



**Triumph  
Learning Trust**

# Applicant Information Pack



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## Job Advert in Brief

### Learning Support Assistant

**Working Weeks:** 39 weeks per year

**Hours and Salary:** 36.25 hours per week -  
Grade 2, Point 3 £25,614 FTE, £21,775 pro  
rata

#### **Courthouse Green Primary School**

7 Sewall Hwy, Coventry, West Midlands, CV6 7JJ

02476 688022

[cgadmin@triumphtrust.co.uk](mailto:cgadmin@triumphtrust.co.uk)

[www.courthousegreen.org](http://www.courthousegreen.org)

Courthouse Green Primary School is seeking to appoint a Learning Support Assistant to provide support to students who have additional learning needs that affect their ability to fully engage with curriculum.

To provide students opportunities to succeed academically and socially in the school environment by improving self-esteem, confidence and to fulfill their potential.

The post holder will collaborate closely with classroom teachers to adapt lessons based on students needs and report on student progress, prepare resources for the students you work with, provide general support in the classroom, participate in the planning, assessment and evaluation of teaching and learning.

There is a strong commitment to support professional development and opportunities for employees to advance their careers ensuring staff can continuously enhance their skills and succeed in their roles.

**The Learning Support Assistant application form and supporting documents for this post are available on the school website, vacancies page:** <https://www.courthousegreen.org/about-us/vacancies/>

**Curriculum Vitae (CV) are not accepted.**

The school is committed to safeguarding, promoting the welfare of children and to equality of opportunities. **An enhanced DBS will be required for the post.**

**Closing Date: 27<sup>th</sup> September 2026**



**“Coming together is a beginning; staying together is progress; working together is success”**

Dear Applicant,

We invite you to come and join Triumph Learning Trust, a community where everyone will flourish and succeed through collaboration, innovation and aspiration. Creating together a place where all belong whilst celebrating the unique identity of each individual.

We're incredibly proud of the work that we do for our pupils and we're proud of how we do it. Our 5 exceptional schools have their own unique identity underpinned by the principle that relationships are at the heart of everything we do. We exist to transform the life chances of our children and young people. Every decision we make is about the children and young people we serve, their learning experience and their personal development.

Our strength lies in our commitment to collaborate and share excellent practice between all our schools. We believe that the best schools are those that offer the best development opportunities to staff. We believe in the retention of our staff, of developing them through high quality CPD and sustaining them through a wide range of opportunities.

Triumph Learning Trust provides an efficient, effective shared services team who are able to be highly responsive to the needs of our schools. School Improvement is key and we endeavour to ensure the highest proportion of our expenditure is focused on providing highly effective CPD for all of our staff.

We believe that accessing the best training, the best coaching, the latest research, the best practice, locally, nationally and internationally... gives us the best opportunity to succeed now and everyday.

We hope that you will take the opportunity to find out why working for Triumph Learning Trust is a positive career decision for you.

Triumph Learning Trust came into existence on 1st September 2024. We uphold the principles of collaboration, innovation and aspiration. We believe that everyone is welcome in our schools with a 'no limits' culture. We are committed and determined to enable all of our learners to be ambitious and optimistic for their future.

Our success is driven by a commitment to relentlessly working to improve standards. The Trust has two partner primary schools in Coventry and two primary and a secondary school in Rugby. We look forward to working with other schools who share our values and ambition.

We believe that an aspirational and inspirational education is the right of every child.

Our Trust was created with one sole aim. For member schools to deliver, through partnership and collaboration, an outstanding learning experience for all children so they flourish and thrive enabling them to achieve their own individual excellence.

We have a strong board of committed and passionate Trustees and Members who work closely with schools and their Local Accountability Boards to challenge and support leaders in all that they do.

We strive to maintain schools which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.



-  Rugby Free Primary School
-  Rugby Free Secondary School
-  Courthouse Green Primary School
-  Alderman's Green Primary School
-  Cawston Grange Primary School

**Triumph Learning Trust: Working with Partners who share our ambition to innovate in an inclusive environment**



460+

Employees



5

Schools and  
Counting



3,171

Students



11

Trustees /  
Members



4

Resource  
Provisions for SEND

## Ofsted

### Performance

[Click here for Ofsted Reports to Triumph Learning Trust Schools](#)

[Cawston Grange Primary School](#)

[Rugby Free Primary School](#)

[Rugby Free Secondary School](#)

[Alderman's Green Primary School](#)

[Courthouse Green Primary School](#)

“ Leaders take action to ensure that pupils who need help, get the support they need. ”

“ All pupils, including those with special educational needs and/or disabilities (SEND), achieve exceptionally well. ”

“ Pupils develop an informed understanding of global issues and show high levels of respect and consideration for others. ”





## Strategic Framework

The Vision, Mission and Values ensure the Trust are aligned and working toward long-term goals and objectives.



**Aspiration**

**Innovation**

**Collaboration**



### Mission

Achieving quality and resilience in all that we do.



### Vision

Triumph Learning Trust, a community where everyone will flourish and succeed through collaboration, innovation and aspiration. Creating together a place where all belong whilst celebrating the unique identity of our schools.



### Values

**Aspiration**



**Innovation**



**Collaboration**





## Family Friendly Leave

Enhanced Maternity, Paternity, Adoption Leave



## Lifestyle Discounts

e-vouchers, gift cards, top up cards, discount codes, local discounts



## Annual Leave

Support Staff, 25 days per year, plus bank holidays



## Home and Electronics Scheme

Salary sacrifice scheme: Buy up to 1000s of items fulfilled by Currys, Decathlon, John Lewis & Partners etc.



## Cycle to Work Scheme

Salary Sacrifice scheme: Savings on bike/bike equipment



## Gym Membership

Salary sacrifice scheme: Save and spread the cost of annual health club memberships.



## Discounted EV Charging

Savings on electricity charging rates to employees whilst at the school with these facilities.



## Discounted Use of School Facilities

We work with Community Lettings UK to manage community use of facilities at its schools.



## Refer a Friend Scheme

Our scheme entitles you to receive £250.00 per referral



## Private GP Services

24/7 online private GP services, available to employees and dependents. (not partners or spouses)



## Outstanding Pension Scheme

Auto enrolment into either the Local Government or Teacher Pension Schemes.



## Employee Assistance Program

24/7 in the moment support via telephone helpline.



## Eye Tests

Free eye tests for all employees through Specsavers Corporate Voucher Scheme, with £50 credit towards glasses.



## Continuous Professional Development

Enhancing employees skills and knowledge through regular training, education and learning opportunities.







Dear Applicant,

We warmly welcome you to Courthouse Green Primary School—a place where children are at the heart of everything we do! We encourage you to explore our website to learn more about our school.

At Courthouse Green, our priority is to provide every child with exceptional learning experiences. Working in partnership with families, we create an inclusive and supportive environment where every child feels valued, inspired, and determined to succeed. Our curriculum nurtures curiosity, creativity, and perseverance, empowering students to become confident, resourceful learners who embrace challenges and collaborate effectively.

One of our aims are to provide all learners with clear, high quality, engaging opportunities that enable them to make rapid gains in their learning and develop the skills, knowledge and attitudes that will ensure they are successful throughout their schooling.

Our high expectations extend to both staff and pupils, fostering an ambitious vision in which everyone strives to reach their full potential. We take pride in being a happy, inclusive, and nurturing school community. Our engaging curriculum encourages children to express their views, develop a strong sense of respect and tolerance.

Students are active participants in their learning, reflecting on their progress and setting goals for improvement. We cultivate a growth mindset, helping children embrace mistakes as valuable learning opportunities while developing the resilience to persevere and succeed. If you are passionate about making a difference in children's lives and shaping their future, we would love for you to join our team!

Warm regards,



*J. Burbidge*

**Headteacher, Courthouse Green Primary School**



# COURTHOUSE GREEN PRIMARY SCHOOL

## **Courthouse Green Primary School**

aims to provide all learners with clear, high quality, engaging opportunities that enable them to make rapid gains in their learning and develop the skills, knowledge and attitudes that will ensure they are successful throughout their schooling.

To provide all staff with the skills, knowledge, confidence and strategies to create innovative learning opportunities that enable the children they teach to make rapid gains in their learning.

At the heart of our principles for effective learning are a clear understanding of what our children can do, what they need to learn and the power of explicit feedback to enable them to improve.

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# Job Description



## LEARNING SUPPORT ASSISTANT

|                                            |                                         |                              |
|--------------------------------------------|-----------------------------------------|------------------------------|
| <b>Salary</b><br>(Depending on Experience) | <b>Grade 2, Point 3</b>                 | £25,614 FTE £21,775 pro rata |
| <b>Hours</b>                               | 36.25 hours per week, 39 weeks per year |                              |
| <b>Start Date</b>                          | As soon as possible                     |                              |

### Job Purpose

To work as part of a team to:

- Promote high quality learning for all children;
- Provide care and supervision of children;
- Foster and support children to participate in the full life of the school;
- Help children to become independent learners;
- Raise attainment

### Main Duties and Responsibilities

#### Teaching and Learning

- In liaison with the teacher, use strategies to support children to achieve their learning goals.
- Provide support for local and national learning strategies e.g. Primary Strategy, Literacy, Numeracy, Early Years.
- Support the use of technology in learning activities and develop children's competence and independence in its use.
- Establish constructive relationships with children providing feedback to them in relation to progress and achievement.
- Assist with the implementation of SEN Plans and Intervention and programmes designed by other professionals such as educational psychologists and speech and language therapists.
- Support and contribute to the overall ethos, work and aims of the school.
- Assist with group activities within and away from the classroom and school, such as PE, swimming and educational visits.

#### Planning and Assessment

- Assist the teacher with the planning of learning activities in the classroom, preparing or modifying work for individuals or groups of children.
- Assist the teacher with the administration of assessment for and of learning.
- Assist the teacher in liaising with other professionals and reporting information to and from parents/carers
- Contribute to meetings to discuss a specific child's progress as appropriate.

#### Resource Management

- Prepare and maintain equipment and teaching resources for lessons and activities making effective use of other support staff in school, e.g. The Resource Manager
-



- Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of children's work.

### **Care and Guidance**

- Undertake supervision and behaviour management of children following the procedures of the school.
- Provide detailed and regular feedback as appropriate.
- Promote children's independence in learning, social and mobility skills.
- Reinforce the children's self esteem through praise and encouragement.
- Ensure that children are able to safely use equipment and materials provided.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.
- Assist at an appropriate level, and within the school's protocols, with the provision of general care and welfare of pupils which may include:
  1. assisting with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing;
  2. the changing of soiled clothing and its disposal in an appropriate way;
  3. assisting with children's injuries and, where appropriately qualified, administering first aid;
  4. assisting with the administering of prescription medicines under the direction of the headteacher;
  5. assisting with the identification and monitoring of children's general health and welfare.

### **Safeguarding**

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify students who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To consider at all times what is in the best interests of the child
- To protect students from maltreatment; preventing impairment of student's health or development; ensuring that students grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all students to have the best outcomes

### **Other Specific Duties**

- To continue personal development as agreed
- To engage actively in the performance review process
- Establish and maintain effective relationships and communication with staff, parents and students
- Uphold the high standards of the school in all communications.
- Adhere to the schools policies.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be 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
- Employees are expected to adhere to Courthouse Green's Primary School agreed Code of Conduct
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

### **Generic Responsibilities of all Courthouse Green Primary School**

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or comes into contact with. Part of this responsibility involves the checking of visitor identification at the point of school entry and the issuing of relevant safeguarding information.
- Ensure all tasks are carried out with due regard to Health and Safety; To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- To remain confidential at all times
- To undertake appropriate professional development including adhering to the principle of appraisal
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity professionalism

# Person Specification



| Attributes               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Knowledge                | <ul style="list-style-type: none"> <li>• An understanding of the needs and characteristics of children.</li> <li>• An awareness of the difficulties likely to face pupils with special needs.</li> <li>• Some understanding of child development and the way children learn</li> <li>• An understanding of the role adults play in children's learning.</li> <li>• An understanding of equal opportunity issues and an awareness of what this involves, e.g. being able to communicate with people from minority groups, people with disabilities</li> </ul>                                                                                                                                                                       |
| Skills                   | <ul style="list-style-type: none"> <li>• Skilled in maintaining good relationships</li> <li>• To communicate clearly in speech and writing.</li> <li>• To have competency skills in numeracy and literacy, e.g. to be able to spell, punctuate correctly, etc.</li> <li>• To have good organisational skills.</li> <li>• To be able to explain tasks simply and clearly.</li> <li>• To be supportive, patient and caring.</li> </ul>                                                                                                                                                                                                                                                                                               |
| Abilities                | <ul style="list-style-type: none"> <li>• To assist children on an individual basis but also as part of a team.</li> <li>• To be able to support children who are ill or need toileting.</li> <li>• To be able to deal with tasks such as toilet accidents.</li> <li>• To be able to deal with situations calmly and efficiently.</li> <li>• To be able to move equipment if necessary.</li> <li>• To be able to accept authority and supervision and respond appropriately.</li> <li>• To be able to conduct yourself in a professional manner at all times – acting as a role model to our children through your actions.</li> <li>• To demonstrate a friendly but firm manner and to engage effectively with children</li> </ul> |
| Educational Achievements | <ul style="list-style-type: none"> <li>• Holds a recognized and relevant qualification at NVQ Level 3 (or equivalent).</li> <li>• GCSE Grade C or equivalent in English and Maths essential</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Experience               | <ul style="list-style-type: none"> <li>• Experience of working with children in a school setting is essential</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Special Requirements     | <ul style="list-style-type: none"> <li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |









If you feel that you could bring further impetus to our drive to improve the provision for our students and have the necessary energy, enthusiasm and sense of humour to take us forward at this exciting time, then please get in touch.

To arrange an informal discussion or visit to the school, please contact:

### School Enquiries

-  02476 688022
-  [fbegum@triumphlearning.org](mailto:fbegum@triumphlearning.org)
-  [www.courthousegreen.org](http://www.courthousegreen.org)

Feel free to contact HR if you have any questions regarding the recruitment process, require further information about the position, or need assistance with your application.

### HR Enquires

-  02476 688918
-  [hr@triumphlearning.org](mailto:hr@triumphlearning.org)
-  [triumphlearning.org](http://triumphlearning.org)

*This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.*

*The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.*

*The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date shown but in consultation with the post holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.*

*We reserve the right to withdraw this vacancy at any time.*

*Triumph Learning Trust is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check. Triumph Learning Trust are always happy to receive speculative applications from excellent teachers and support staff.*

*All teachers are subject to the conditions of employment set out annually in the School Teachers' Pay and Conditions Document (STPCD). This job description reflects the National Standards for Teachers which are used by the school alongside our own agreed Career Stage Expectations.*



Anderson Avenue | Rugby | Warwickshire | CV22 5PE | 02476 688918

 [www.triumphlearning.org](http://www.triumphlearning.org)  [facebook.com/TriumphLearningTrust](https://facebook.com/TriumphLearningTrust)  [triumph-learning-trust](https://triumph-learning-trust)  [triumph\\_learning\\_trust](https://triumph_learning_trust)

