



# Great Malvern Primary School

Part of the Mercian Educational Trust

## Learning Support Assistant Level 2

**February 2025**

**Closing Date: 28th February 2025**

**Start Date: ASAP**

**Headteacher : Sarah Green**

**CEO: Dafydd Lawday**



**WORKING TOGETHER FOR SUCCESS**



## Contents

<b>Contents</b>	<b>Page</b>
Information from Headteacher	2
The Recruitment Process	4
About the School	5
Job Description	7
Person Specification	9
Employee Benefits	13



## Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the post of Learning Support Assistant supporting children with an EHCP at Great Malvern Primary School, part of the Mercian Educational Trust. We are a growing and ambitious school with the most amazing children and a fantastic and supportive staff team who offer our pupils engaging and inspiring learning opportunities every single day.

We are looking for an experienced Learning Support Assistant to join our team who understands the importance of working in this way and is fully supportive of our vision and values. Someone who will demonstrate that they can offer our community commitment and skill to enhance the experiences and enable our ambitious learners to meet their full potential across the curriculum.

If you want to find out more about our school, you may choose to view our website <https://www.greatmalvernprimary.com/> or our very active social media feeds. Visits to the school are welcomed - it would be a pleasure to meet you and to show you around our wonderful school.

Yours faithfully,

Sarah Green

Headteacher



## On a daily basis you will:

- Assist students to follow behaviour and learning programmes.
- Challenge and motivate students to promote self-esteem.
- Provide support for students in a flexible manner on re-integration to mainstream lessons.
- Assist students to access their curriculum work in a smaller setting.
- To use clearly structured teaching and learning activities, to interest and motivate pupils and advance their learning.
- Contribute to the preparation of teaching resources that meet the diversity of pupils' needs and interests.
- To monitor pupils' responses to learning tasks and modify your approach accordingly.
- To organise and manage safely the learning activities, the physical teaching space and resources for which responsibility has been assigned.
- To build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and be concerned for their development as learners.
- Work on the targets from the Education Health Care Plans.



**WORKING TOGETHER FOR SUCCESS**



## The Recruitment Process

### Closing Date: 28th February 2025

All applicants are required to fully complete the Mercian Educational Trust application form which can be found on the [MET website](#). Completed applications should be emailed to our School Office at [GMPSoffice@metacademies.org.uk](mailto:GMPSoffice@metacademies.org.uk) or delivered to the school office. Applications in any other format will not be accepted.

Applicants must enclose details of two references. These must be recent; usually one will be a current employer who can comment on your suitability to work with children, however, if this is not possible, this can be a previous employer. We ask that friends and relatives are not named to provide a reference. We will ask for references from all short-listed candidates and require both references to be received before the interview. We may contact any previous employer listed on your form to clarify any information.

Shortlisting will be based on the applicant's suitability for the post linked to the job description and person specification. Please ensure your application matches these requirements. The closing date is Friday 28th February at 12:30pm. Applicants will be invited to interview via email following shortlisting, with the interview date planned for Tuesday 4<sup>th</sup> March.

Please contact our School office on 01684 574219 or via email at [GMPSOffice@metacademies.org.uk](mailto:GMPSOffice@metacademies.org.uk) for further details or if you have any questions.

*Mercian Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

*All positions are subject to child protection screening appropriate to the post, which will include an Enhanced Disclosure and Barring Service (DBS) check for the children's workforce and a Children's Barred List check*



**WORKING TOGETHER FOR SUCCESS**



## About Our School

Great Malvern is a growing primary school that has a nurturing and forward-thinking philosophy. We are proud of our inclusive ethos and value all members of our school community. We aim to give all children an excellent start in life by ensuring they receive an outstanding education and have the opportunity to undertake a wide range of experiences.

As an early academy convertor, we are one of the founding schools in Mercian Education Trust, a small Trust comprising of five Worcestershire schools, over 6 sites and one Herefordshire school.

Our local community is mostly settled, and there are strong family connections with the school. It is not unusual for parents, grandparents, and even great grandparents of pupils to have attended Great Malvern. A large majority of staff employed in school have either attended Great Malvern, had their own children in school, or live close by.

We are proud of the way our learners are prepared for the next phase of their education and beyond, promoting our *ALIVE* curriculum model which encourages Aspirational, Linked, Inclusive, Varied and Engaging learning, enhanced by a balanced and interesting enrichment programme of additional experiences and visits.

Great Malvern School has powerful global links with Martinshamba Primary School in Tanzania, and this makes a direct contribution to our creative and enriched curriculum.



**WORKING TOGETHER FOR SUCCESS**



## About Our School



Key Information about our school	
Type of school	Primary School
Age Range	2 year 9 months to 11 years
Location	Lydes Road, Great Malvern
Trust	Mercian Educational Trust
Number of children	345
Number of classes	15
Average class size (primary)	24
Last Ofsted Inspection	Good Grading
% eligible for Pupil Premium Funding	60%



## Job Description

**Job Title: Learning Support Assistant**

**Salary Scale Point: TA 2 £15,448.86**

**Employer: Mercian Educational Trust**

**Closing Date: 28th February 2025**

**Interview Date: 4th March 2025**

**Starting Date: ASAP**

**Hours: 26.25 hours**

### Job Purpose

We are looking for an experienced Learning Support Assistant to start with us. Keen to work with our team we are looking for the successful candidate to bring with them a sense of team work and enthusiasm. Working alongside our class teachers and other TAs in school you will support children in class to enable them to engage fully with school life and prepare them for the next stage of their learning journey. The role will involve working with children in small groups and on a 1:1 basis as well as supporting with whole class activities.

This role will be supervised by classroom teacher, a designated supervisor, and/or SENDCo

**This post requires the ability to perform a role that involves frequent contact with children**

**This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020**

**You must be able to perform a role that involves constant contact with children**



**WORKING TOGETHER FOR SUCCESS**





## Generic Responsibilities

Under the direction of and within an education plan provided by the classroom teacher:

- Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of pupils.
- Use specialist skills to foster the intellectual and social development of children.
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with educational, physical or emotional special needs.
- Undertake those activities necessary to foster the intellectual and social development of children.
- Within competence to assist the teacher in the delivery of educational and developmental work programmes.
- To monitor and report individual children's progress, achievements, problems and developmental needs to the classroom teacher or designated supervisor as appropriate.
- Assist the classroom teacher in the planning of work programmes for individuals and groups of children.

## Specific Responsibilities- TA2

Work with children who with an EHCP supporting them with learning activities, transitions and for specific including both 1:1 and small group interventions.



WORKING TOGETHER FOR SUCCESS



## Person Specification

### Experience and Education

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Experience	Essential	Desirable
Experience of working with groups of children to deliver high quality interventions and support	✓	
Excellent classroom practitioner and commitment to make learning engaging	✓	
Experience in working alongside class teachers	✓	
Positive handling training completed		
Training in supporting children with SEND		
Experience of Phonics	✓	
Experience of supporting children with additional needs.	✓	
Education and qualifications		
Maths & English GCSE qualifications at Grade C	✓	
Relevant professional qualification at Level 3	✓	
3 years experience of working in the care of children	✓	

WORKING TOGETHER FOR SUCCESS



## Person Specification Skills and Attributes

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Skills and Attributes	Essential	Desirable
Ability to work with mixed ability groups.	✓	
Supporting the policies, practices and ethos of the school	✓	
Understanding of behaviour management techniques for groups and individuals	✓	
Excellent interpersonal skills	✓	
Excellent organisational skills and ability to prioritise	✓	
Have a passion for learning and for enabling pupils to develop as enthusiastic learners	✓	
Commitment to safeguarding and promoting the welfare of children	✓	
Flexible/resilient and able to respond with good humour to the unpredictable	✓	





## Person Specification Skills and Attributes

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Skills and Attributes	Essential	Desirable
Ability to make positive and professional relationships with all members of the school community	✓	
Ability to meet deadlines and respond positively to high expectations	✓	
A friendly and approachable style, while maintaining professional boundaries	✓	
Excellent organisation skills but the ability to be adaptable and flexible	✓	
Ability to be calm and resilient when under pressure	✓	
Excellent time-keeping	✓	



WORKING TOGETHER FOR SUCCESS



## Person Specification Safeguarding

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Personal Qualities	Essential	Desirable
Ability to perform a role that involves constant contact with children	✓	
Ability to perform a role that requires engagement in regulated activity relevant to children.	✓	

**This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020**

**You must be able to perform a role that involves constant contact with children**





## Benefits of Working with Mercian Educational Trust

### Salary Sacrifice Schemes

Cycle to work, Electric Vehicle Leasing, and Tech Benefits

### Employee Health Assistance

Our employee assistance programme gives you access to confidential, independent, and unbiased information and guidance 24/7. Employees also have access to the Wisdom App which supports wellbeing and mental health.

### Career Progression

We want to encourage the career progression of our employees wherever possible, and we support staff who wish to move between our schools and the central teams when suitable roles arise.

### Pension

As a teacher, you will automatically enroll into the Teachers' Pension Scheme. As Support Staff, you can opt-in to the Local Government Pensions Scheme – one of the most competitive on the market.

### Collaboration

All employees have opportunities for collaboration, CPD and access to support from the central team. Teaching staff also have opportunities for guidance in all areas of the curriculum and assessment and sharing good practice.

### Eye tests and Flu Jobs

All employees can access free eye tests and annual flu jab.

### Free Car Parking

All employees have access to free car parking on or near the school premises.

### Childcare – Wraparound discount

Employees can access wraparound care provided at any of our schools at a reduced rate of 50%. Please note: Discounts do not apply to Nursery provisions.



**WORKING TOGETHER FOR SUCCESS**