



# Recruitment Pack

Position:  
Behaviour for 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>Behaviour for Learning Assistant</b>
<b>Grade / Hours:</b>	Grade 6, 37 hours per week, term time only + 5 days
<b>Responsible to:</b>	Key Stage BfL Manager
<b>Purpose of role:</b>	Manage behaviour whole school, ensuring consistent application of the Behaviour for Learning policy

## Main duties and responsibilities:

### 1. Behaviour Support and Daily Operations

- Support the Behaviour for Learning Team in vision and implementation.
- Supervise during morning, break, lunch and other duties.
- Manage and track detentions; supervise Isolation room.
- Assist with on-call system and behavioural incidents.

### 2. Student Relationships and Welfare

- Build positive relationships with students, parents and carers.
- Adhere to safeguarding procedures.
- Proactively address behavioural issues to foster a positive culture.

### 3. Administrative and Communication Duties

- Maintain records of student interventions and communications.
- Facilitate effective communication with students, parents and staff.
- Collaborate with Behaviour for Learning Manager and Deputy Manager.

### 4. Miscellaneous

- Support and promote the school's ethos and values.
- To participate in personal annual review process.
- To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- To co-operate with the employer on all issues to do with Health, Safety and Welfare.
- To undertake such other reasonable tasks that the BfL Manager, Deputy Manager BfL or the Headteacher may occasionally reasonably request.

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

All employees contribute to the safety and wellbeing of the children and young people in the school.

This job role sits alongside the requirement for staff to abide by all school policies and relevant national and local requirements including terms and conditions and national standards. This job profile is not exhaustive and the post holder may be required to undertake other duties as necessary and appropriate.

Note: This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

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>	GCSE Maths and English – Grade C or above (or equivalent). Evidence of continued Professional Development or accredited achievement of specialist skill. Willingness and ability to obtain and/or enhance qualifications and training for development in this post. Undertake the training and embrace the ethos of BfL		Application Form Certificates Interview
<b>RELEVANT EXPERIENCE</b>	Experience of working in a school/college environment. Experience of strong organisation and administrative skills. Experience of strong oral and verbal communication skills, relationship building and safeguarding.	A minimum of 3 years relevant experience of working with school age children. Experience of working with pupils who have emotional and /or behavioural difficulties.	Application Form References Interview
<b>KNOWLEDGE AND SKILLS</b>	Ability to work as part of a team, as well as to work independently. Ability to communicate and relate to staff and external agencies. Ability to develop appropriate systems and resources. Effective use of ICT skills in support of learning and welfare needs. Experience of relevant learning and/or behaviour strategies. Experience of working with additional needs. Understanding of statutory frameworks relating to teaching.	Knowledge and understanding of school based computer systems.	Application Form References Interview
<b>PERSONAL CHARACTERISTICS</b>	Proactive, motivated and adaptable in a dynamic environment. Ability to work under pressure and to meet deadlines. Understands and abides by the need for confidentiality. Suitability to work with, and ability to form and maintain appropriate relationships and personal boundaries with children. A commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults. An understanding of and commitment to equal opportunities issues both within the workplace and the community in general. Conscientious, honest and reliable. Strong organisational and admin skills.		Application Form References Interview

	<p>Excellent interpersonal skills. Ability to work independently when required. Ability to cope with stressful situations. Willingness to be flexible in undertaking tasks.</p>		
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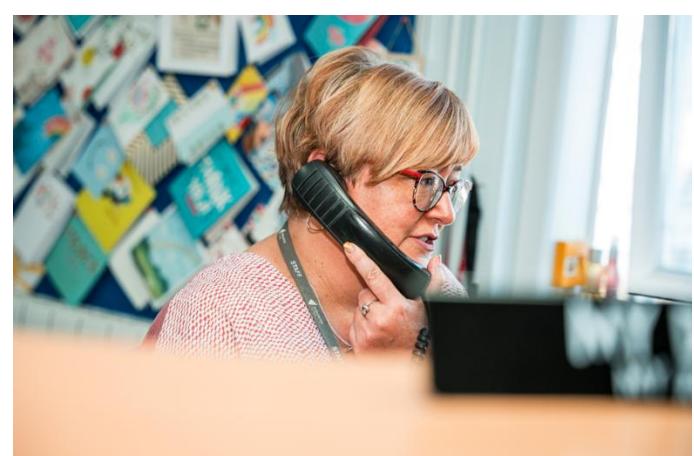
**The post is subject to a satisfactory record check being undertaken by the Disclosure & Barring Service**

# Development Opportunities

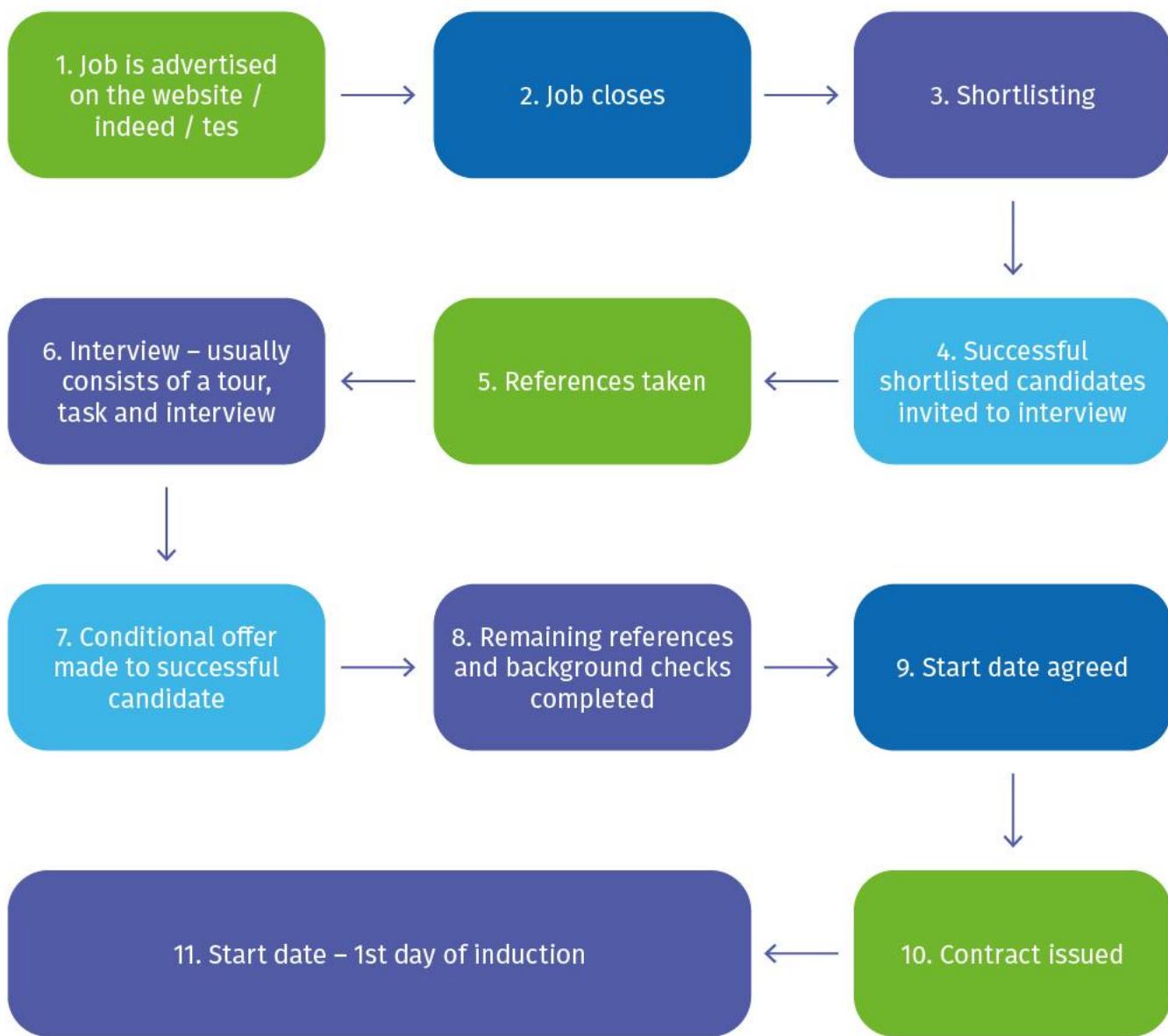
At Ridgewood, we are committed to offering our staff every opportunity to become the best they can be. Our evidence-based training packages, for staff at all stages of their career, are second to none. In addition to our whole school and departmental training, we also offer a personalised coaching programme, 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: Behaviour for 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 Behaviour for Learning Assistant who will assist the Key Stage Behaviour for Learning Managers in managing behaviour whole school, ensuring consistent application of the Behaviour for Learning policy.

## ***Why is the role of Behaviour for 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-00336>

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

**The closing date for this post is 9am Wednesday 4 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**  
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RIDGEWOOD  
SCHOOL



01302 783939



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