



INFORMATION FOR CANDIDATES

Grace Academy Darlaston

Learning Support Assistant

Deadline for Applications: 6th February 2026

TLT Scale F 6-7

(pro rata actual salary £22,927 - £23,292)

Term time plus one week

Flexible working will be considered

"Grace Academy Darlaston is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work."

Welcome from Henry Holland

Principal, Grace Academy Darlaston



Thank you for your interest in joining Grace Academy Darlaston, an 11-18 school that serves the community of Darlaston and the surrounding areas in and around Walsall. We are incredibly proud of our Academy and our community. We are proud of our happy students and staff, both of whom work together to achieve excellent results. Our mission is ongoing yet immensely rewarding. We work tirelessly to provide an excellent education for our students, with a focus on high standards and high aspirations.

Whilst our Academy is not a faith school, it does have a unique Christian Ethos based upon or five core values: *Grace, Respect, Integrity, Excellence and Potential*. We strive to uphold these values in all that we do and we are determined that our attitudes and actions reflect these each and every day.

Having recently been awarded the ACE School of Character Quality Mark, we have high standards in all aspects of learning and behaviour and set challenging targets for further career and personal development. We have a focus on learning and fun through a variety of extra-curricular and enrichment clubs, activities, special events and holidays. Our core set of values ensures that every student is given the opportunity to develop into confident, successful and happy young adults, ready to face the future.

We are rated by Ofsted as Good, with strong, focused leadership, the successful applicant will join a friendly, dynamic and supportive academy staff team who are wellbeing focussed. Further development opportunities are provided through internal and external CPD courses and academy training days.

The life in our academy and teamwork is very important to us and we hope you will be able to play a key part in that. We invite you to explore our website, visit our social media pages. and most importantly - come and visit. We look forward to receiving your application.

Henry Holland

Principal - Grace Academy Darlaston



Limitless **POTENTIAL** | Intentional **EXCELLENCE** | Mutual **RESPECT**
Genuine **INTEGRITY** | Amazing **GRACE**

An Introduction - Tove Learning Trust



EMPLOY
OVER
1,700
STAFF



EDUCATE
OVER
11,500
PUPILS

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross phase trust providing a high-quality education for over 11,000 children between the ages of 4 and 18. Within our family of schools we have four primaries, nine secondaries and two alternative provision schools.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes.

We aim to have academies that are excellent communities of learning where children thrive on success.

You will have access to a team of school improvement directors specialising in Maths, English, Science, Humanities, EYFS and SEND & Inclusion.

Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.

Employee Benefits:

- ✓ **Teacher & support staff pension schemes**
- ✓ **Continuous Professional Development (CPD)**
- ✓ **Training School Alliance**
- ✓ **Networking opportunities**
- ✓ **Specsavers Eyecare Voucher**
- ✓ **Flu vaccine**
- ✓ **Employee Assistance Programme (EAP)**
- ✓ **Medicash - Health Cash Plan:**

- 24/7 GP Appointments & prescription services
- Dental treatment
- Optical care
- Physiotherapy
- Skinvision - skin health tracker
- A range of essential healthcare expenses
- Exclusive discounts on shopping & travel

TOVE LEARNING TRUST SCHOOLS

West Midlands

- Grace Academy Coventry
- Grace Academy Darlaston
- Grace Academy Solihull

Northamptonshire and Milton Keynes

- CE Academy
- Elizabeth Woodville School
- Huxlow Academy
- Knowles Primary School
- Lord Grey Academy
- New Horizons Academy
- Rushden Academy
- Sponne School
- Stantonbury School
- Water Hall Primary School
- Whitefriars Primary School
- Wootton Primary School

Job Description

REPORTING TO:

SENCO

MAIN PURPOSE

Grace Academy Darlaston is a secondary Academy with approximately 1,100 students and 130 staff. This role exists to support the Academy in effective delivery of SEND provision. The post holder will be expected to participate in activities and initiatives across the Trust.

Main Duties

Teaching and Learning Support

- To attend lessons, providing effective learning support, as directed by the SENCO and classroom teachers.
- Plan and deliver targeted interventions to identified small groups, as directed by the SENCO.
- Support teachers to assess student needs and progress and use detailed knowledge and specialist skills to support learning and promote independence.
- Support the implementation of SEND strategies and accessibility plans across curriculum areas, ensuring inclusive practice is embedded.
- Monitor and support students with additional needs, implementing individual strategies or programmes.

Data, Progress, and Provision Planning:

- To assist the SENCO in planning the provision of SEND across the Academy.
- Work collaboratively with pastoral staff and year teams to identify barriers to learning and coordinate timely interventions and support.
- To be a key worker for students as allocated by SENCO, regularly reviewing the impact of their provision, their progress and liaising with teachers, subject leaders, parents and other stakeholders to ensure the best outcomes for students with identified as SEN or with EHCPs.

Professional Development and Staff Support

- To assist the SENCO in professional development of teachers and support staff in relation to SEND.
- Provide coaching or mentoring to other support staff to build capacity within the team.

Liaison with Parents and External Agencies

- To act as a key contact for parents of students with SEND.
- Liaise effectively with external professionals (e.g., Educational Psychologists, Speech and Language Therapists, Occupational Therapists) to ensure recommendations are implemented consistently.
- Draft key letters on behalf of the SENCO, including those for external agencies such as CAMHS.
- Contribute to whole-school initiatives related to inclusion, diversity, and student voice, particularly for students with SEND.

Qualifications

- GCSEs 4/C in English and Maths



Job Description

continued

Duties continued

EHCPs and Statutory Support

- To support in the application for statutory requests for EHCPs, utilising reports and information from a wide range of external agencies, as well as internal data.
- Assist in ensuring compliance with statutory responsibilities, including those relating to annual reviews, reasonable adjustments, and accessibility audits.
- To support transition planning for students with SEND across key stages or into post-16 provision.

Administrative and Operational Responsibilities

- Act on own initiative and with minimum guidance, to undertake research and compile relevant reports and documentation.
- To maintain appropriate records for students with SEND, including the scanning and uploading of key documents and reports.
- To screen and manage SEND referrals, deciding the most appropriate course of action.
- On occasions, undertake work outside normal office hours in order to meet the variable nature of workloads and deadlines.
- To carry out duties as directed during unstructured times.



Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Teacher - Grace Academy Darlaston

Person Specification

EDUCATION & QUALIFICATIONS	ESSENTIAL	DESIRABLE
Grade C or above in GCSE English and Mathematics (or equivalent)	✓	
KNOWLEDGE & EXPERIENCE		
Minimum of two years' relevant experience in SEND	✓	
Experience of delivering small group interventions and analyzing the impact.	✓	
Experience of data analysis.	✓	
Experience of screening and managing SEND referrals and deciding the most appropriate course of action.		✓
Building relationships with children and their parents, particularly the most vulnerable	✓	
Working and communicating effectively with relevant agencies	✓	
SKILLS & ATTRIBUTES		
Has the ability to communicate effectively with a variety of audiences demonstrating good interpersonal skills	✓	
Understands the importance of, and is able to create, a happy, challenging and effective learning environment across several subject areas	✓	
Is approachable, committed, enthusiastic, organised, patient and resourceful, with the ability to motivate and be a team player with a sense of humour	✓	
Good knowledge of current education trends and initiatives	✓	

How To Apply/ Recruitment Process

TO APPLY

To apply, please forward a completed application form together with a supporting statement (no more than two sides of A4) outlining your suitability for the role. Your statement should outline how you satisfy the qualification and experience elements of the person specification.

For candidates invited to interview, these responses will be explored further, together with the other elements of the person specification.

Please send your completed application by email to GADrecruitment@darlaston.graceacademy.org.uk

All applications will be acknowledged.

THE RECRUITMENT PROCESS

After the closing date, short listing will be conducted by a panel. You will be selected for an interview entirely on the contents of your application form, so please read the job description and person specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address
- Birth certificate and where appropriate any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are not sufficient.

**THE CLOSING DATE
FOR APPLICATIONS**
28th January

SHORTLISTING
29th January

INTERVIEWS
2nd February

FURTHER INFORMATION

Should you have any queries or issues with the dates outlined above or would like a confidential conversation, then please contact Beverley Beasley, HR Manager, on 0121 568 3300 (GADrecruitment@darlaston.graceacademy.org.uk).

Tove Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure and Barring Service (DBS) clearance check.

References may be taken up for all shortlisted candidates prior to interview, unless otherwise specified. The trust reserves the right to research shortlisted candidates on social media platforms and the internet, and the recruitment panel may take this information into consideration during the recruitment process.



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www.darlaston-graceacademy.org.uk GraceAcademyDarlaston GADarlaston

www.tovelearning.org.uk ToveLearningTrust ToveLearningTrust

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