RAINFORD HIGH

Learning Assistant Level 2

Application Pack

EVERYONE Matters
EVERYONE Helps
EVERYONE Succeeds

PROUD TO BE A MEMBER OF
EVERYONE MATTERS
SCHOOLS TRUST

Principal's welcome

As Principal of Rainford High and CEO of the Everyone Matters Schools Trust. I am passionate about making Rainford High the best possible school for the young people who come here. This school is an inclusive and continually improving school, we are moving towards our goal of achieving excellence. As part of the Everyone Matters Schools Trust our aim is to build a legacy of excellent education for all our children and our community.

Our school has a clear ethos that **Everyone Matters, Everyone Helps and Everyone Succeeds**. This means we expect our community to be polite, kind and respectful, make sensible choices and work hard. To ensure **Everyone Matters** we are compassionate, understanding and ethical in how we operate as a school and trust. We understand that as a community we are an interconnected team and - put simply - we improve every day when **Everyone Helps**. We value the importance of hard work and the ability to keep going and overcome challenges as this means **Everyone Succeeds**.

Schools are fantastic places because they are about making dreams a reality. I believe young people can achieve anything that they want but they must underpin their dreams with a solid foundation of hard work, respect and honesty. It is Rainford High's job to prepare its young people for the future. I believe that the same applies to our staff we want them to be the best they can be and be happy, proud and fulfilled as part of our school community

We are looking for a special kind of person who wants to be part of community, live our ethos and make a difference to everyone who is part of the school and the trust. We believe that better people make better teachers, and we want the best people to work as part of our very special school community

Principal
Ian Young

Role overview

Learning Assistant L2

Salary:	SCP3 Plus SEN allowance
Hours:	30 hours per week, term time +5 days
Contract Type:	Permanent
Reporting to:	SENCO
Closing Date:	16th October 2026 at 12pm
Interview Date:	
Required:	ASAP

We have an exciting opportunity for a Learning Assistant to join Rainford High school. Working with an amazing team making our schools and classrooms supportive, enriching places where children and young people achieve far more than they ever expected. Contributing to the implementation of learning activities Evaluating the performance of lesson plans and how to improve for the future Working independently in teaching group and individual activities Working in partnership with teachers to help support and deliver lesson plans and objectives.

Our school

Rainford High is an inclusive, inspirational and aspirational school community that prides itself on being truly comprehensive providing a great all-round education for our community.

We offer a broad, balanced and enriched curriculum that exceeds the National curriculum across key stage 3, 4 and 5. We are proud that we try to excel in all areas of school life including sport, the Arts, STEM and community work to make sure that all our community benefit from being part of Rainford High.

The students and staff are key to making Rainford High a special place that is compassionate, understanding and kind as well as being focused on achieving the highest standards for everyone in everything we do.

The Trust

EVERYONE MATTERS
SCHOOLS TRUST

We are a trust that is passionate about making a difference to every child and person in the community we serve. We work tirelessly to ensure we have great schools made up of great people supported by the trust to provide a great educational offer for every child who attends one of our schools.

Our mission is to improve every person's life and their opportunities
Our trust culture is based on our humanity and the principles of compassion, generosity and kindness. We are proud of the trust's ethos and vision:

Everyone Matters: we strive for all our partners to be happy and successful schools within our trust community based on our culture of compassion, generosity and kindness.
Everyone Helps: we work together to make great choices for our schools and our children to create an interconnected community of team members who do the best for children, staff and our community.
Everyone Succeeds: we work tirelessly together to overcome the challenges we face to invest in our schools, so all our schools, children and team members are successful.

RAINFORD HIGH

UP HOLLAND HIGH SCHOOL

RAINFORD BROOK LODGE

I DO MY BEST
CHAPEL END PRIMARY SCHOOL

Job description

Rainford High is more than just a school; it's a place where Everyone Matters, Everyone Helps, and Everyone Succeeds. Join us in shaping a brighter future for the next generation.

MAIN DUTIES AND RESPONSIBILITIES:

Support for The Pupil

- Establish good working relationships with pupils, acting as a role model
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction
- Provide specific support to pupils dependent upon their individual needs ensuring their safety whilst supporting access to learning activities
- Promote inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher
- To provide one to one support in either a care/special needs capacity for individual pupils, as directed by the teacher

Support for The Teacher

- Provide clerical/administration support (e.g. photocopying, typing, filing, data input, collecting money etc.)
- Assist with the display of childrens' work
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- In liaison with the teacher, utilise strategies to support pupils in achieving learning goals
- Report pupil achievement, progress and issues as appropriate in agreed format
- Undertake pupil record keeping as requested
- Administer routine primary tests and invigilate exams

- Promote good pupil behaviour, dealing with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- Establish constructive relationships with parents/carers and communicate information as required

Support for The Curriculum

- Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles, including small group work
- Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain levels and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Support for The School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan
- Have an awareness of and support the role of other colleagues
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

Extended Service Activities (Breakfast / After School / Club Care)

- Close liaison with parents, school and other childcare and play related agencies.
- Provide a variety of appropriate play opportunities for children some of whom may require special attention and/or will have come from various racial, cultural and religious backgrounds.

- Lead groups of children in specific sport, game craft and learning activities. Manage behaviour and adapt the activity to meet the needs of groups or individuals. Assist with preparing for activities.
- Assist with the evaluation events and activities and contribute to the development of the service including making recommendations for change and development of the activities.
- Supervise children to ensure safe use of equipment and facility without endangering themselves or other users.
- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements
- To be responsible for improving your own practice through observation, evaluation and discussion
- To comply with the Data Protection Policy / legal requirements and School policies and procedures and Code of Practice within the service area of the post.
- The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
- To comply with the School's Health and Safety Policy and associated safe working procedures and guidelines.

Note:

This job description is current at the date shown, but, in consultation with you, may be changed by the principal to reflect or anticipate changes in the job commensurate with the grade and job title.

Rainford High School is an Equal Opportunities Employer and positively welcomes applications from all people regardless of their sex, creed, marital status, race, age, disability, gender identity, sexual orientation or religious belief.

Rainford High School is committed to safeguarding and promoting the welfare of children. Post holders must receive a satisfactory enhanced DBS check before taking up the post and undertake a minimum of three-yearly checks.

Rainford High School is committed to promoting positive mental health and emotional well-being to our student body and to every member of our school staff. We pursue this aim through the use of effective policies and procedures within a safe and supportive school/work environment

How to apply

The Everyone Matters Schools Trust Mission is to make a difference to every person so that we improve their life and opportunities. The Trust is working hard to make a difference to staff workloads by investing time, technology and support to make Rainford High a great place to work. For the right candidate there will be additional opportunities based on potential, ability and capacity to make a difference across the team and the school. If you believe you are good enough and can meet the standards, maybe Rainford High is the school for you.

Benefits of working for the Everyone Matters Schools Trust

- Flexible working Opportunities
- Development opportunities within the trust
- Long Service awards
- Cycle to work scheme
- Holiday buying and selling scheme (support staff)
- Generous Annual Leave Package (support staff)
- Access to the Employee Assist Programme
- We look forward to receiving your application.

The school is committed to safeguarding and promoting the welfare of children. To ensure that this is achieved we expect all employees and volunteers to share this commitment, and staff will be recruited and selected in line with safer recruitment policy and practice. The successful applicant will undertake an enhance DBS check.

Application forms can be downloaded from the Rainford High School website at: https://rainford.org.uk/about-us/vacancies/

Completed application form and supporting letter should be returned to my Personal Assistant, Mrs Julie Kershaw, pa@rainford.org.uk. We look forward to receiving your application

Guidance

Application forms and letters should be typed in Calibri font and size 11.

Your letter of application should outline:

- Your experience
- Your qualities
- Any impact you have been able to show in previous roles
- How you believe you would contribute to our team
- Why you would want to work at Rainford High School as part of the Everyone Matters Schools Trust.

Please include two referees one of whom must be your present or most recent employer.

We would recommend that application forms are submitted prior to deadline by at least two hours to allow for any issues that can occur with email and communication devices.