St Wilfrid's
Church of England Academy



Salary:	NJC 5–NJC7 - £26,427 - £27,274 pro rata, actual salary £18,468 - £19,060
Contract:	30.42 per week, term time plus 3 days
Closing Date:	Monday 30th November 2026

LEARNING SUPPORT ASSISTANT - LEVEL 2

WELCOME

DOMINE DIRIGE NOS

Thank you for expressing an interest in the Level 2 Learning Support Assistant (LSA) post. This pack is intended to provide you with specific information regarding the position and how it will help support students within the Academy, however if you have any other queries, please contact the Academy.

The purpose of this position is to help students overcome identified barriers to learning so that specific needs can be accommodated, and students can progress to become confident and successful learners.

It is essential that all LSAs see themselves as champions of SEND students; being able to advise staff on the specific needs of each student and how best to use this information to inform both quality-first teaching and the subsequent assistance needed. As a Level 2 LSA, you will support the students in our care in various ways. On occasions this maybe within a classroom, whilst at other times this could be working with students in small groups or on a 1:1 basis.

To be successful in your application, you must demonstrate that you are focused, resilient and good-humoured, have experience of working in a team and be digitally literate. It is also essential that you possess excellent communication skills and are extremely motivated, whilst displaying good interpersonal skills. You will need to quickly adapt to new working environments and possess high levels of emotional intelligence to be effective in this role.

If you were to be successful in your application, you would be joining an Academy which strives for excellence. We benefit from purpose-built accommodation with excellent facilities. All in all, it is a wonderful place to work, learn and worship. Our vision is 'Lord Direct us to Live Life to the Full', rooted in John 10:10. Whilst Learning, we are Inspired and develop our Values through Experiences as each member flourishes. We aim to raise aspirations, realise potential and develop well-rounded successful teachers and young people.

The Academy is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced Disclosure and Barring Service certificate check, checks of the relevant barred/ prohibition lists and also a right to work check. This post is ideal for graduates exploring if a career in education is the right path for them professionally, or for people who wish to work within school hours and holidays as part of family life.

If you believe that you can make a difference and improve the self-esteem, independence, and confidence of some of our more vulnerable learners then I would warmly welcome your application.

Please submit the Support Staff application form, which can be downloaded from the Academy website along with a letter of application of not more than two A4 sides, detailing how your experiences to date qualify you for the post. This should be sent to knightingale@saintwilfrids.com.

The closing date for the receipt of applications is 9am Monday 30th November 2026.

I look forward to receiving your application.

Yours faithfully,

Mrs V Michael
Principal



ABOUT THE ACADEMY

St Wilfrid's Church of England Academy provides a faith-led education for 11 to 18 year olds serving the Borough of Blackburn with Darwen and parts of Pennine Lancashire. We seek to provide an excellent education based upon a strong Christian foundation, as we develop all who work, learn and serve in our community. Our Academy is exceptionally diverse and inclusive. Our students and staff, whilst united by the Christian ethos of the school, have a wide variety of backgrounds and beliefs.

We benefit from extensive purpose-built accommodation with excellent facilities. The Academy was rebuilt on this site in 2003 and benefits from modern, spacious accommodation. The new Thrive unit for pupils with SEMH opened in September 2023.

As an Academy, we seek to embrace research driven pedagogy whilst maintaining a balance with traditional practice to bring about excellent examination success. All students have an electronic device for independent learning and we have an iSpace room for immersive learning. Visitors to St Wilfrid's comment on the calm and purposeful environment, the friendly nature of our students and the welcoming nature of our staff.

We enjoy strong links with local churches, Primary Schools and Blackburn Cathedral where we gather for eucharist each term, and our traditional Nine Lessons and Carols service at Christmas.

Overall, St Wilfrid's Church of England Academy is a wonderful community, and a place committed to the growth and development of its staff and pupils.

Scan to watch a video of staff sharing why they love working at St Wilfrid's.







OUR VISION

Lord direct us to *live* life to the full

Our vision statement for the Academy derives from two places:

1) Our motto '*Domine Dirige Nos*', which translates to '*Lord Direct Us*'; and
2) A verse from the 10th chapter of the gospel of John, which reads:
"The thief comes only to steal and kill and destroy; I have come that they may have life, and have it to the full."

We believe that this life should be lived out to the full, through direction and guidance from the Lord. Our hope is that the daily experiences within the Academy enables students to develop holistically; growing in character and valuing all others.

l	i	v	e
learn	inspire	value	experience

Students will ***learn*** values through academic study and everyday interactions. They will be ***inspired*** by the spiritual and enriching out-of-lesson experiences, and in turn, inspire hope in others. Students will become stronger, well-rounded and content individuals who ***value*** themselves and others. They will be given opportunities to develop and ***experience*** a fully-inclusive environment.

Learn more about our christian ethos, vision and values here





JOB DESCRIPTION

PURPOSE

To support students within a classroom, in small groups or on a 1:1 basis. To advise staff on the specific needs of students and how best to use this information to target appropriate support.

RESPONSIBILITIES

- Provide support to students, including those with special needs. This may include toileting and assisting with the personal care needs of a student where appropriate, implementing personal programmes including social, health, physical, hygiene, first aid and welfare matters
- Develop a portfolio of strategies and use these effectively so that each student engages with their learning
- Establish good working relationships with students, acting as a role model and being aware of and responding appropriately to individual needs
- dvise staff so that they understand the barriers to learning that students may face within the classroom and are therefore able to plan learning sequences which are suitably differentiated
- Collate student records, inputting data as required, ensuring these are kept up to date
- Support teaching staff as they create and maintain a purposeful, orderly and supportive environment
- Promote good student behaviour, dealing promptly with conflicts / issues and encourage students to take responsibility for their own behaviour
- Prepare, maintain and use equipment / resources required to meet the lesson plans / learning activities and assist students in their use
- Mount and display student work in consultation with the teacher
- Provide some clerical support for teachers e.g. photocopying, filing, production of work sheets for agreed activities
- Administer routine tests and contribute to the invigilation of examinations as requiredManage one's own workload and that of others to allow an appropriate work life balance
- Actively take part in the Academy's Staff Appraisal Process
- Undertake personal development and improve one's own practice through training and CPD (as appropriate), observation, evaluation and discussion with colleagues and use this to support others
- Work as part of a team and support the roles of other team members
- Actively promote the Christian ethos of the Academy
- Be aware of, and comply with, policies relating to Child Protection, Health and Safety, Confidentiality and Data Protection, reporting all concerns to a nominated person
- Assist with the Academy's internal audit procedures and Health and Safety checks
- Engage in the Academy's procedures for quality assurance and self-evaluation
- Contribute to the overall work and ethos of the Academy
- Attend and participate in meetings as required
- Assist with the supervision of students out of lesson time when required by carrying out break/lunchtime duties
- Accompany teaching staff and students on visits, trips and out of Academy activities as required and take responsibility for a group under the supervision of a teacher
- Actively promote the Academy in the Community
- Contribute to the wider life of the Academy e.g. House System
- Foster positive, professional relationships with staff and students

- Present themselves in a professional manner
- Be committed to the safeguarding of children and young people
- Treat people fairly, equitably, with dignity and respect, to create and maintain a positive culture within the Academy

Employees will be expected to undertake any other duties and responsibilities as required that are covered by the general scope of the post and any other reasonable duties at the request of the Principal.

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

The Academy 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, in consultation with you, may be changed by the Principal.

REWARDS AND BENEFITS

- NJC pay scale: NJC 5 – NJC7 - £26,427 - £27,274 pro rata, actual salary £18,468 - £19,060
- Term time plus 3 days.
- Potential for a job share.
- Local Government pension scheme.
- Access to Employee Assistance programme offering free confidential support on a range of issues such as work, wellbeing, money, health and legal advice.
- Excellent opportunities for continuous professional development and support to develop your career.

SAFEGUARDING

St Wilfrid's Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
QUALIFICATIONS	
• 5 good GCSEs (or equivalent) including English and Mathematics	• Further Level 3 or above qualifications: A-Levels or level 3 Vocational • Degree in relevant subject
EXPERIENCE	
• Be able to work effectively within a team • Be able to produce reports in a timely manner and carry out basic administrative tasks	• Have experience of supporting students with SEND • Have experience of supporting students with challenging behaviour • Have experience of supporting students, specifically to improve their literacy or numeracy skills
SKILLS AND ABILITIES	
• Be able to relate to young people • Be able to supervise and assist students • Have good communication, numeracy and literacy skills • Have good IT skills, particularly in the use of Microsoft packages • Have good organisational skills	• Have comprehensive knowledge of classroom roles and responsibilities • Have a first aid certificate or be willing to undergo training to achieve this • Have a knowledge of the SEND Code of Practice
PERSONAL QUALITIES	
• Be able to actively support and promote the Christian Ethos of the Academy • Have the ability to establish good working relationships with staff and other stakeholders • Have the ability to form and maintain appropriate relationships and personal boundaries with students • Be a team player used to working collaboratively • Be willing to undergo training as necessary • Have energy, ambition and enthusiasm for oneself and the students in your care • Have a commitment to an inclusive ethos with the belief that 'every student counts' • Be adaptable and resilient • Be flexible with an ability to respond to emerging initiatives which support students learning • Be proactive in supporting colleagues • Possess a good sense of humour Be professional in relation to conduct, appearance, punctuality and attendance • Be willing to attend relevant CPD and support the CPD of others	

HOW TO APPLY

CLOSING DATE: 9AM MONDAY 30TH NOVEMBER 2026

Please submit the Support Staff application form, which can be downloaded from the Academy website, along with a letter of application of not more than two A4 sides, detailing how your experiences to date qualify you for the post. These should be sent to Mrs K Nightingale via **knightingale@saintwilfrids.com**.

We look forward to receiving your application.

