Hartlepool Aspire Trust

Catcote Academy

Applicant information

Learning Support Assistant

Contents

3 Welcome

4 Vision & Mission

5 Our Values

6 Context

8 Advert

9 Job Description

11 Person Specification

12 Additional information

13 How to Apply

Welcome

From the Head Teacher

Dear Applicant,

Thank you for your interest in the vacancy at Catcote Academy. We are delighted that you are considering joining our dedicated and passionate team.

Catcote Academy is proud to be part of Hartlepool Aspire Multi-Academy Trust, which currently comprises Catcote Academy (supporting secondary and Post-16 students) and Catcote Futures (a specialist FE college). As a Trust, we operate across eight sites, each offering unique learning and development opportunities for our students, including our employability and community-based training provisions.

At Catcote Academy, we are committed to delivering a high-quality, inclusive and enriching education that empowers our students to achieve their full potential. Our staff and trustees have high aspirations for all learners, and we work tirelessly to provide a supportive, engaging and inspiring environment where personal and academic achievements are celebrated.

If you share our passion for education and making a difference in the lives of young people, we encourage you to explore this opportunity further. We look forward to receiving your application and the possibility of welcoming you to our team.

If you require any further information or would like to visit the school please contact us via **jobs@catcote.co.uk**

Kind Regards,

Lisa Greig
Head Teacher

Vision & Mission

Hartlepool Aspire Trust Vision

To be an innovative centre of excellence, providing outstanding, personalised education for all students

Mission Statement

We are committed to providing an environment where students are offered every opportunity to maximise their potential, grow in confidence and above all be happy and safe

To achieve this, we will:

- Provide a wide range of personalised learning experiences which are exciting, challenging and accessible to all
- Prepare students for a meaningful future by promoting independence, resilience and lifelong learning
- Promote tolerance and respect for individual differences, abilities, needs and beliefs
- Create a safe, caring environment in which everyone is healthy, happy and ready to learn
- Foster positive working relationships with parents, multi agency professionals and the local community
- Maintain a culture of vigilance and a commitment to keeping all students, staff and visitors safe

Focus on what we can do

Our Values

We embrace the following core values within Hartlepool Aspire Trust:

- **Aspirational:** We have high aspirations for all
- **Safe and Happy:** We have a culture of vigilance and practice being safe at all times
- **Proud:** Focus on what we can do and are proud of achievements and each other
- **Inclusive**: Everyone matters and we celebrate everyone's uniqueness
- **Resilient:** We have strong positive relationships and embed emotional education into daily life
- **Enriching Lives:** We strive to make a difference and enable everyone to live their best adult life

Context

The academy caters for students with learning difficulties and associated needs between the ages of 11 and 19, at the main academy and sixth form sites in Hartlepool. All students have moderate, severe or profound learning difficulties.

The Trust currently operates over eight sites which includes Catcote Academy on Catcote Road, a sixth form centre on Brierton Lane, a sixth form and employability centre at Throston, an employability hub in Middleton Grange shopping centre, Catcote Futures on Warren Road, Catcote Metro (retail outlet) in Hartlepool Middleton Grange shopping centre, The Vestry (community coffee shop) in Christ Church Art Gallery and a Caravan situated in Crimdon Dene Holiday Park.
We are an inclusive community that respects others, champions individuality, and celebrates all achievements.

We aim to provide an engaging and ambitious curriculum, delivered within a safe and supportive environment. We are committed to and passionate about the learning and progress of our students. Catcote prides itself in raising aspirations and maximising potential which will enable all students to thrive and go on to live their best adult life.

Context

Employee Benefits

In return you will receive:

- A supportive working environment that puts people at the heart of the organisation
- A strong wellbeing offer that fosters a supportive and positive work environment
- Continuous professional development
- National Terms and Conditions of Employment
- Teachers' Pension Scheme/ Local Government Pension Scheme

Employee Assistance Programme including:

- 24/7 GP service
- Nurse support service
- Stress Management
- Maternity and Paternity support
- Physiotherapy
- Bereavement support
- Menopause counselling
- Men's mental wellness support
- Face to face counselling services
- Financial wellbeing coaching
- Access to useful wellbeing resources

Advert

Learning Support Assistant
Job Type: Temporary and Permanent, Term Time Only + 5 Days
Band 6 – SCP 6-7 (£20,025 – £20,352 per annum)
33 Hours per week
Reference: 2025016

Catcote Academy provides learning for a wide range of students with Learning Difficulties or Disabilities.

We are looking to appoint an experienced and enthusiastic Learning Support Assistant to join our highly committed special Academy team. We teach across a range of abilities, ages and subjects. Applicants with previous experience of working within a SEN environment are preferable.

You must be strongly motivated and possess the character needed to work in a demanding and often challenging environment.

Closing date: **Wednesday 22nd October 2025 (9 a.m.)**
Interviews: **Friday 24th October 2025**
Start Date: **As soon as possible**

Completed application forms to be sent to: Recruitment, Catcote Academy, Catcote Road, Hartlepool, TS25 4EZ or email: jobs@catcote.co.uk

You will need to meet the requirements of the person specification in order to be offered an interview. Only applications submitted on the Trust's application form will be accepted. Application forms can also be found at www.catcoteacademy.co.uk

Shortlisted candidates will be welcomed to contact the Academy to arrange a convenient appointment for a guided visit of the facility.

We welcome applications regardless of age, gender, disability, ethnicity or religion.

Please see our website for our Privacy Notice (Job Applicants) regarding how we will use your personal information.

Please note that online searches will be carried out on shortlisted candidates to help identify issues that may need to be explored at interview.

The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

REHABILITATION OF OFFENDERS ACT 1974 - The position for which you are applying is exempt from this Act and requires an enhanced check to be made through the Disclosure and Barring Service (DBS), known as the disclosure process. You are therefore required to disclose any unspent convictions/cautions/bind-overs that you have received and any prosecutions that are pending against you. Enhanced Disclosure and check of the Children's and Adult's Barred list via the Disclosure and Barring Service is required for any successful candidate.

Job Description

LEARNING SUPPORT ASSISTANT

Under the guidance and direction of teaching staff and/or senior colleagues;

GENERAL RESPONSIBILITIES

1. Work as directed by teaching staff and senior staff
2. Adhere to all Trust policies and whole school/college development plans including confidentiality, child and vulnerable adult protection, H&S, equal opportunities, SEN etc
3. Maintain a safe working and teaching environment including adhering to policies on safeguarding of students and behaviour management
4. Attend and participate in CPD activities as required
5. Attend meetings and liaise with colleagues in school/college and parents/carers as required
6. Be an effective role model for students by demonstrating and promoting positive values, attitudes and

CORE RESPONSIBILITIES:

1. Engage with all students as directed by the Trust in line with the overall goals of the Trust and the needs of all students
2. Support students with their learning and well being
3. Have knowledge of individual students in order to assist with learning and behaviour in line with any plans
4. Feedback to teaching staff on progress and behaviour of students and effectiveness of learning activities
5. Feedback to students in relation to learning and behaviour
6. Support in preparing student reports and other administrative tasks including outcome plans, end of year reports, CASS (consistent approach to supporting students) plans, student profiles and third party assessments
7. Support the assessment and recording of student progress and attainment
8. Support students in any location as directed, indoor and outdoor, including outdoor learning, educational visits, after school clubs, activity centres, training venues (internal and external).
9. Supervision and support of students during break and lunch times including feeding where necessary
10. Assist and take part in physical activities as directed e.g. walking, swimming, trampoline etc
11. Preparation of learning resources, equipment and displays including cleaning, tidying & organising
12. Ensure cleanliness of equipment, resources and learning areas
13. Use ICT effectively to support learning activities
14. Escort students to and from school/college transport and escort students with an appropriate colleague if required
15. Carry out tasks for the general health, domestic care and welfare of students including toileting/changing, cleaning, using specialist equipment when necessary (this may include administering medicine under guidance and training on a voluntary basis)
16. Assist/lead activities where required under the guidance/in accordance with objectives set by teaching staff (this may be outside of classroom, during educational visits and after school activities etc),
17. Use specialist knowledge and/or experience to assist students to meet learning objectives
18. In the short-term absence of teaching staff, lead/supervise the whole group/class, which may be in collaboration with other LSA's (including pastoral responsibilities), within an agreed system of supervision

Person Specification

Learning Support Assistant – Essential Criteria			
	Criteria No.	Essential	Stage Identified
Qualifications	E1	Ability and willingness to obtain GCSE Grade C or equivalent (Level 2) in Maths and English	AF,C
Experience & Knowledge	E2	Effective use of ICT to support learning	AF,C
	E3	General understanding of the basic learning programmes/techniques	AF,I
	E4	Manage the behaviour of students with a positive attitude and supportive manner	AF,I,R
Skills	E5	Work with children/young people at all levels regardless of specific individual needs	AF,I,R
	E6	Ability to follow the direction of a Teacher to support all aspects of learning and wellbeing of students in a variety of activities, locations and environments	AF,I,R
	E7	Work effectively within a team environment, understanding classroom roles and responsibilities	AF,I,R
	E8	Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work	AF,I,R
	E9	Good communication and listening skills	AF,I,R
Special Requirements	E10	Interest in working with children /young people with learning difficulties to promote their development and educational needs	AF,I,R
	E11	Ability to form and maintain appropriate effective working relationships and personal boundaries with children/young people/vulnerable adults	AF,I
	E12	Emotional resilience when faced with challenging behaviour	AF,I
	E13	A commitment to working as part of the whole college team and supporting the vision and aims of the college	AF,I
	E14	Respect for their social, cultural, linguistic, religious and ethnic backgrounds	AF,I
	E15	Ability to liaise sensitively and effectively with parents and carers	AF,I
	E16	Suitability to work with children and vulnerable adults, enhanced DBS required with barred list check	D

Criteria No	Desirable	Stage Identified
D1	Relevant Teaching Assistant Qualification	AF,C
D2	Safeguarding training	AF,C
D3	GCSE Grade C or equivalent in Maths and English	AF,C
D4	Training in Special Needs Education	AF,C
D5	Experience of working in a school environment	AF,I,R
D6	Experience of working with children / young people with learning difficulties	AF,I,C
D7	Knowledge/experience of using TEACCH and PECS	AF,I
D8	Understanding of key characteristics of different types of learners (PMLD, SLD, MLD)	AF,I,R
D9	Team Teach training or equivalent	AF,C

AF	Application Form
C	Certificates
I	Interview
R	References
D	DBS disclosure

Additional information

References:

References will be requested prior to interview, unless there are exceptional circumstances, and the applicant does not give consent to do so. If this is the case, please contact us to discuss further if you do not consent.

DBS:

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis. Applicants will be required to complete a self-declaration form prior to interview.

Any offer of employment will be subject to receipt of a satisfactory Enhanced DBS Disclosure. For those who have lived or worked outside of the UK, the offer will also be conditional on satisfactory overseas checks.

Safeguarding:

Hartlepool Aspire Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. Everyone who comes into contact with children and vulnerable adults has a role to play in safeguarding them.
Safer recruitment checks will be carried out including online searches, in order to identify any issues that may need to be explored further at interview.

Referees will be asked for information regarding disciplinary offences and child protection allegations.

Pre-employment occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required. In some circumstances, an appointment with Occupational Health may be required to assess fitness for the role.

Equality:

We understand that some disabled applicants may, due to the nature of their disability, find some parts of the recruitment process challenging. We aim to ensure all applicants are provided with the same opportunities during this process and make reasonable adjustments where necessary. Should you require a particular adjustment, please ensure this is raised when confirming your availability to attend an interview.

Hartlepool Aspire Trust is an equal opportunity employer. We want to develop a diverse workforce and we positively welcome applicants from all sections of the community.

How to apply

Visits to the school prior to applying are welcomed. Please contact our HR team via jobs@catcote.co.uk

Application forms and further details are available at: www.catcoteacademy.co.uk/vacancies/

Personal information provided on application forms will be retained and used in accordance with the General Data Protection Regulations (GDPR) 2018 and other legislative provisions. Please review our Privacy Policy at www.catcoteacademy.co.uk/privacy-notice-job-applicants/

Please email complete application forms to: jobs@catcote.co.uk or post to: Catcote Academy, Catcote Road, Hartlepool, TS25 4EZ by the closing date specified.

Closing date for applications: Wednesday 22nd October 2025 (9 a.m.)

Interviews will be held: Friday 24th October 2025

Catcote Academy

A
Aspirational
S
Safe &
Happy
P
Proud
I
Inclusive
R
Resilient
E
Enriching
lives