

# Learning Support Assistant

## Huntcliff School

### Candidate Information Pack

Closing Date: Friday 21<sup>st</sup> March at 9am



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# Welcome from the CEO

Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a newly 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 Headteacher

Dear Applicant,

We require a passionate, dynamic and committed Learning Support Assistant at Huntcliff School. This is an excellent opportunity for an ambitious and inspirational LSA to join our school within a dedicated team. The successful candidate will be an excellent practitioner who is committed to raising the aspirations and achievement of all students, particularly those most vulnerable students with additional needs.

This is an exciting time to join our small school within a dynamic and supportive MAT as it works collaboratively alongside the primary and secondary schools within the Spark Education Trust, striving to provide a world class education through seamless transition from Primary to Secondary and post-16 education.

Huntcliff School is a 'Good' school, and was recognised by Ofsted in June 2023 as having an ambitious curriculum for all, alongside excellent pastoral care. We share a site and some facilities with Saltburn Primary School, serving the community of Saltburn and the surrounding areas. We have established a culture of mutual respect within our inclusive learning environment, and we strive to inspire excellence; in terms of academic achievement, personal development, and the individual talents of every student. We deliver an ambitious curriculum and have high expectations for all, irrespective of their starting point.

Our school ethos centres around 'Be Ready, Be Respectful, Be Responsible - Inspiring Excellence' which is underpinned by our core values of respect, resilience, responsibility, honesty and kindness. We are looking for an inspirational team member who embraces our school values, is looking for a new challenge and wants to drive continued improvements in our school.

Kind regards



Lynsey Wilkinson  
Headteacher



# Learning Support Assistant

**Learning Support Assistant Level 2**  
**Maternity Cover – Until at least October half term 2025**  
**Grade F (Points 7 - 8) £17,922 - £18,207 actual salary range**  
**30 hours a week, term time plus 5 staff development days**  
**To start at earliest opportunity**

Huntcliff School is a popular school sharing a site with Saltburn Primary School on a joint learning campus. We wish to appoint a suitably qualified Learning Support Assistant to a very busy, successful team. At this time the school has 5 Learning Support Assistants who together with the Inclusion Manager and SENDCo work hard to support students with additional needs.

We have:

- A positive and caring ethos and working atmosphere.
- Friendly children, eager to learn and achieve.
- A committed, enthusiastic and supportive staff team.
- Excellent support from the Governing Body, the staff and parents.
- Opportunities for career development.

We seek to appoint a suitably qualified Level 2 Teaching Assistant – with experience of working with children who have cognition and learning difficulties ages 11 to 16, reporting to the Assistant Headteacher: SENDCo.

The successful candidate would be expected to have the knowledge and skills to support students with a variety of specific needs (academic, physical and behavioural) and would be expected to have full involvement with the wider aspects of school life and the local community.

**The successful candidate must have:**

- Experience of working in an educational provision and ideally relevant qualifications in Learning Support.
- A calm, understanding and friendly personality.
- The ability to manage behaviour and help students focus on any given task, encouraging students to interact with others and engage in activities led by the teacher.
- A professional, nurturing and resilient approach.
- Commitment and dependability within the workplace with ability to use your own initiative.
- An understanding of the National Curriculum expectations at KS3 and 4.
- The confidence to address conflict and challenging behaviour, once trained.
- The willingness to work flexibly and constructively as part of a team, providing day to day classroom support to the children and assisting with student behaviour as and if required in a supportive manner.
- The ability to establish good relationships with students, acting as a role model and responding to individual needs.
- The ability to help plan lessons by preparing materials and resources.
- The capability to work with Teachers and the SENDCo to ensure progress and development.

We are a newly 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.

For further information about the role, please email Mrs Dobson (PA to Headteacher): [fdobson@huntcliff.co.uk](mailto:fdobson@huntcliff.co.uk) or visit [sparkeducationtrust.org.uk](http://sparkeducationtrust.org.uk)

Send your completed application to: [vacancies@sparkeducation.org.uk](mailto:vacancies@sparkeducation.org.uk)

**Closing date: Friday 21<sup>st</sup> March 2025 at 09:00am**

**Interview Date: Tuesday 25<sup>th</sup> March**

The Spark Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance.

# Job Description

**POST TITLE:** Teaching Assistant Level 2

**GRADE:** F (SCP 7 – 8)

**REPORTS TO:** **Assistant Headteacher (SENDCo)**

**MAIN PURPOSE:** To work under the instruction/guidance of teaching/senior staff, to undertake work/care/support programmes, to enable access to learning for students, including those with SEN and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area.

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## **TASKS:**

### **SUPPORT FOR THE STUDENT:**

- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities
- Be aware of and implement Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with students and interact with them according to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under guidance of the teacher

### **SUPPORT FOR THE TEACHER:**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work
- Use strategies, in liaison with the teacher, to support students to achieve learning goals
- Monitor students' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on students' achievement, progress, problems etc
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers under teacher guidance
- Provide clerical/administrative support e.g. photocopying, typing, filing, administer coursework etc

### **SUPPORT FOR THE CURRICULUM:**

- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use

### **SUPPORT FOR THE SCHOOL:**

- Be aware of and comply with policies and procedures relating to Child Protection and safeguarding, health, safety and security, confidentiality and GDPR reporting all concerns to an appropriate person

- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Assist with the supervision of students out of lesson times
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to inclusion and to the elimination of behaviour and practices that could be discriminatory

**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.**



# Person Specification

**POST TITLE:** Teaching Assistant Level 2

**GRADE:** F (SCP 7 – 8)

	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in relevant training and development opportunities</li> <li>• NVQ Level 2 or equivalent qualification in relevant discipline OR appropriate experience</li> <li>• English &amp; Maths GCSE to grade 4 standard or equivalent qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid training or willingness to undertake appointed person certificate in First Aid</li> <li>• Safeguarding training</li> <li>• Training in the literacy/numeracy strategy</li> <li>• Training in Special Educational Needs strategies</li> </ul>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Recent and relevant experience of working with and/or caring for children within a specified age range/subject area, preferably within an education setting</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> </ul>
<b>SKILLS/ KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>• Ability to relate well to children and adults</li> <li>• Ability to work effectively within a team environment, understanding classroom roles and responsibilities</li> <li>• Ability to build effective working relationships with all students and colleagues</li> <li>• Ability to promote a positive ethos and role model positive attributes</li> <li>• Ability to work with children at all levels regardless of specific individual needs</li> <li>• General understanding of national curriculum and other basic learning programmes/techniques (within specified age range/subject area)</li> <li>• Experience of resources preparation to support learning programmes</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant knowledge of First Aid</li> <li>• Knowledge of Child Protection/Safeguarding</li> <li>• Equal Opportunities and recognising the nature of the diverse school community</li> <li>• Understanding of basic technology – computer, photocopier etc</li> </ul>

	<ul style="list-style-type: none"> <li>• Effective use of ICT to support learning</li> <li>• Good communication skills</li>   <li>• Be able to maintain confidentiality</li> <li>• Good listening skills</li> <li>• The ability to manage behaviour of children in a positive and supportive manner</li> <li>• Awareness and basic understanding of the school curriculum (within specified age range or subject area)</li> <li>• General awareness of inclusion, especially within a school setting</li> </ul>	
<p><b>PERSONAL AND PROFESSIONAL ATTRIBUTES:</b></p>	<ul style="list-style-type: none"> <li>• Friendly, approachable and professional manner</li> <li>• Calm approach</li> <li>• A commitment to working as part of the whole school team and supporting the vision and aims of the school</li> <li>• High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements</li> <li>• Ability to build and maintain successful relationships with students; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners</li> <li>• Demonstrate and promote the positive value, attitudes and behaviour they expect from the students with whom they work</li> <li>• Ability to liaise sensitively and effectively with parents and carers, recognising role in students' learning</li> <li>• Able to improve their own practice through observations, evaluation and discussion with colleagues.</li> </ul>	

# How to Apply

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

**[sparkeducationtrust.org.uk](https://sparkeducationtrust.org.uk)**

Please return your completed application form to [vacancies@sparkeducationtrust.org.uk](mailto:vacancies@sparkeducationtrust.org.uk)

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: Friday 21<sup>st</sup> March 2025 at 9am**

**Interviews to be held: Tuesday 25<sup>th</sup> March 2025**

# 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](http://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.