



# Recruitment Pack

Position:  
**Personalised Learning  
Assistant**



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# Letter from the Headteacher

**Dear applicant,**

Thank you for showing an interest in this post and for considering Ridgewood School for the next stage of your career.

The school's values of respect, responsibility and resilience permeate all aspects of school life and are central to our work at Ridgewood. I am extremely proud of our school and the high quality education we provide. We insist on high standards of conduct from all our students and we expect them to behave impeccably: treating each other, our staff and visitors with kindness and respect. I have found Ridgewood School to be the most rewarding place to work. The staff, students and wider community have been incredible to work with and I am confident that the successful candidate will receive the same warm welcome.

Never has there been a better time to join us. We are in the early stages of planning a multi-million-pound new build that will ensure that the staff and students benefit from 21st Century resources. We are regularly oversubscribed in Year 7 and our Post-16 provision is thriving. For an informal conversation with me about the school or the role, or for a visit, please use the 'Contact Us' facility on our website.

Yours faithfully,

**Andy Peirson**

Headteacher  
Ridgewood School

# Values and Ethos

## Our Values

We educate the whole child. Ridgewood School seeks to provide all its students with the opportunities and support which enable them to achieve and exceed their potential, not only in terms of academic achievement, but as a valuable member of the school community, and of the wider society beyond.

## Ethos and Aims

- To raise the aspirations of students so they desire to achieve and exceed targets set for them, both within and beyond the classroom.
- To engender a sense of collaborative purpose, so students and staff work together to achieve their best.
- To care for students as individuals and to respect their talents, aspirations, strengths and unique qualities.
- To provide opportunities for students to be engaged, interested and challenged by what they do and learn, every day.
- To continually strive for improvement in all areas, through hard work, resilience and determination.



# Our Values

We're proud of our high standards, exciting progress and strong values.

We value **respect**.



When we are kind to each other, everyone thrives.

We value **responsibility**.



When we take accountability for our actions, we can be proud of our achievements.

We value **resilience**.



When we stay positive and try hard, we will achieve our goals.

Prepare for the road ahead.

# What makes Ridgewood School special?

Staff and students at Ridgewood work hard every day to embody the school's core values: **Respect, Responsibility and Resilience**. We are enjoying a trajectory of continued success and look forward to welcoming a successful applicant who can join us on our journey. We became a standalone academy in 2011, and we are incredibly proud of the progress we have made as a school, having laid strong foundations for further improvement going forward.

Our school motto, '**Prepare for the road ahead**', represents our belief in preparing our staff and students for their future. We exemplify our motto not only in terms of academic achievement, but also in terms of the training, enrichment and experiences which make us all model citizens. Our school values underpin what we do and contribute to our ethos in everything we undertake as a school community. We set our standards high and do not compromise, because we believe in the best for everyone.



## Our Curriculum

Our academic curriculum aims to offer students of all abilities and talents an opportunity to develop their knowledge and skills across a wide variety of subjects. We are committed to providing a curriculum which is challenging yet accessible, and which fosters a love of learning, as well as enabling students to achieve success in exams and assessments. Students follow a two-week timetable in order to maximise learning time. We regularly review our curriculum, to ensure that the needs of all our students are being met. More details of each subject can be found on our website.

# Job Description

<b>Post Title:</b>	<b>Personalised Learning Assistant</b>
<b>Grade / Hours:</b>	Grade 6, 37 hours per week, term time only + 5 days
<b>Responsible to:</b>	Personalised Learning Coordinator
<b>Purpose of role:</b>	The Personalised Learning Assistant plays a pivotal role in fostering high levels of student behaviour, engagement, and attainment across the school. This position supports Ridgewood's commitment to inclusion, educational achievement, and personalised learning by coordinating and maintaining an efficient and effective provision for students requiring alternative or additional support.

## Main duties and responsibilities:

- Support the Personalised Learning Coordinator (PLC) in designing, implementing, and overseeing personalised learning programmes for individual students or small groups, ensuring progress is tracked and monitored.
- Collaborate with the Inclusion Team to provide tailored support and guidance for students accessing personalised learning.
- Work closely with Curriculum Leaders to resource and enhance the Star Centre's curriculum offer, ensuring that it meets the diverse needs of students.
- Liaise with families to support strong academic outcomes through clear and consistent communication, helping them provide effective support at home.
- Coordinate access arrangements for students, including EAL support and exam provisions, ensuring their needs are identified and addressed appropriately.
- Mentor students within the Star Centre, acting as key point of contact and providing regular updates on progress.
- Support the PLC to develop and manage timetables for the Star Centre provision, ensuring staff are informed about students' schedules and provisions.
- Communicate effectively with staff regarding both short-term and long-term plans for students accessing personalised learning or alternative curricula.
- Collaborate with the attendance team to support smooth transitions and positive starts for new admissions to Ridgewood, ensuring all necessary arrangements are in place.
- Organise and run Star Centre detentions for identified students, providing a structured and restorative approach to behaviour management.

## Administrative and Community Liaison Responsibilities:

- Support the smooth operation of the Star Centre provision by maintaining an efficient administrative system and updating records regularly.
- Engage actively with the Performance Management Review process.
- Support the Inclusion Team in delivering targeted intervention groups that align with the specific needs of students.
- Maintain a collaborative working environment by attending meetings, INSET, and other staff development opportunities.

**Health, Safety, and Welfare:**

- Take responsibility for personal health, safety, and welfare, as well as that of others who may be affected by your actions or inactions.
- Comply with all health, safety, and welfare policies set by the school.

**Miscellaneous:**

- Uphold and promote the school's distinctive mission, ethos, and policies.
- Dress professionally in accordance with the school dress code.
- Perform other reasonable duties as requested by the Headteacher to meet the evolving needs of the school.
- Undertake appropriate training to enhance the effectiveness of your role.

**37 hours per week term time only + 5 days.** Daily hours to cover the school working day.

All posts at the school are subject to a six month probationary period. Confirmation of the position is subject to satisfactory completion of this period.

# Person Specification

ATTRIBUTES/ REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths grade C or above (or equivalent)</li> <li>Willingness and ability to obtain and/or enhance qualifications and training for development in this post.</li> </ul>		Application Form Certificates Interview
<b>RELEVANT EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Effective communication with children, carers and other professionals.</li> <li>Ability to display an understanding of social/welfare issues as they affect children, families and schools.</li> <li>Ability to work on own initiative within departmental protocols/procedures.</li> <li>Ability to deal with difficult situations.</li> <li>Experience of analysing data for monitoring and improvement purposes.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an educational and/or social care setting with young people.</li> <li>Experience in working within statutory/voluntary agencies dealing with children and families.</li> </ul>	Application Form References Interview
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>Understanding of the administration requirements of a school.</li> <li>Good inter-personal skills including mediation and conflict resolution.</li> <li>Demonstrate awareness of legislation relating to the welfare and protection of children.</li> <li>Demonstrate awareness of risk</li> <li>Champion for equality, diversity and inclusion and understanding of how this is relevant in a school setting.</li> <li>High level IT skills, able to use spreadsheets and databases to a high level.</li> <li>Ability to analyse data to spot trends, patterns and anomalies and present data in ways that are appropriate and understandable for the audience.</li> <li>Ability to communicate effectively both orally and in writing.</li> <li>Ability to work under pressure and to deadlines.</li> <li>Able to work in and adapt to a fast-paced, changing environment.</li> <li>Able to problem solve and develop solutions.</li> <li>Ability to handle confidential information.</li> <li>Effective time management skills and able to take responsibility for workload and to prioritise tasks.</li> <li>Able to work collaboratively with others.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and understanding of school based computer systems and Microsoft Office.</li> <li>Knowledge of Data Protection.</li> </ul>	Application Form References Interview
<b>PERSONAL CHARACTERISTICS</b>	<ul style="list-style-type: none"> <li>Demonstrates a positive attitude, professionalism, passion, energy and a</li> </ul>		Application Form References Interview

	<p>willingness to support all customers and stakeholders.</p> <ul style="list-style-type: none"><li>• Demonstrates integrity, fairness and consistency in all working practices.</li><li>• Motivated and commitment to continuous improvement.</li><li>• Ability to plan and prioritise own workload and manage conflicting demands.</li><li>• Good level of attendance.</li><li>• Reliability and willingness to be flexible.</li></ul>		
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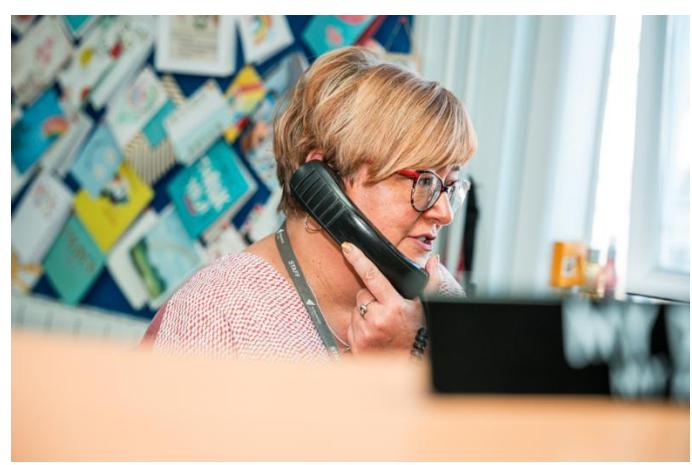
**The post is subject to a satisfactory record check being undertaken by the Disclosure & Barring Service**

# Development Opportunities

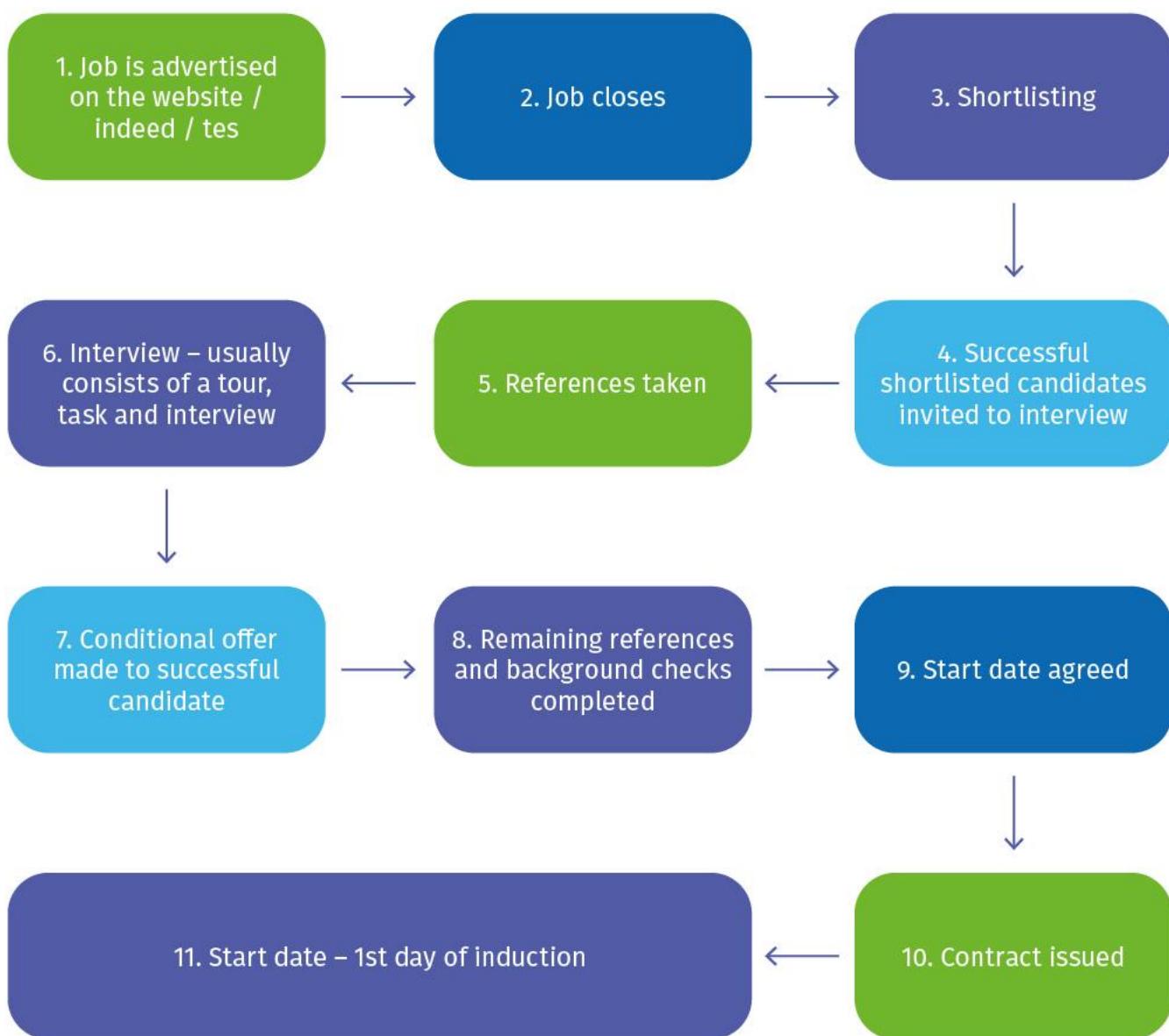
At Ridgewood, we are committed to offering our staff every opportunity to become the best they can be. Our evidence-based training packages, for staff at all stages of their career, are second to none. In addition to our whole school and departmental training, we also offer a personalised coaching programme, NPQs and bespoke CPD, relevant to the person's role. CPD at Ridgewood is varied and matched to the needs of our staff, both teaching and associate. Our innovative, research-led Disciplined Inquiry is a key driver in providing the best teaching and learning for our students, as our teachers engage in evidence-informed practice of their choice.

At Ridgewood, we also value a variety of forms of CPD. Training, coaching, shadowing of roles and one-to-one support are key development opportunities to support our team to develop effectively in their roles, and to understand how to make the next step in their career.

In 2025, we received the Teacher Development Trust Gold Award, demonstrating our commitment and passion to providing excellent, evidence-based CPD for all teaching and associate staff. We are currently working with the Chartered College of Teaching as part of a pilot to achieve their Research Mark award, which recognises excellent commitment to evidence-informed professional development.



# Our Recruitment Process



# Job Advert

**Post: Personalised Learning Assistant – (37 hours per week, term time + 5 days)**

**Salary: Grade 6 (Actual salary £22,586 - £24,457)**

**To start: As soon as possible after appointment**

## ***What makes Ridgewood School special?***

At Ridgewood School we are extremely proud of our school and the high quality of education that we provide, including our popular and highly successful Sixth Form. Our school motto, 'Prepare for the road ahead,' represents our belief in preparing our students for their future, not only in terms of academic achievement, but also in terms of the training, enrichment and experiences which will enable them to become model citizens and responsible members of the community. Our school values: Respect-Responsibility-Resilience, underpin what we do every day and contribute to our ethos in everything we undertake as a school community. In our most recent Ofsted, we achieved a 'Good' rating in all categories, and we are committed to this trajectory of success for our students as we aspire to move from 'Good to Great.' As part of this journey, in July 2023, we joined Leger Education Trust and collaborate with other schools within the trust to develop both our students and staff and be the very best that we can be.

We are looking to appoint a friendly and adaptable Personalised Learning Assistant who will play a pivotal role in fostering high levels of student behaviour, engagement, and attainment across the school.

## ***Why is the role of Personalised Learning Assistant right for you?***

We are committed to offering the staff who work at Ridgewood every opportunity to become the best they can be. Our training packages, for staff at all stages of their careers, are second to none. As well as our whole school and departmental training, we also offer a personalised coaching programme, NPQs and bespoke CPD, relevant to the person's role. In 2025, we received the Teacher Development Trust Gold Award, demonstrating our commitment and passion to providing excellent CPD for all teaching and associate staff.

If you are seeking a dynamic, innovative and caring school, dedicated to the development of staff and our students' success, Ridgewood is the school for you.

Candidates are required to possess GCSE Maths and English Grade C or above.

You can apply for this role by following the link below

<https://mynewterm.com/jobs/137603/EDV-2026-RS-78525>

We strongly encourage visits from potential candidates – please contact the school to arrange this.

**The closing date for this post is 9am Wednesday 11 February 2025. Interviews will be held soon after.**

*Ridgewood School reserve the right to close this advert prior to the closing date above.*

The school is committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check. Shortlisted Applicants will be required to complete a self-disclosure.

*The school operates a no smoking policy.*

**Ridgewood School**  
Barnsley Road  
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RIDGEWOOD  
SCHOOL



01302 783939



[www.ridgewoodschool.co.uk](http://www.ridgewoodschool.co.uk)