for being very friendly and nurturing, and yet ambitious, for the young women in our care, enabling strong progress to next steps at university, the world of work or a gap year. Our girls are genuinely delightful, the teachers and support staff are exceptionally dedicated; we are a very close-knit, loving, joyful and purposeful community.

St Mary’s really is a warm and welcoming environment for all staff, whatever their role, and we look forward to receiving your application.

**Hannah Helliar**

**The St Mary’s Approach**

We are proud to be a Christian school in the Catholic tradition and founded on the principles of our 17th century foundress, Mary Ward, our vision is that ‘By God’s grace, women in time will do much’ (Mary Ward 1585-1645). The challenge for women is not over, and whilst there are now more opportunities for 'women to do much' there are still considerable barriers and so our work continues via our mission to develop curious, creative and compassionate young women with the aspiration, confidence and integrity to shape a better world for the common good. Our approach is based on the core values of Freedom, Joy, Justice, Love and Truth and we live these values in school through our HEART habits of

H – Hard work We show perseverance and sustain focus.  
E – Empathy We are kind, joyful, generous, value friendship and celebrate diversity.  
A – Adaptability We adjust to difficult situations, are open minded, discerning and take calculated risks.   
R – Responsibility We act justly and strive to uphold truth and lead by example.  
T – Thoughtfulness We are creative, reflective, attentive, show gratitude, hear others and disagree well.

Our unique approach to education fosters a love of life and of learning, while growing the academic curiosity and spiritual wellbeing of each individual girl so that they can look beyond themselves and enter adulthood aspiring to be more and to give more, not just to have more. We warmly welcome girls, and staff, of all Christian denominations and other faith and secular backgrounds to join our thriving community.

This year the school celebrates its 125th anniversary. Building on our 400-year tradition, St Mary’s School, Cambridge belongs to an international network of approximately two hundred Mary Ward schools.

**Innovative Learning at St Mary’s**

We empower all our students to aim high. As an accredited High Performance Learning World Class School there has never been a more exciting time to join our team.

High Performance Learning (HPL) is a research-based, pedagogy-led philosophy that responds to our growing understanding of human capability. It sees all students as potential high performers who are not limited by ‘ability’. HPL makes the goal of high performance the expectation for all students and uses a unique teaching and learning framework to systematically grow minds and develop the cognitive skills, values, attitudes and attributes needed to reach success.

Here at St Mary’s, we are proud to be developing our own approach to HPL and welcome applications from like-minded colleagues who are ambitious for their students and committed to research-based approaches to teaching and learning.

For further information please visit <https://www.highperformancelearning.co.uk/>

**Digital St Mary’s**

St Mary's is a digital school which supports the School in its goals through

* developing a community of staff and students which learns in, responds to and engages with an ever-changing digital world;
* preparing students for their future by giving them the confidence to work in a digital environment;
* establishing creative teaching and learning environments;
* employing teaching staff who are trained and supported to be technologically and digitally skilled.

All members of St Mary's work digitally using Microsoft 365 as a platform. All students in the Senior School and Sixth Form have access to an individual device (Microsoft Surface Pro) which are used in extensively in lessons and for home learning.

**Job Title: Learning Support Assistant (Senior School)**

**Accountable to** Head of Learning Support or other nominated person

**Hours of work:** Term-time only

**Place of work:** Bateman Street, Cambridge

**Role responsibilities**

**Teaching and learning:**

* Assist the SENCo in the delivery and administration of the SEN programme throughout the school
* Support pupils with their academic learning under the guidance of the relevant subject teacher who holds ultimate responsibility for their academic achievements and progress
* Take part in field trips in a support and supervisory capacity if required due to the needs of the pupils participating in the trip
* In conjunction with the Head of Learning Support and Assistant SENCo, take responsibility for delivering Support lessons to small groups of pupils, where lessons are planned to meet the needs of the individual pupils in timetabled Support lessons
* Provide in-class support in a variety of subject areas
* Support students with specific learning difficulties e.g. dyslexia, dyspraxia, dyscalculia, ADD/ADHD and other speech, language and communication issues
* Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities
* Support the school curriculum, including literacy and numeracy activities
* Use ICT to enrich pupil learning

**Administrative duties:**

* Provide feedback on observations made of pupils from in-class support and/or Support lessons to help build a bigger picture of their learning profile
* Contribute to the planning and evaluation of work programmes for individual pupils and groups
* Organise the learning and examination environments and develop learning resources as required
* Undertake support activities for the Head of Learning Support and Assistant SENCo as required, e.g. photocopying, preparation of materials, mounting displays
* Assist in maintaining SEN-based records and contribute to parent reports on pupil progress and development
* Attend regular departmental meetings to keep up to date with pupil developments and to report on how work is progressing

**Standards and quality assurance:**

* Support the aims and ethos of the School by reading and understanding the school policies and through observation and discussion with the Head of Learning Support.
* Personal appearance is an important contribution to the image and reputation of St Mary’s. Please observe standards of dress and appearance appropriate to working in a professional environment
* Set a good example in terms of punctuality, attendance and communication
* Attend training and staff meetings/events when required
* Maintain professional standards and adhere to health and safety requirements, and Child Protection/Safeguarding guidelines

***The above list is not an exhaustive list of duties and you may be expected to preform different tasks as necessitated by your line manager and the your changing role within the School and overall business objectives of the School.***

**Person Specification**

What kind of person are you looking for in the team? Essential would be the minimum requirements and desirable would be the added bonuses.

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | * 5 good GCSE/’O’ levels including English and Mathematics or equivalent * Able to demonstrate a high standard of literacy and numeracy | * Evidence of additional training in relevant learning strategies e.g. literacy and/or in particular curriculum or learning area e.g. dyslexia, Autism, ICT, Maths, English etc |
| **Experience** | * Previous experience as an LSA * Experienced in delivering SEN support to children | * Minimum 1 year’s experience of working in a secondary school as a Learning Support Assistant |
| **Knowledge, Skills and Abilities** | * Demonstrate understanding of how to support students’ learning and an ability to acquire further knowledge to contribute effectively and with confidence to the classes in which they are involved. * Demonstrate familiarity with the school curriculum, the age-related expectations of students, the main teaching methods and the testing/examination frameworks in the subjects and age ranges in which they are involved. * Can use ICT effectively to support learning. * Understanding of principles of child development and learning processes. * Ability to evaluate learning needs and actively seek learning opportunities for students. * Ability to relate well to young people and to adults. * Work constructively as part of a team, understanding classroom roles and responsibilities in the context of the position. * Knowledge of safeguarding and child protection procedures in a school setting | * A proven track record of successfully supporting students in mathematics and the science fields. |
| **Personal Attributes** | * Team player * Friendly and approachable manner * Flexible and adaptable * Diligent and conscientious * ‘Can do’ attitude and proactive approach * Ability to work with people at all levels * Maintaining a high degree of professionalism at all times * Observe standards of dress and appearance appropriate to working in a professional environment * Self-motivated |  |

**Child Welfare and Child Protection Issues**

The interview for this post will include exploring issues relating to safeguarding and promoting the welfare of children including:

* motivation to work with children and young people;
* ability to form and maintain appropriate relationships with children and young people;
* emotional resilience in working with challenging behaviours;
* attitudes to the use of authority and maintaining discipline.

Any relevant issues arising from the take up of references will be discussed at interview. The school is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an Enhanced Disclosure and Barring Check.

**Benefits**

At St Mary’s you will enjoy an exceptional career and comprehensive benefits including a contributory pension scheme, 33% discount (pro rata for part-time staff) on school fees, BUPA cash plan, an occupational sickness scheme, free lunches and refreshments, a season ticket discount and much more.

**Process**

Application is welcomed by completing the Application Form and Equal Opportunities Form which can be found on the Vacancies page of our website. This may be accompanied by a covering letter and a curriculum vitae. We are unable to accept applications supported by a CV alone.

Interviews will be conducted in person, and they will explore candidates’ suitability to work with children. Candidates are required to bring with them the necessary ID documentation and any relevant qualification certificate(s), all of which must be originals. Further information of the interview format will be provided if you are shortlisted for interview.

If you have any question, please contact the HR Team by email: [hr@stmaryscambridge.co.uk](mailto:hr@stmaryscambridge.co.uk) or call: 01223 353253.

Closing date: 9.00am Tuesday 17 September 2024

Interview date: from on a date to be confirmed

We will review applications on receipt. Suitable candidates may be interviewed before the closing date, and we reserve the right to withdraw the position if an early appointment is made.

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