



Trinity  
Academy  
Whitehill



# Recruitment Pack

## Specialist LSA

Discover, Wonder, Grow - That's the Whitehill Way.



[whitehill.trinitymat.org](http://whitehill.trinitymat.org)

# A welcome from our Principal



**Dear Applicant,**

Thank you for your interest in the **Specialist LSA** position at **Trinity Academy Whitehill**. We hope the information provided supports and inspires you as you consider joining our team.

Whitehill is a wonderful place for children, staff, and families, and we are looking for the right person to help strengthen our dedicated team. It's an exciting time to join us, with our new 2-Year-Old Provision launching in September 2026 and the continued growth of our SEND provision, Evergreen, ensuring every learner's needs are met.

Our strongest-ever outcomes in Summer 2025 and our very positive OFSTED report in April 2025 highlight the rapid progress we're making. We are proud of our journey toward becoming an exceptional school and the first choice for local families.

We are committed to providing a high-quality, inclusive education where every child is supported to thrive academically, socially, and emotionally. High expectations, a rich curriculum, and a culture of reflection and growth sit at the heart of our work.

Staff development is equally important to us. You will benefit from high-quality professional learning, collaborative practice, and a culture that values innovation and evidence-informed approaches.

If you are a passionate, reflective practitioner who shares our values and ambitions, we would be delighted to receive your application. Trinity Academy Whitehill is a rewarding place to work, where you can make a real difference as part of a supportive, forward-thinking team.

We look forward to welcoming you to our open event and receiving your application.

A handwritten signature in black ink that reads "Chris Kimberley". The signature is written in a cursive style.

**Chris Kimberley**  
**Principal**



## About Trinity Academy Whitehill

We are proud to be the fourth primary academy to join the Trinity MAT family of schools. Based in the heart of Illingworth, Halifax, we're perfectly placed - with Bradford, Leeds and Huddersfield all within easy reach.

From age 3 in our Nursery to Year 6, children grow with us every step of the way, with many moving on to a Trinity secondary school. Our curriculum and culture are designed to help every child discover, wonder and grow, ensuring they leave us confident, curious and ready for the next stage of their journey.

Our Trinity MAT values of **Empathy, Honesty, Respect** and **Responsibility** underpin everything that we do. As part of Trinity MAT, our staff are able to regularly collaborate with colleagues and foster a supportive and hardworking team.



# What we offer our staff

High-quality training and professional development



Dedicated pastoral support to help you manage behaviour

Access to our Employee Assistance Programme



A visible and supportive Leadership Team

A rewarding role where you make a real difference every day



A refreshed, modern school environment with recently upgraded facilities

There are many benefits to working at Trinity Academy Whitehill, where the wellbeing of staff and pupils sits at the heart of our culture. You'll join a thriving, welcoming school community with fantastic facilities and an environment that supports you to grow, contribute, and feel valued.

# Current vacancy: Specialist LSA



## What You'll Bring to the Team

Founded in 2025, Evergreen is a growing, forward-thinking provision within Whitehill, where we remove barriers to learning and celebrate every child's individuality. By joining us, you'll bring compassion, adaptability and a thoughtful, personalised approach to supporting children with a wide range of emotional, behavioural and learning needs.

Working closely with the class teacher, you will play a key role in shaping a calm, safe and consistent environment where pupils feel understood, valued and ready to learn. Your calm, patient approach will help build the secure, nurturing foundations that support our pupils to thrive. You'll help adapt lessons and routines, provide targeted support and use your understanding of each child to respond sensitively to their needs. Through strong, trusting relationships, you will support pupils to build confidence, develop emotional regulation and grow in independence, both academically and socially.

## Why You'll Love It Here at Trinity Academy Whitehill

- **Professional growth** - Regular training and guidance to help you build confidence and grow in your role.
- **A supportive culture** - A collaborative, welcoming staff team and approachable leadership who value your voice and wellbeing.
- **Enrichment and experience** - Opportunities to get involved in trips, clubs, and community projects that enrich school life.
- **A competitive offer** - Salary aligned with the national pay scale, alongside other benefits such as on-site electric car charging.

## The Application Process

- Attend one of our open events on **Tuesday 31st March**. We have two time slots available, **8.45am - 10.30am and 4pm - 5.30pm**.
- Find out more about our current vacancies [here](#)
- Submit your completed application form to [recruitment@whitehill.trinitymat.org](mailto:recruitment@whitehill.trinitymat.org)
- Shortlisted candidates will be invited to an interview, which will also include a short task.

**Start Date:** June 2026 (an earlier start may be possible, subject to pre-employment checks).

**Closing date:** 8am, Monday 13<sup>th</sup> April

**Interviews:** w/c Monday 13<sup>th</sup> April

## **Job Description**

### **Specialist Learning Support Assistant**

**Salary: Scale 3**

#### **Core Purpose:**

- To undertake a specialist role working collaboratively with teaching staff and other support staff to enhance the development and education of students within the SEN provisions.
- To meet the specific needs of identified students, as directed by teaching staff and in line with their Education and Health Care Plan.

**Reporting to: SENDCo**

#### **Main Responsibilities**

1. Support the preparation, planning and implementation of learning activities and intervention programmes for identified students, working alongside and in conjunction with professional teaching staff.
2. Use appropriate learning strategies, resources and specialist equipment to meet the needs of the identified students and specific learning objectives of lessons.
3. Organise, review and modify work sent by teaching staff prior to lessons, to ensure suitability for identified students and their specific needs.
4. Manage the behaviour of students whilst they are undertaking their work to ensure a constructive environment, and pre-empt/deal with situations arising in accordance with academy policies and procedures.
5. Evaluate students' responses throughout learning activities, determine what identified student's child can achieve unaided and the point of intervention for the provision of appropriate learning scaffolding.
6. Analyse, monitor and track individual student progress through a range of assessment and monitoring techniques; deliver student learning boost sessions for specific areas of weakness; provide accurate assessments and reports on development to inform the class teacher's decisions regarding Individual Education and Behaviour Plans for students.
7. Access, maintain and update a range of student and academy records to facilitate assessment of students' progress.
8. Ensure that student's health and safety is maintained in, around and for out of academy educational visits including supervised use of subject specific tools, equipment and learning materials.
9. Supervise attendance to the student's personal, social and physical needs by other academy staff so that student's wellbeing is maintained.
10. Prepare and maintain classroom resources so that they are readily available for use.
11. Liaise with other professional staff, parents and outside agencies to ensure effective communication concerning the learning and maintenance of students' wellbeing; this will include organising and facilitating visits of outside agencies.

12. Support students in completing Physical Therapy in line with recommendations and training from external agencies.

### **Other Specific Duties**

- All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside school.
- Treat all students with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people.
- To continue personal professional development as required
- Attend staff and other meetings and participate in staff training and development events as required
- To actively engage in the performance review process
- All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee's current salary
- To work in the best interests of the academy, students, parents and staff
- To adhere to the academy's policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety
- Undertake the role of a Form Tutor within the academy's pastoral structure, and provide relevant and appropriate pastoral support
- To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role
- To work at locations across the academy Trust, as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

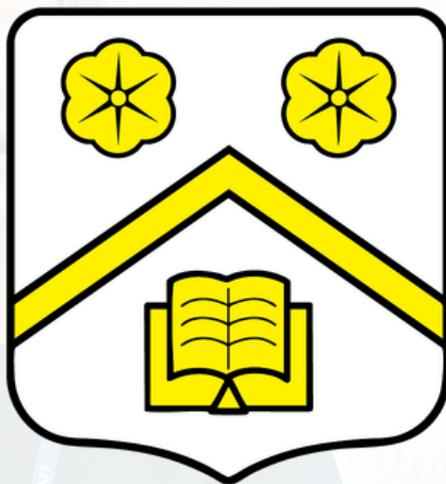
This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

## Person Specification

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills</li> <li>• Experience of working with young people that are visually and/or hearing impaired</li> <li>• Experience of basic technology, PC, internet, MS Office packages</li> <li>• Ability to relate well to children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>• 4 GCSE's including English and Maths (or equivalent).</li> <li>• Relevant experience of a learning environment</li> <li>• Experience supporting people with a physical disability</li> </ul>
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>• Understanding of the purpose and role of learning support</li> <li>• Understanding of the classroom environment</li> <li>• Understanding of behaviours not conducive to learning and able to deal with a variety of situations</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of Safeguarding and Child Protection issues</li> <li>• Knowledge of First Aid</li> <li>• Understands the abilities of students across the Academy and able to provide the required level of support</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Work as an effective team member and apply given instructions</li> <li>• Able to apply written and verbal instructions</li> <li>• Able to set up basic, and routinely use, equipment and resources under the instruction of the teacher</li> <li>• Able to organise, plan and complete tasks.</li> <li>• Initiative to support learning, with some guidance and support from the teacher</li> <li>• Able to communicate effectively with young people and adults (parents, other staff)</li> <li>• High personal standards and able to provide a role model for students and staff</li> <li>• Seek support and advice when necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to develop own understanding through advice and training</li> <li>• Think clearly in emergency situations</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Enjoyment in working with young people and families</li> <li>• An excellent record of attendance and punctuality</li> <li>• Prioritise and manage own time effectively</li> <li>• Commitment to personal development and learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Reliability, integrity and stamina</li> <li>• Respect confidentiality</li> </ul>



# Trinity Academy Whitehill



**Want to find out more?**

