KIRK HALLAM
COMMUNITY ACADEMY

JOB APPLICATION PACK

Learning Support Assistant

Salary: Scale 5, Point 12 – 17 (£29,542 - £32,046 pro rata, £22,281 - £24,169 actual per year)

Contract: Permanent, part time (32.5 hours) term time only

Closing Date: Monday 2nd November 2026 at 8am

Start Date: As soon as possible

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KIRK HALLAM
COMMUNITY ACADEMY

Welcome from the Head Teacher

Dear Applicant,

Thank you for your interest for this role at Kirk Hallam Community Academy.

At Kirk Hallam, we firmly believe that transformational learning experiences change lives.

Our motto 'Work Hard, Be Kind' underpins everything that we do and reflects our unwavering commitment to excellence. We have absolute conviction that great education is about striking a balance between an unashamedly ambitious curriculum and character development.

We encourage development of the whole child at Kirk Hallam Community Academy. Our students are rewarded for:

- **Respect** — being respectful of our environment and the people in it
- **Kindness** — kindness to peers, and treating others as you wish to be treated
- **Tenacity** — having a can-do attitude towards challenges
- **Communication** — speaking, listening and responding in a calm manner
- **Responsibility** — taking ownership of your actions

The right person for our team will benefit from full support and induction, CPD opportunities, a community facing ethos among staff and students, a staff wellbeing focus along with Nova Perks and the opportunity to join us at a pivotal time in our journey of improvement.

If this sounds like a role that suits you, then please refer to the person specification and job description for more detailed information on the position available.

I look forward to meeting you.

Chris Turner
Head Teacher

About Kirk Hallam Community Academy

Kirk Hallam Community Academy is a medium-sized 11–18 academy, situated in the Erewash area of Derbyshire. Our students are drawn from both rural and urban areas. The academy admits students into Year 7 from 15 local primary schools.

Culture

At Kirk Hallam, we have high expectations of all our students and we are a truly ambitious learning community. To be the best we can be, we take responsibility for the behaviours outlined in our 'Culture Code'. This initiative brings together our whole school vision, our common mission, the development of character, and provides absolute clarity of expectations.

We truly believe that an empowering and positive culture across our school is the key to its continued improvement. This all begins with taking responsibility, communicating positively, working hard and being kind.

We continue to raise our standards and the expectations of all students to ensure that they are equipped with the necessary character skills to be positive members of society, enabling them to enter the work force as employable and successful individuals.

These character traits are:

- **Respectful** — we expect our students to speak to staff and each other with respect.
- **Kindness** — we expect our students to be kind to themselves and each other.
- **Communication** — we expect our students to speak in a calm, polite manner, both in and out of the classroom and around the acaemy.
- **Responsibility** — we all make mistakes, but we expect our students to take responsibility for their actions and accept the consequences/sanction.
- **Tenacity** — having a can-do attitude to challenges.

Character cards are used to reward positive (and negative) behaviours when they are seen. Adults at Kirk Hallam show respect to our students through their high expectations, fairness and consistency.

Vision and values

At Kirk Hallam Community Academy, we firmly believe that transformational learning experiences change lives. Our motto 'Work Hard, Be Kind' underpins everything that we do and reflects our unwavering commitment to excellence.

We are unashamedly ambitious for all our students and believe that the development of the whole child is critical for their future success. A student's strength of character goes hand-in-hand with academic achievement and we believe that learning should be a transformational experience for every child.

The word 'community' is deeply important to us, and our community ethos is what makes the school a special place to be.

High aspirations, secure and trusting relationships and strong traditional ensure that all our students can thrive in a culture of kindness.

Pastoral

Kirk Hallam's pastoral system is based upon a year group structure, providing pupils with a focussed programme of activities relevant to their position on their journey through the secondary curriculum.

One of the most important threads of our pastoral programme is the information, advice and guidance given to pupils regarding their futures.

The progress and well-being of each cohort is overseen by a Head of Year and their team of tutors. These staff provide consistent daily mentorship through tutor time, assemblies, and other personal development activities.

We believe that it is crucial to inspire a sense of purpose in all of our pupils, regardless of whether that purpose will lead pupils down an academic or vocational pathway.

Enrichment

Crucial to every child's development is the wide range of enrichment opportunities that are offered across the school. We are committed to offering a wide range of cultural experiences for our students, which includes the development of our on-site farm.

Enrichment opportunities range from foreign residentials to educational day trips within the UK. Students have opportunity to be involved in our outdoor education programme including a visit to Lea Green Outdoor Education Centre and participating in the Duke of Edinburgh Award.

Within the curriculum, trips are offered including industrial visits with the D&T department, theatre performances with the English department and academy music and drama productions.

Other extra-curricular opportunities include after school creative arts clubs and a wide range of sporting clubs.

Job description

Post: Learning Support Assistant

Department/Faculty: Inclusion

Responsible to: SENCO

Specific Responsibilities

Provide teaching support to allocated students by planning teaching with the class teacher to achieve progression of learning through:

- Identifying clear learning objectives and determining how they will be supported and assessed
- Assisting in the setting of tasks which challenge students and ensure high levels of interest
- Setting appropriate and demanding expectations
- Setting clear targets, building on prior attainment
- Provide clear structures for lesson support maintaining pace, motivation and challenge
- Make effective use of assessment and ensure appropriate coverage of programmes of study;
- Ensure effective support and best use of available time;
- Monitor and intervene to ensure sound learning and discipline;
- Use a variety of supporting methods to:
- Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
- Use effective questioning, listen carefully to students, give attention to errors and misconceptions
- Select appropriate learning resources and develop study skills through library, I.C.T and other sources;
- Ensure effective support so that students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- Evaluate their own support methodology critically to improve effectiveness;
- Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.
- Occasionally, supervise whole classes during the short-term absence of teachers, primarily focused on maintaining good order and keeping students on task. The Learning Support Assistant will need to respond to questions and generally assist students to undertake set activities.
- Supporting children with interventions before and after school as appropriate.
- 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
- Supervising students arriving and leaving the school site
- Supervising students at break/lunch time on a duty rota
- Help administer and supervise examinations when required
- Providing first aid on a first aid rota- full training will be given

- Undertaking the activities with either individuals or groups of children to ensure their safety and facilitate their physical, emotional and educational development;
- Working to establish a supportive relationship with the children and parents concerned;
- Encouraging acceptance and inclusion of the child with special needs;
- Promoting and reinforcing the child's self-esteem;
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes;
- Providing feedback to students in relation to progress and achievement under guidance of the teacher.

Support the Teacher by:

- Carrying out home visits
- Assisting in the smooth transition between educational phases

Monitoring, assessment, recording, reporting to:

- Assess how well learning objectives have been achieved and use them to improve specific aspects of learning support;
- Monitor students' work and set targets for progress;
- Assess and record students progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving;
- Prepare and present informative reports to parents;

Other professional requirements – to:

- Have a working knowledge of teaching assistants' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Being aware of confidential issues linked to home/student/teacher/school work and to keep confidences as appropriate;
- Endeavour to give every child the opportunity to reach their potential and meet high expectations
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- Take responsibility for their own professional development and duties in relation to school policies and practices
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use
- Liaise effectively with parents/carers and governors
- Take on any additional responsibilities which might from time to time be determined

Person specification

	Essential	Desirable
Qualifications	• 5+ A*-C GCSEs including English and Maths or equivalent • Educated to A level or equivalent	
Experience	• Experience of providing support to young people with additional needs	• Experience of working with pupils in an education setting
Skills and knowledge	• Knowledge and previous use of AET progression framework and resources. • Knowledge of how to work effectively with young people who have special needs • Ability to prioritise tasks • Adaptable approach to work and confidence to respond and deal with unanticipated problems • Ability to work effectively as part of a team and a willingness to support others • Capability to work independently and use own initiative as and when required • Effective time management skills • Excellent record-keeping skills	
Personal qualities	• Outstanding communication skills • Approachable • Ability to remain calm in stressful situations • Ability to establish good working relationships with teaching staff and students. • Reliable and punctual • A commitment to safeguarding and promoting the welfare of young people	

Application details

Application forms

These can be accessed from the school website **www.kirkhallamacademy.co.uk**.
Wherever possible, please provide email addresses for your referees.

How to apply

Candidates should apply for this role through our website at **www.novaeducationtrust.net/careers**. Wherever possible, please provide email addresses for your referees. Click on the 'Apply' button and follow the instructions to upload Nova's application form and complete the online equal opportunities monitoring form*.

* *The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*

The closing date for applications is **Monday 2nd November 2026 at 8am.**

Interview

Interviews will take place within two weeks of the closing date. If you have not heard from us within two weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

Kirk Hallam Community Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior consent.

Child Protection statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. The procedures contained in this policy apply to all staff, volunteers and governors and are consistent with those of Nottinghamshire Safeguarding Children Board (NSCB).

Equal opportunities

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all colleagues.

Our commitment is to treat every individual how they would like to be treated. This is so that you experience a sense of inclusion, feel respected, valued, safe, trusted, and that ultimately, you belong.

If you would like to discuss any accessibility requirements for the recruitment process or the role, please contact **hr@novaeducationtrust.net** and we will be happy to discuss.

How we monitor recruitment

On application we will ask you to fill in an anonymised form which indicates your protected characteristics. This is you helping us to achieve our equal opportunities commitments.

We analyse Equalities information to look at trends and to see if our diversity initiatives are having an impact across our recruitment processes. Your data will help us measure our progress and understand where we need to act.

All Equalities data is anonymised and will be kept separate from your application form and will not be forwarded to the interview panel should you be selected.

Welcome from the CEO

Dear Applicant,

Thank you for your interest in working at the heart of **Nova Education Trust**. I hope that you will find this pack useful and informative in helping you to find out more about our organisation and to complete your application.

Since 2011, Nova Education Trust has successfully supported schools of all phases to secure improved educational standards. Over the last few years, our organisation has undergone a significant transformation and is unrecognisable culturally, educationally, financially and in governance terms from the organisation it was pre-2021.

Educationally, we go from strength to strength. 94% of our academies are now judged by Ofsted as Good or Outstanding, compared to 47% that weren't when they joined us. Nova's KS2 SATs performance is strong whilst Progress 8 and 5+ EM across all of the schools is currently ranked as one of the highest in the region. We are highly valued and respected by the DfE, the Local Authorities and other local trusts. This is testament to our brilliant pupils, staff and the communities that we serve. Our trust support and governance is strong and has been externally recognised as amongst the best in the sector and our organisation is financially stable. We understand and we believe that schools belong to their communities — the mission is the same, but the vision may look different in our range of contexts and settings.

We are committed to our vision, values, ambitions and principles, and we are determined to achieve our mission of creating transformational schools. We are looking for a talented and inspirational leader who is committed to transforming the lives of our learners, with the imagination, passion and experience to support and challenge us to even greater things in the service of our young people.

Nova Education Trust is an organisation that trusts and empowers its staff. Front and centre to this is our commitment to well-being and engagement because we believe in enabling people to be at their best. We are changing the way we support people to grow and develop, through 'coaching, not telling' — we now have over 150 professionally-trained coaches in the organisation and we have plans to train all middle and senior leaders. We think it's essential that colleagues can access excellent professional development and progression pathways which suit their individual needs. We pledge to lead the way with Diversity, Equity and Inclusion in our organisation. We will introduce new and innovative ways to increase the diversity of our workforce and continue to strive for an inclusive culture in which people have a voice and can contribute, feel a sense of belonging and are able to be themselves.

It is such a pleasure and privilege to lead such a talented group of staff who are forever looking for new and innovative ways to make us even better, each and every day. I am so proud of what we have achieved so far but I know that we can do even better, despite the challenging educational landscape that we find ourselves in. We have a highly skilled, experienced, dynamic and diverse board. They are so supportive yet professionally challenging and there is a great synergy and trust between the board and the executive team.

If you have got a sense of humour, drive, energy and enthusiasm to make us even better then we'd love to hear from you. This is a fantastic opportunity to join a values-driven trust at an exciting stage in our development.

Further information can be found at **novaeducationtrust.net/careers**.

A. Rahman

Ashfaq Rahman
Chief Executive Officer

About Nova Education Trust

As a cross-phase Multi Academy Trust, we create compelling school cultures where all are motivated to aspire and grow.

We establish aspirational, purposeful, celebratory and inclusive learning cultures for pupils, staff and our wider community.

We are committed to excellence; we are confident about our future and determined to achieve our aims.

Our mission is to create transformational schools.

Our family is currently made up of 19 academies (six primaries, 12 secondaries and one sixth form college), which includes our two partner schools in the Madani Schools Federation in Leicester.

The trust is growing and has plans to expand into other areas and regions in the very near future.

We also run a successful School Centred Initial Teacher Training (SCITT) programme making us a key player in the region by developing new teachers and providing training and development programmes for existing teachers and support/operational staff throughout their careers.

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Our values

We work with **honesty**, **integrity**, **humility** and **professionalism**.

We **trust** and are **loyal** to each other — we demonstrate a selfless commitment in all that we do.

We **innovate** and **influence** — we create opportunities for sharing and learning, and we pioneer civic collaborations.

We all **learn** together in our **vibrant**, **creative**, **diverse** and **inclusive** family of schools.

We are highly **ambitious** — staff and learners believe through **kindness** and **hard work**, all can succeed and grow.

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Our principles

Excellence: We will always aspire for excellence in all that we do by showing courage, heart, determination, hard work and discipline. We want excellence to become a habit.

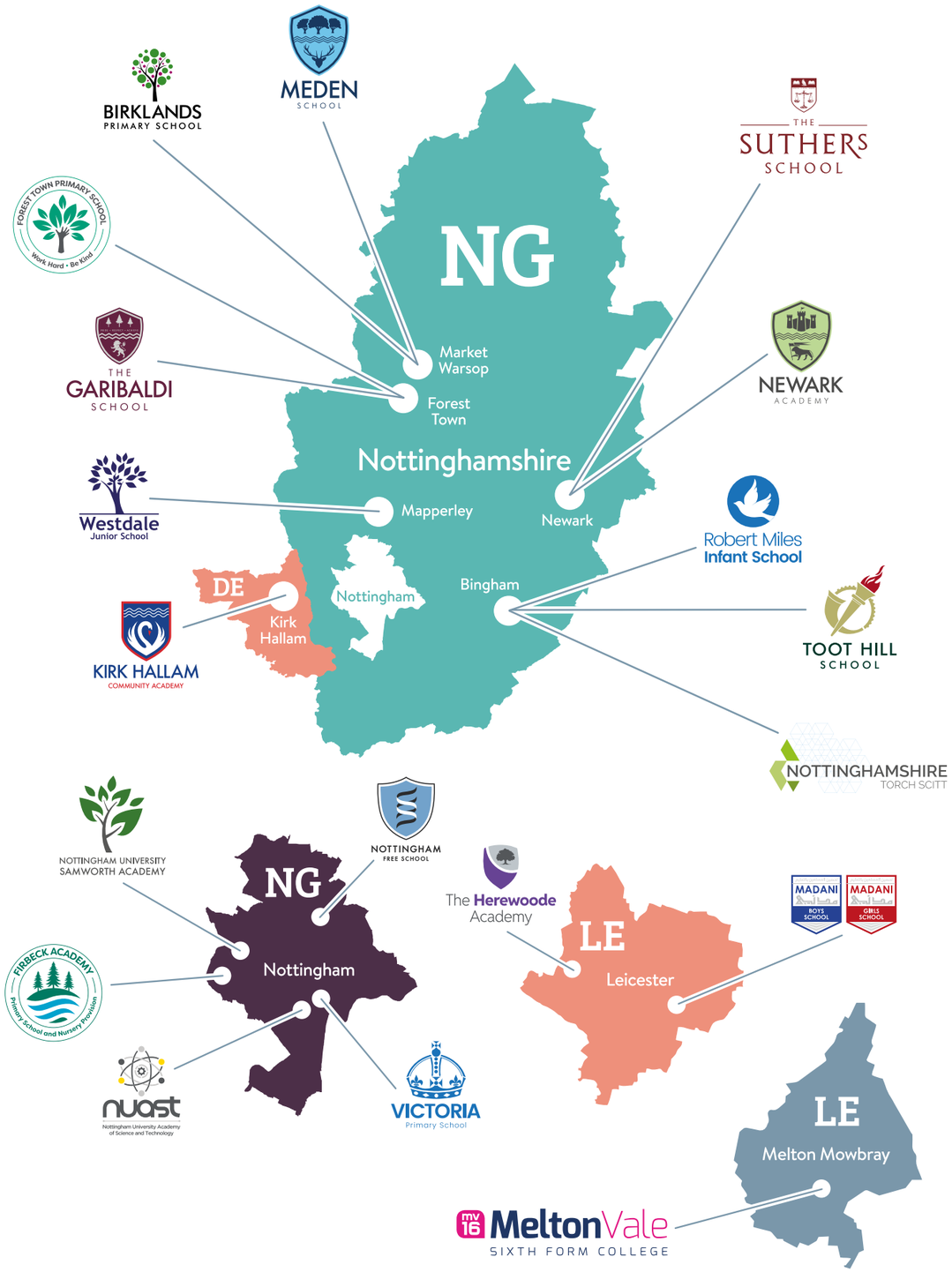
Partnership: By listening to our whole communities, opening conversations and providing opportunities for everyone's voice to be heard.

Expertly trained and professional staff: By investing in the professional development of all our staff so that they become experts in their professions.

Trust and empower all staff: By demanding that we act with honesty, integrity, clarity, rigour and simplicity in all that we do.

Focus on learning: An exceptional curriculum and highly effective pedagogy at the heart of all that we do, ensuring our strategy is evidence informed.

Our family



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Our central team

We employ a skilled cohort of colleagues to provide specialist support to our family of schools to enable them to be operationally sound and to provide capacity for them to focus on teaching and learning and leadership development.

Our central team is based at the University of Nottingham Innovation Park (UNIP) on the Jubilee Campus as the central hub of all of our schools.

The Executive Leadership Team, with the CEO, meet weekly to support the development and improvement of the trust and deliver three Head Teacher training and briefing sessions as scheduled throughout the academic year.

We employ circa 40 colleagues across the **central team**.

We pride ourselves on our vibrant and dynamic team and foster a sense of collaboration and connectedness through our daily interactions, weekly briefings and our purposeful and deliberate Away Days.

We operate an informal hybrid model of working, which includes working on-site from the head office, school visits and remote working through our Dynamic Working Policy.

Supporting our colleagues

We're proud to offer an exciting, dynamic and collegiate place to work. Our colleagues are dedicated to having an impact and they make a lasting difference to the lives of our children and young people.

We nurture a culture within our trust where everyone feels respected, valued, safe, trusted and ultimately have a sense they belong. We feel, it's that sense which enables people to be their best selves, to grow and succeed as highly competent professionals and add transformational value.

We put well-being and engagement front and centre:

- You'll have access to regular check-ins with your line leader, to discuss how things are going and to talk about what's important to you.
- You'll have opportunities to directly influence trust plans for well-being and engagement.

We develop leaders who:

- Actively listen, communicate clearly, invest time in coaching and nurturing talent, and recognise your contributions.
- Cultivate supportive and inclusive teams who are open and committed to learning from each other, sharing different ideas and practices.

We will encourage and support you to develop and grow:

- Ensuring you have access to focused growth conversations so you can develop both personally and professionally.
- Facilitating trust wide professional networks and communities where you can draw on expertise and collaborate with like-minded and diverse talented colleagues.
- Providing opportunities to network with colleagues outside of the trust as part of our commitment to civic collaboration.

Providing access to range of fantastic benefits through 'Nova Perks', including:

- Bike scheme
- Technology scheme
- Motorsave
- Lifestyle benefits
- Instant discounts
- Savings club
- Workplace ISAs
- Financial planning
- Financial education resource module
- Peer-to-peer
- Lift-share
- Car salary sacrifice
- Health cash plan
- Gym scheme
- Healthy living resource module

Nova Perk Day

In addition to our standard leave provision, we offer all colleagues the opportunity to take one paid '**Nova Perk Day**' per academic year. This can be taken during term time for any chosen reason. This is in support of our continued commitment to colleagues to achieve a healthy work-life balance.

Sick pay

All colleagues are entitled to a generous sick pay entitlement depending on their continuous service.

Pension

All colleagues are auto-enrolled into the relevant pension scheme. LGPS for support staff and Teachers Pension for teaching staff.

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