Two Bridges
Academy

CANDIDATE PACK
LEARNING SUPPORT ASSISTANT

Two Bridges Academy has a clear sense of purpose and our vision and values are at the heart of everything we do.

Letter from the Head Teacher

Dear Candidate,

Thanks for your interest in joining Two Bridges Academy. As a new and growing academy we have a range of opportunities for people who are passionate about making a difference for children and young people with complex SEND, and for their families.

We are seeking candidates who can align with our vision of *'achievement and well-being through excellence'*, and who want to join a team of like-minded professionals working collaboratively to deliver that vision. You will be joining an ambitious specialist academy that seeks to challenge and support each and every pupil so that they can achieve their full potential.

Please read on to find out more about the academy and our planned growth. We hope you will be excited by the opportunities we can offer and we look forward to your application.

Carrie Osmond

Joining Two Bridges Academy Means

- A welcoming and supportive school community

- An environment of supportive, sustainable school improvement and a culture of reflection

- A committed, motivated and compassionate team who inspire each other to be the best they can be

- Pupils who inspire and encourage us to achieve the best possible outcomes

- Excellent training and CPD and a network of support within Enable Trust

- Opportunities for career progression within the Trust

- A free employee assistance programme.

Contextual Information

Enable Trust Schools

School Name	Culverhill School	New Siblands School	Two Bridges Academy	Pathways Learning Centre	New school opening 2027	Trym Valley Opening date TBC
Location	Yate	Thornbury	Alveston	Downend	Cheltenham	Southmead
Age Range	7-16	2-19	2-19	5-16		
Place numbers	135	120	112	170	200	164
Designation	Complex Learning Difficulties	Severe Learning Difficulties & Profound and Multiple Learning Difficulties	Severe Learning Difficulties & Profound and Multiple Learning Difficulties	Alternative Provision	Complex Learning Difficulties	Complex Learning Difficulties

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Investing In Our People

We are committed to the growth, well-being and excellence of our staff. Our dedicated and highly skilled workforce is growing to support our expansion. We have 255 employees, increasing to approximately 350 within a year. We are proud of our team culture, home-grown talent, SEND expertise, cross-trust working, and our employee retention.

At Enable Trust, we are deeply invested in cultivating a positive and supportive culture where everyone can thrive both professionally and personally. We take immense pride in our staff and are investing heavily in professional development and succession planning. This ensures our talent management is aligned with our strategic needs and provides all team members with access to meaningful career progression opportunities and high-quality CPD.

Staff well-being is a key priority for us. We actively listen to our employees to understand what matters most and continuously enhance our offer to support their needs. In line with our strategic objectives and growth trajectory, we are also updating our Workforce Plan to ensure we have the capacity and capability to deliver on our vision effectively.

Role Overview

Learning Support Assistant

32.5 hours per week, Monday to Friday, 8.45am-3.45pm, term time only plus 6 Inset Days, Permanent.
Learning Support Assistant (LSA) Actual Salary: £21606 - £24223
Full Time Equivalent (FTE) £28598-£32061, per annum, plus generous sick pay and pension scheme.

About Us:
Two Bridges Academy is a specialist SEND school that opened in September 2024 and, in a short time, has established an exceptional educational offer for our pupils. As we move towards our final phase of growth in September 2026, we are now seeking to expand our team by appointing an outstanding Learning Support Assistants.

We specialise in supporting young people with severe learning disabilities (SLD) or profound and multiple learning disabilities (PMLD). Pupils may also have co-existing conditions such as autistic spectrum condition (ASC) or complex medical needs.

We are looking for Learning Support Assistants who understand the needs of pupils with these complex SEND needs and share our passion for fostering a learning environment which nurtures, challenges and celebrates every pupil.

Role overview:

As a Learning Support Assistant, you will have a vital role in making a positive impact on the lives of our students and their families. Working alongside the class teacher, TA and other LSAs, you will help implement our holistic curriculum, which is designed to support students in achieving their planned goals, improving communication and social skills, accessing therapeutic support, and overcoming barriers to learning.

You will play a key role as part of the class support team assisting in the delivery of learning to small groups, and taking a proactive role in preparing activities and supporting pupils to navigate the school day.

You will be instrumental in recognising and capturing the progress each pupil makes and sharing information with the class teacher.

Why join us?
- We are a positive and energetic team that values support and collaboration.
- You will contribute to the growth and development of a new expanding school.
- You will work in a purpose built provision with specialist facilities.
- You will receive a comprehensive programme of induction, training and support.
- Daily Staff Professional Time (non-contact time) is built into your contracted hours.
- Most importantly, you will gain memorable experiences of supporting pupils to learn and develop

Job Description

Job Title:	Learning Support Assistant
Salary/Range:	Support Staff Grade 9, Scale points 12 to 19
Location:	School-based
Line Manager	Class Teacher or member of Senior Leadership Team
Responsible for:	N/A
Important Functional Relationships: Internal/External	Other school and trust staff, parents/carers.

Expectations of the Postholder:

Enable Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment.

Main Purpose

Under the general direction of the Class Teacher, engage in a prescribed range of activities to support the educational and developmental needs of pupils, to assist teachers in the management and maintenance of classroom resources, and to contribute to the supervision and welfare of pupils throughout the school.

Key Responsibilities

The particular duties of the LSA will be determined by the class teacher and will be arranged to meet the needs of the particular school and/or pupil(s) being supported. This will include working with pupils with an Education and Health Care Plan (ECHP). Activities may be undertaken within the classroom or in an alternative location.

a) To engage in learning activities with individual pupils or groups of pupils to reinforce and extend appropriate aspects of teacher input.

b) To assist the class teacher with the implementation of the school curriculum. Evaluation of teaching activities.

c) To supervise whole class groups on an occasional basis where this is appropriate to cover the short-term absence of a teacher and where the school has established relevant support and referral arrangements.

d) To assist pupils with the proper and effective use of teaching materials, aids and resources, including the use of ICT applications.

e) To contribute to the planning and evaluation of teaching activities and the monitoring of pupil progress in liaison with the class teacher.

f) To contribute to the production and preparation of teaching and display materials, including the preparation and/or modification of teaching materials to meet the needs of individual pupils or groups of pupils.

g) To understand and respond positively to the physical, emotional and/or behavioural needs of pupils and to encourage participation and independence.

h) To support designated pupils with special needs through delivery of appropriate aspects of the Individual Education Plan (I.E.P), and to participate in reviews, as required.

i) To attend to pupils' personal needs, including social and health training, hygiene and basic first aid (this may include administration of medicines by agreement and subject to any appropriate training being provided, and the wearing of appropriate PPE as required).

j) To contribute to effective team practice by attending and participating as appropriate, in staff meetings and in-service training. To contribute to the support provided to less experienced Teaching Assistants, parent helpers and students on work experience placements.

k) To contribute to the supervisory arrangements for pupils during breaktimes and on out-of-school activities.

l) To promote and reinforce school policies, practices and procedures, including an understanding of child protection and health and safety responsibilities.

m) The postholder will also be expected to act as an adult role model and support school policies when dealing with pupils or visitors to the school.

Safeguarding

Safeguarding and child protection have the highest possible profile across our Trust. All post holders have a responsibility to ensure children and young people are protected from harm. In order to fulfil this requirement, the post holder must:

- Be subject to an enhanced Disclosure and Barring Service (DBS) check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.
- Complete an induction which includes safeguarding and child protection procedures and guidance.

- Promote and safeguard the safety and welfare of children in accordance with the trust's Safeguarding and Child Protection and Behaviour Management policies.
- Behave in a way which fully promotes the school and trust's safeguarding ethos. The post holder will be expected to act as an adult role model and support school policies when dealing with pupils or visitors to the school.
- Undertake regular training organised by/for the school/trust in relation to safe handling of children and safe management of children who may exhibit challenging behaviour and operate according the school and national procedures in relation to this, taking guidance from staff that hold specific responsibilities for these areas.
- Report any concerns regarding safeguarding and child protection to the Designated Safeguarding Lead immediately.

Dimensions

- The Learning Support Assistant will not have direct budgetary or staff supervisory responsibility, although some support will be given to Teaching Assistants.

Job context

- Learning Support Assistants make a significant contribution to the education and well-being of pupils through working with individual or groups of pupils supporting the classroom teacher to deliver specialised education provision.

Supervision

- General direction and work expectations will be provided by the relevant teacher. The Learning Support Assistant will be expected to be capable of working independently with individual pupils or groups of pupils either within the classroom or at some other location.

Problems & decisions

- The postholder must exercise responsibility for the welfare and safety of pupils at all times, intervening where necessary to ensure safe and proper conduct.
- When working with groups or individuals, the LSA may regulate pupil tasks within the framework established by the relevant teacher, making modifications to timing and content to reflect progress made etc.
- The LSA may exercise delegated discretion over rewards/sanctions in appropriate cases.
- Appropriate resources or modifications to classroom materials may be produced in liaison with the relevant teacher.

Contacts

- Daily involvement with teaching staff, other support staff and pupils of the school
- Special needs work will normally involve occasional contact with LEA staff, including psychologists or other specialists.

- Contact with parents and other school visitors, including students on work placements.

General

- To undertake professional development and enhance subject and specialist knowledge as appropriate.
- The post holder has a responsibility for their own health and safety at work and that of others ensuring they have received adequate training for any activities they undertake as part of their job role.
- To make a positive contribution to the life of the school and the trust.
- To carry out other appropriate activities as directed by the Headteacher.
- To be accountable to the Headteacher in all of these aspects.

Core Expectations

- Staff should recognise that as the Trust develops, job roles may need to change focus and job descriptions will be reviewed accordingly. Staff need therefore to be flexible in their approach to accommodate the changing needs of the Trust and to participate fully in professional development which supports this.
- All staff in Enable Trust must adhere to and actively support school and trust policies.

Special Notes or Conditions

The postholder may be required to undertake:

- Lifting of non-ambulant pupils using lifting aids and manual handling techniques
- Dealing with personal welfare and hygiene of incontinent pupils
- Pushing wheelchairs, buggies and other mobility aids on school premises and off-site
- Operating hoists after appropriate training
- Using Team Teach techniques after appropriate training

In special schools, some challenging behaviour by pupils may be experienced, and the special needs of the pupils may present emotional and physical demands not common to mainstream schools.

Use of computer and other communication aids will be required to support teaching and learning activities.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive definition of the post but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. In addition you may be expected to take part in any other reasonable duties which may be required.

Person Specification

Essential	Desirable	Evidence From
Qualifications and Training		
A good standard of general education, to include literacy and numeracy skills equivalent to GCSE English & Maths Grade C or 4	Training in the appropriate age range or curriculum area Training relevant to SEND education e.g. Makaton, Team Teach and positive behaviour approaches, communication boards.	Application Form Certificate
Experience		
Experience of supporting people	Experience of working with children or young people in an educational context. Experience of working with children or young people with SEND Understanding of the learning and support needs of pupils with SEND Experience of completing formatted records e.g. annotating learning records, recording safeguarding concerns	Application form Supporting statement References Interview
Personal Attributes and Skills		
A commitment to the aims and values of our school Good interpersonal skills with both adults and children Ability to work under the direction of others and to be proactive Ability to work flexibly and respond positively to change Ability to maintain own resilience Ability to maintain confidentiality Willingness to undertake further professional development	Ability to use ICT to support pupils' learning and keep records	Application form Supporting statement References Interview

How to Apply

Please complete an application form, including a supporting statement. In your statement, ensure you outline your reasons for applying, how your skills and experience equip you for the role, and how your application aligns with the job description and person specification.

Please note: We do not accept applications by CV.

All applications must be made online via the Eteach website.

We are an equal opportunity employer that values and promotes diversity. We do not discriminate and embrace individuals from any background, gender identity, race, age, sexual orientation, physical or mental ability, ethnicity, or any other aspect that makes them unique.

Enable Trust is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. We expect all staff and volunteers to share this commitment.