



School Support Worker

September 2025 start

31.25 hours per week, Term-time only (38 weeks)

£18,030 to £19,646 (dependent on service and experience)



Welcome from the CEO of Central England Academy Trust



Thank you for your interest in joining Central England Academy Trust as School Support Worker at Higham Lane North Academy.

This is an exciting and unique opportunity to be part of the opening and shaping of a brand new 11-16 school.

Our growing Trust currently consists of a diverse family of four schools in the Nuneaton area: a primary special school, a secondary special school and two mainstream secondary schools. We have a fifth school – a primary special school in Birmingham - joining us in September 2025.

Our Trust's core values summarise what is important to us and what we actively promote:



working together and with others to achieve the very best for the staff, pupils and families that we serve.



recognising the individuality and uniqueness of our staff and pupils, and that we do not all start from the same place. We strive to provide all of our staff and pupils with what they need in order to have equal access to opportunities, to thrive and to succeed.



to be ambitious for all of our staff and pupils and have the highest expectations of them, supporting them to achieve to the very best of their potential.



ensuring that everyone in our MAT feels safe and supported in all that they do.

I hope this application pack provides you with the information needed to consider applying for this position, and I wish you every success with your application.

Best wishes

A handwritten signature in black ink, which appears to read "A. Dickinson".

Andrew Dickinson
Chief Executive Officer

Employee Benefits of working at Central England Academy Trust

We strive to be an employer of choice, and are committed to ensuring our employees feel valued, appreciated and at the heart of what we do.



We have a number of core benefits which include:

Professional Development

- We support all our schools and services to offer professional development that is rooted in the evidence of what improves teaching and learning
- We listen to what your career aspirations are and how we can support you within your role
- We provide Trust-wide CPD in key areas, including SEND, behaviour and teaching and learning
- We support staff in accessing a wide range of qualifications, including Diplomas, Masters and National Professional Qualifications (NPQs)

Appraisal

- Our staff appraisal focuses on supporting our employees to be the very best they can be. There is no performance-related pay in our Trust, and we put staff at the heart of what we do so they can put children at the heart of what they do

Apprenticeship Levy

- As a large employer we pay into the Apprenticeship Levy Fund and are therefore able to offer a wide range of apprenticeships to both new and existing staff.

Pension Schemes

- A contributory pension scheme relevant to your role: Teachers' Pension Scheme for teaching staff, and the Local Government Pension Scheme for non-teaching staff.

Employee Support Schemes

- Subsidised eye care for extended VDU users
- A Gym Membership Scheme
- A Cycle to Work Scheme
- An Employee Assistance Programme, providing practical and emotional support.
- An Employee Benefits Scheme, offering discounts on everyday essentials
- A Health Cash Plan benefit, providing reimbursements for various health-related expenses, including dental treatments, optical care, physiotherapy and more

School Support Worker



Main Purpose:

We are seeking a flexible, proactive, and enthusiastic School Support Worker to join our team. This is a varied and rewarding role providing both general classroom support across all subjects and specific assistance within our Science and Design Technology (DT) departments. The successful candidate will play a vital part in the daily operation of lessons, helping staff deliver high-quality learning experiences.



How to apply

Please complete the Application Form, as well as the Equality Details Form, that you will find on the School's website (www.hlna.co.uk) and email them to jobs@hlna.co.uk, indicating in the message title the post you are applying for. If you would like to have a chat about this post, please contact Kirstie Robinson, Headteacher Designate, on 024 7638 8123.

The closing date for applications is midday, Thursday 3rd July 2025
Interviews will likely take place the following week.

Please address the following points when completing the 'Additional Information' section of the application form: -

- Why you would like to work at Higham Lane North Academy
- Why you feel your personal qualities and experience make you an excellent candidate for this position.

About Higham Lane North Academy



‘Everyone will excel through our high expectations and high levels of care and support. Higham Lane North Academy is a school where everyone is included and everyone belongs.’

Kirstie Robinson
Headteacher

We are aspirational and ambitious for the children of Higham Lane North Academy. We are committed to, and believe very strongly, that our pupils are given the very best education with which to build the foundations of their futures.

Our core values of wisdom, pride, integrity, compassion and kindness will be the foundation of every policy, interaction and decision at Higham Lane North Academy between all members of staff, pupils and within the community. The North Way, based on supportive routines and expectations for success will be palpable throughout the school, meaning that teachers can flourish and thrive as they educate our pupils to be the best they can be.

Why be a key part of Higham Lane North Academy?

We hold a strong commitment to supporting you to be the best that you can be as a professional. Not only will we continue to support your ongoing professional development, but we are unwavering in our commitment to provide you with the opportunity to be valued as an integral part of a team with your contributions recognized and celebrated within a culture of wisdom, pride, integrity, compassion and kindness.

The first year and beyond at Higham Lane North Academy

In the first year we will be a fairly small team of approximately 18 – 20 teaching and support staff. As more pupils join the school, inevitably the team will grow. The first year provides us with a unique opportunity to work closely together and beyond subjects to support each other.

Your Environment

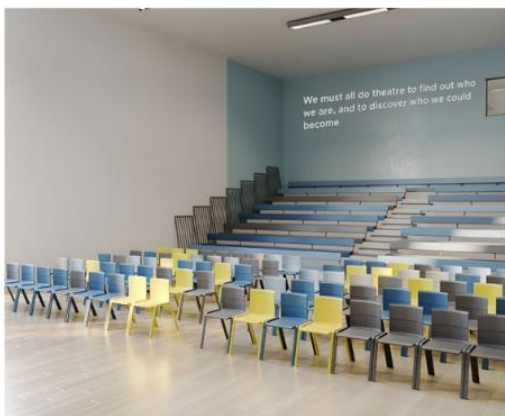


The school building and grounds

Higham Lane North Academy's building and grounds have been planned to create a learning environment that will provide high-quality educational provision, academic excellence, exceptional pastoral care and personal development in a school that will be at the heart of the community. Our convenient location provides easy access from the new Northern Link road that will link new housing developments in the north and east of Nuneaton, from the A5, and by bus. There will also be a dedicated walking/cycling lane along the new access route and a secure compound for bike storage.

The impressive, state of the art facilities include:

- An impressive assembly hall
- A well-stocked library and learning space
- Designated staff work room areas with facilities
- IT-rich classrooms
- Spacious dining hall with outdoor canopy
- Drama studio
- Dance studio
- Curriculum habitat areas
- Outdoor learning spaces
- Indoor sports hall
- Four outdoor tennis/basketball/volleyball/netball courts
- Four outdoor multi-use pitches for sports such as rugby, football and athletics plus a grass running track around the largest of these with capacity for field events
- Outdoor amphitheatre
- Separate optional entrance for children with SEND
- Designated SEND garden
- Meadow grass planting and flowering lawns creating an ecological corridor across the site





HLNA is a school where everyone belongs and everyone is included.



HLNA staff will benefit from:

- 01** A supportive, collaborative working environment that places staff workload and wellbeing at the heart of all working practices.
- 02** A clear behaviour and praise policy that enables all teachers to teach, and all pupils to learn effectively with a highly visible and supportive senior leadership team. This includes a centralized detention system, ensuring that you are fully supported with your practice.
- 03** A commitment to an ambitious, broad and balanced knowledge curriculum that is highly considerate of teacher workload and wellbeing, particularly around planning, assessment and feedback.
- 04** Research-based teaching and learning practice and strategies developed with workload and wellbeing in mind. Alongside this you will work within an environment that has a genuine passion and enthusiasm for teaching and learning that will enable you to thrive and flourish within the classroom.
- 05** Weekly CPD opportunities with a careful balance between whole-school, subject and personal priorities to be even more effective.
- 07** Opportunities to obtain professional qualifications and develop your career over the coming years in a growing school. We will provide bespoke career stage training such as NPQH and ELP (Exemplary Leadership Programme).
- 08** The opportunity to work with a highly experienced, effective, forward-thinking and ambitious senior leadership and Trust team.
- 09** A supportive senior leadership and trust team that will regularly seek your feedback to hear your views on what is going well, and how we can be even more effective, giving you control over your work practice and contributions.
- 10** The opportunity to work collaboratively with other schools within our Trust, particularly with Higham Lane School and Oak Wood Primary and Oak Wood Secondary Schools.

Duties and responsibilities



- Teaching Assistance and Support:

- Assist teachers in delivering engaging and effective lessons across various subjects as required.
- Support individual students and small groups under the guidance of teaching staff to ensure their learning needs are met.
- Provide classroom cover when needed, including supervising pre-prepared lessons in the unplanned absence of a teacher. e.g. sick leave or other emergency leave of absence or be planned, e.g. attendance at INSET or other professional development activity or a medical appointment.
- Assist with the preparation of teaching materials and resources.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students within the classroom, encourage them to interact and work co-operatively with others and engage all in activities.
- Implement school strategies and procedures and monitor and provide for the care, safety and welfare of students.
- Support individuals or groups during independent /group work, e.g. explain tasks, reinforce key objectives/concepts or vocabulary, use practical apparatus, support less able pupils, extend/challenge more able, keep pupils on task, interested, motivated, and engaged.
- Assist with the development and implementation of IEPs/behaviour plans.
- Carry out lunch time duties as determined by the School's needs at the time.
- Undertake manual handling training.
- Supervising a whole class to undertake set work / activities and can include introducing and closing the class, keeping students engaged in learning.
- Invigilation and preparation for examinations or controlled assessments as and when necessary.
- Undertake admin tasks as appropriate and co-ordination of displays as directed.

- Science and Design Technology Support:

- Support Science and DT staff in preparing, setting up, and dismantling equipment and materials for practical lessons.
- Maintain cleanliness, organisation, and safety within prep rooms and teaching spaces.
- Ensure all practical activities are carried out safely and in line with relevant health and safety guidance.
- Assist in the inventory management of tools, materials, and chemicals, including ordering and restocking supplies as required.
- Provide in-class technical support during practical activities when appropriate.

Person Specification

Personal Qualities



Essential:

- Strong interpersonal and communication skills.
- A willingness to be flexible and adaptable to meet a variety of support needs.
- Ability to work both independently and as part of a team.
- Good organisational skills and attention to detail.
- Basic understanding of Science and/or Design Technology practical work.
- A commitment to promoting a safe and inclusive learning environment.

Desirable:

- Experience working in a school or educational setting.
- Experience working with young people.
- Knowledge of health and safety procedures relevant to Science and DT classrooms.
- Relevant qualifications (e.g, Teaching Assistant qualification, lab technician experience, or health & safety training).

Why Join Us?

- Supportive and welcoming team environment.
- Opportunities for professional development and training.
- Make a meaningful impact on students' education and school experience.



**Every child at HLNA will
have a champion.**



Higham Lane North Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be subject to an enhanced DBS check and will also be taken through the School's vetting procedure. Higham Lane North Academy is also strongly committed to protecting personal data. Our Privacy Notice, which can be found under the GDPR section on the School website, describes why and how we collect and use personal data and provides information about individuals' rights.



Build Progression

01



2024

June

- Lift shafts poured
- Section A steels in place
- Staircases installed
- Drainage installed for school and pitches
- Final fences starts to be installed

02



2024

July

- Steels completed through out
- Concrete slabs laid
- Roof started (insulation and sealing)
- Building insulation (interior walls) installed.
- New road to school started

03



2024

September

- Section A internal partitions started
- Window installation started
- Roof being sealed
- Final concrete slab laid
- Building insulation (interior walls) continued
- New road being built

04



2024

November

- Brick work continued
- Internal boarding finished
- Skimming of walls started
- Wall colours, carpets and blinds chosen

05



2025

January

- Solar panels fitted to roof
- Walls plastered
- Car park area prepped
- Gates installed
- Walk-in fridge and freezer installed in kitchen

06



2025

March

- Walls have been plastered
- Car park bricks laid
- Base coat of paint applied in rooms
- Gold cladding added to the exterior
- Lifts installed



[Contact Us](#)

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www.hlina.co.uk

