

# Learning Support Assistant – Level 2 (Temporary)

## Candidate Information Pack

**Closing Date: 12.00pm, Friday 5<sup>th</sup> June 2026**



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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 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 in 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,

I would like to take this opportunity to thank you for your interest in the post Learning Support Assistant at Saltburn Primary School. We are seeking to appoint an enthusiastic and talented Learning Support Assistant who has the vision and drive to make a significant impact across the school and is committed to making a difference to the lives of our children.

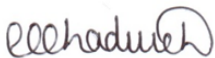
Saltburn Primary School is a family school with dedicated staff and a supportive Local Governing Committee, proudly standing at the heart of our coastal community. We are committed to building strong relationships with our families to enable all of our children to flourish. As part of our school ethos to 'Nurture, Inspire, Achieve', we expect and teach our pupils to behave in a responsible manner, both to themselves and others, show consideration to others, have a positive attitude to learning and respect others at all times.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Saltburn Primary School and Spark Academy Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Kind regards,



Caroline Chadwick  
Headteacher

# Learning Support Assistant – Level 2 (Temporary)

**Job Title:** Learning Support Assistant – Level 2 (Temporary)

**Location:** Saltburn Primary School

**Start Date:** September 2026

**Actual Salary:** £18,019 to £18,723 (Grade F, SCP 7 to 8)

**Hours of Work:** 30 hours per week, term time only (Monday to Friday)

**Contract Type:** Temporary (to 31<sup>st</sup> August 2027) in the first instance.

**Closing Date:** 12.00pm, Friday 5<sup>th</sup> June 2026

**Interviews:** Friday 12<sup>th</sup> June 2026

## About the Role

We seek to appoint an outstanding member of staff who can provide support to an individual pupil who requires 1:1 support. The post holder will be a flexible team member with excellent literacy, numeracy and communication skills with a calm, approachable manner and a passion to motivate pupils to succeed. They will be willing to undertake any additional CPD needed to support the pupil.

## 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 application form is completed and returned via email to [office@saltburnprimaryschool.co.uk](mailto:office@saltburnprimaryschool.co.uk), addressed to Mrs Caroline Chadwick, 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 Offenders 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.

Saltburn Primary 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 – Level 2

**Grade:** F (SCP 7 – 8)

**Contract:** 30 hours per week (term time only), temporary to 31<sup>st</sup> August 2027 in the first instance.

**Reports:** Class Teacher

**Core Purpose:** To provide support to an individual pupil, on both a 1:1 basis as well as in small group situations, under the direction of the class teacher, to enable the pupil to fulfil their academic potential. The post holder will be a flexible team member with excellent literacy, numeracy and communication skills with a calm, approachable manner and a passion to motivate pupils to succeed. They will be willing to undertake additional CPD.

## **Main Duties:**

### **Meeting the needs of the individual**

- Support the learning & wellbeing needs of a child with SEND.
- Support the high- quality teaching, learning and pastoral needs of the individual across the curriculum.
- Provide support in such a way that the pupil is able to feel independent but timely interventions have a positive impact on health, well-being and learning.
- Feedback to class teacher any observations relating to the pupil's well-being and mental health as well as any information relating to progress or behaviour for learning during lessons.
- Maintain a close and effective home/school partnership.
- Effectively support transition.

### **Supporting the wider work of the school**

- Comply with school policies and procedures related to child protection and safeguarding, health and safety, inclusion and SEN, Disability Equality Duty, Information Sharing and Data Protection
- Contribute to the school's strategic planning and performance management processes
- Support teachers in the administration of examinations and tests
- Contribute to maintaining pupil records
- Escort and supervise the pupil on educational visits

### **Working with colleagues**

- Support and maintain collaborative, productive working relationships with school staff and professionals from external agencies
- Contribute to and support the work of the year group/phase team
- Liaise with the individual, their parents/carers, teachers and practitioners from external agencies to support pupil's learning and wellbeing needs.
- Take responsibility in developing your own continuing professional development.
- Undertake any other duties commensurate with the post, as allocated by the Head Teacher.

### **Support for the pupil**

- Supervise and provide particular support for the pupil, ensuring their safety and access to learning activities
- Be aware of and implement SEND plans
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils 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 pupils 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 pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers under teacher guidance
- Provide clerical/administrative support e.g. photocopying

**Support for the Curriculum:**

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

**Support for the school:**

- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils 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 pupils out of lesson times
- Accompany teaching staff and pupils 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 Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory

**SAFEGUARDING - and Promoting the Welfare of Children and Young People**

- 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**

- 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**

- 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.

**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:** Learning Support 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>• Requirement to complete DCSF Teaching Assistant Induction Programme</li> <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>• First Aid training or willingness to undertake appointed person certificate in First Aid</li> <li>• Child Protection training</li> <li>• Training in Special Educational Needs strategies</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children with communication and interaction SEND</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.</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 pupils 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</li> <li>• Equal Opportunities and recognising the nature of the diverse school community</li> <li>• Understanding of basic technology – computer, video, 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>• Good numeracy and literacy 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 pupils; 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 pupils; 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 pupils with whom they work</li> <li>• Ability to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning</li> <li>• Able to improve their own practice through observations, evaluation and discussion with colleagues.</li> <li>• Good command of the English Language</li> </ul>	

# How to Apply

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

[www.sparkeducationtrust.org.uk](http://www.sparkeducationtrust.org.uk)

Please make sure that the application form is completed and returned via email to [office@saltburnprimaryschool.co.uk](mailto:office@saltburnprimaryschool.co.uk), addressed to Mrs Caroline Chadwick, 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, Friday 5<sup>th</sup> June 2026**

**Interviews to be held: Friday 12<sup>th</sup> 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](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.