

Learning Support Assistant

Candidate Information Pack

Closing Date: 9.00am, Monday 1st June 2026



Contents

Welcome from the CEO	3
Welcome from the Executive Headteacher.....	4
Learning Support Assistant	5
Job Description	6
Person Specification	8
How to Apply	9
Employee Benefits.....	10

Welcome from the CEO

Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a recently merged Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards is all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman



Welcome from the Executive Headteacher

Dear Applicant,

We are seeking to appoint a committed Learning Support Assistant to join our team. This is an exciting opportunity to join our school.

Laurence Jackson School is a genuinely comprehensive school serving the rural town of Guisborough and surrounding rural area. Students also choose to come to Laurence Jackson from south Middlesbrough. Whilst the school has a pupil premium that is broadly in line with the national average at 25%, our intake is wide ranging by nature, and we are proud of our very inclusive philosophy. In June 2024, Ofsted rated our school as Good.

The school is a larger than average 11 to 16 secondary school with 1240 on roll and PAN of 1250 and has been oversubscribed for the last three years. Student mobility is low. The school moved into a new building in 2016 as part of the Building Schools for the Future initiative. The new school provides an excellent learning environment.

We have a strong and committed staff team and are very invested in developing our staff and providing excellent opportunities for progression and development and offer a number of opportunities for progression both in the school and wider trust

Kind regards



Catherine Jukes
Executive Headteacher



Learning Support Assistant

Job Title: Learning Support Assistant

Location: Laurence Jackson School (Guisborough)

Start Date: September 2026

Actual Salary: £19,832 to £20,605 (Grade F, SCP 7 to 8)

Hours of Work: 32.5 hours per week, term time plus 3 (8.00am – 3.00pm, Monday to Friday)

Contract Type: Permanent

Closing Date: 9.00am, Monday 1st June 2026

Interviews: Thursday 11th June 2026

About the Role

We are seeking to appoint a Learning Support Assistant with responsibility for supporting the learning of identified SEN students, through a mixture of in class support and individual interventions. The successful candidate will join a well-established SEN team who work together to ensure children, regardless of need, achieve their academic potential by supporting the professional work of teachers.

About Us

We are a recently merged Trust, Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

What we have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click [here](#).

For further information on the school, please click [here](#).

How to Apply

Please make sure that the completed application form is returned via email to vacancies@laurencejackson.org addressed to Mrs C Juckes, Executive Headteacher.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

Safeguarding Notice

The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the rehabilitation of offender's act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

Laurence Jackson School is committed to safeguarding, for further information on the school's Safeguarding and Child Protection Policy please click [here](#).

Job Description

POST TITLE:	Learning Support Assistant
GRADE:	Grade F, SCP 7 to 8
REPORTING TO:	Educational Needs Co-ordinator
LIASING WITH:	AHT SENCo, Educational Needs Co-ordinators, Lead LSA's, Classroom Teachers
JOB PURPOSE:	To provide additional support for students.

MAIN (CORE) DUTIES	
Support for Students	<ul style="list-style-type: none"> • Utilise SEND Support Plans, EHCP documentation and Student Passports to support students effectively • Use specialist (curricular/learning) skills/training/experience to support students • Attend lessons and deliver Interventions as directed by the SENCo • Delivery of evidence-based structured interventions to complement and extend the teaching and learning in the classroom • Assist with the development and implementation of Individual SEND Support Plans and Student Passports • Establish productive working relationships with Students and Parent/Carers • Acting as a role model and setting high expectations to inspire excellence and develop independent learners • Promote the inclusion and acceptance of all students • Support students consistently whilst recognising and responding to their individual needs • Encourage students to interact and work co-operatively with others and engage all students in activities • Promote independence and employ strategies to recognise and reward achievement • Supervise and provide support for students, including those with special needs, ensuring their safety and access to learning activities and all aspects of school life • Review and maintain the Support Plans of assigned students through the termly SEN K Review evenings • Contribute to EHCP reviews at the direction of the SENCO/ENCo • To oversee assigned SEND students which includes support to meet SEND Support Plan targets, regular review of targets and be a point of contact for assigned Parents/Carers
Support for Teaching Staff	<ul style="list-style-type: none"> • Work collaboratively with the teacher to support students and to establish an appropriate learning environment • Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate • Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives • Provide objective and accurate feedback and reports as required, on student achievement, progress and other matters, ensuring the availability of appropriate evidence • Be responsible for keeping and updating records, contributing to reviews as requested • Undertake marking of students work and accurately record achievement/progress • Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour

	<ul style="list-style-type: none"> • Support with the implementation of Exam Access Arrangements in assessments and examinations
General	<ul style="list-style-type: none"> • Uphold and actively support the school's policies and procedures • Undertake any other duties which might reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms • Attend CPD as identified by the SENCo • Ensuring accurate and up to date information is on Provision Map as directed • Follow and uphold the LSA Standards
Safeguarding and Promoting the Welfare of Children and Young People	<ul style="list-style-type: none"> • To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers. • To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment in accordance with the current DfE statutory guidance for Keeping children safe in education.
Special Conditions of Service	<ul style="list-style-type: none"> • Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. • The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced criminal records bureau disclosure.
Equal Opportunities	<ul style="list-style-type: none"> • The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.
Other Specific Duties:	
<ul style="list-style-type: none"> • To actively promote the school's policies and procedures. • To play a full part in the life of the school community, to support its ethos and to encourage staff and students to follow this example. • To continue personal development as agreed. • To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate. • To undertake any other duty as specified by STPCD not mentioned in the above. 	

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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

Person Specification

Criteria	Essential	Desirable
QUALIFICATIONS/TRAINING	<ul style="list-style-type: none"> • Education to at least GCSE level in English and Maths (or equivalent) • Experience of working with students with additional needs • Qualifications and experience related to the post • ICT competence 	<ul style="list-style-type: none"> • Appropriate knowledge of Health & Safety and First Aid • Evidence of other appropriate qualifications • Qualified to NVQ 3 or equivalent qualification or experience
KNOWLEDGE & UNDERSTANDING	<ul style="list-style-type: none"> • Empathy and understanding of barriers children face • Some knowledge of SEN interventions • Ability to monitor and evaluate student progress alongside teaching staff 	<ul style="list-style-type: none"> • Good knowledge of the SEN Code of Practice and developing policies • The ability to give appropriate feedback to parents • Ability to plan and develop interventions
LEADERSHIP & MANAGEMENT	<ul style="list-style-type: none"> • Ability to work well with a variety of students • Work as part of a team • Able to show initiative • Good communication skills • Ability to promote self-confidence, self-esteem and good behaviour 	<ul style="list-style-type: none"> • Excellent communication skills • The ability to motivate students • To act independently • Support the work of colleagues
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Enjoy working with young people • Good interpersonal skills • Initiative, resilience and stamina • Well organised – able to prioritise/plan a day's work • Committed to continual personal development • Reliable 	<ul style="list-style-type: none"> • Excellent interpersonal skills • Problem solving • Self-motivated • Innovation, creativity and critical reflective thinking

How to Apply

Application forms and further details are available on the Trust's website -

www.sparkeducationtrust.org.uk

Please return your completed application form to vacancies@laurencejackson.org addressed to Mrs C Juckes, Executive Headteacher.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Confidential References

Two referees should be nominated, including one from your current/most recent employer - Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

Person Specification

Sets out the criteria to be used for the shortlisting process.

Closing date: 9.00am, Monday 1st June 2026

Interviews to be held: Thursday 11th June 2026

Employee Benefits

Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through www.greencommuteinitiative.uk which enables staff to access a new bike and bike equipment.

Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.