



HATHERSHAW  
COLLEGE

# Applicant Pack



Learning Support  
Assistant

PROUD  
TO BE  
PART OF

THE  
**Pinnacle**  
LEARNING TRUST

[www.pinnaclelearningtrust.org.uk](http://www.pinnaclelearningtrust.org.uk)



# Welcome from the HR Central Services Team

We are delighted you have expressed interest in a vacancy with The Pinnacle Learning Trust. Please take the time to read the 'Join the Pinnacle Learning Trust' booklet available from our website, in order to understand the benefits of working for our trust and how you might support us in achieving our vision and values.

Should you have any questions regarding the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

Please ensure you submit your application by the closing date stated in the advert.

We cannot accept information held on CVs and therefore your application and accompanying statement must show all information about yourself and how you meet our requirements. The job description and person specification will assist you with this. Please provide a day-time contact number on your application form.

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing during that time.

For teaching roles, please provide your results from the last three academic years, where available, together with your application form.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application.

Best regards,  
HR Team

\*If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.



## About Hathershaw College

***'Together we Succeed'***

The Hathershaw college, based in Oldham , serves more than 1,000 pupils aged 11-16 years across 5 year groups. We are a founding member of The Pinnacle Learning Trust, established in September 2017, and a key driver in the Trust's mission to improve the lives and chances of young people in the local area.

We are an Ofsted recognised 'good' school, committed to high standards, and celebrating the diversity and uniqueness of everyone within our community. Our inclusive environment is built upon our core values, The Three Rs: Responsible, Respectful, and Ready to Learn.

Ofsted recognises that 'leaders have developed a broad and rich curriculum' for all pupils at The Hathershaw College. Our curriculum is designed to be challenging and diverse, ensuring students leave us with a wide range of knowledge. As a former technology college, most of our students take a technology subject for GCSE and this is a very successful area of the school.

The school has a successful personal development offer and is focused on developing the character of our students. We place high value on preparing our students for future success through a comprehensive Careers Education Package that meets all the Gatsby Benchmarks. Pinnacle Learning Trust also includes the successful Oldham Sixth Form College and we benefit enormously from this link.

We are committed to the success of our staff as much as our students. As part of The Pinnacle Learning Trust, our colleagues benefit from extensive support and high quality Professional Development with the support of the **Pinnacle Research School**. Access to INSET days, weekly in-house CPD sessions, and Trust-wide training ensures that you will be learning and developing throughout your career with us. We are also an executive partner in the East Manchester Teaching School Hub, which provides access to sector-leading, evidence-based training for both teaching and support staff.

We actively seek staff feedback to ensure The Hatherhaw College remains a place where our team feels valued and supported. We are delighted that the Pinnacle Learning Trust was winner of the **MAT Excellence Award for Wellbeing Trust of the Year 2025**, and has been recognised by **Edurio for a Trust Value Award** in 2025 for the second year running.

If you are looking to make an impact on the life chances of young people, we invite you to join our team at The Hathershaw College.

# Job Description & Person Specification

## Learning Support Assistant (LSA)

### Purpose of the post:

To support students who have a range of special educational needs, to make progress academically, socially, emotionally, mentally and physically both in and out of lessons.

### Core Purpose:

- To work under the guidance of the Assistant Principal SENDCO/ Assistant SENDCO and teaching staff in the planning and implementation of work programmes to support SEND students

### Core responsibilities:

The post holder will be responsible for:

- To provide support to the subject teachers in the management and organisation of SEND students in the classroom, in small groups and one to one
- To assist teachers in creating and maintaining a purposeful, orderly and supportive learning environment for SEND students
- To assess student needs, develop and deliver interventions and monitor the progress of identified students
- To contribute to reports, Edukey and attend meetings on identified students as required
- To liaise with the subject teacher/ Assistant Principal SENDCO to discuss the learning targets, progress and concerns of identified students.
- To support with the schools' induction/welcome process for new arrivals
- To support students on school visits.
- To attend meetings, in Learning Support, in faculties or with parents as required
- To promote the inclusion of all students, ensuring they have equal opportunities to learn and develop
- To communicate as appropriate with staff and parents/carers
- To use ICT as an administrative and teaching/learning tool
- To undertake administration tasks as agreed with the Assistant Principal SENDCO/ Assistant SENDCO.
- To be responsible for promoting and safeguarding the welfare of children and young people within the College
- To be willing to undertake training to meet the needs of the job
- To undertake such other duties as may be agreed with the Principal

## **Requirements of All Trust Staff:**

- To promote and uphold the Trust Mission Statement, values and strategic aims and objectives.
- To comply with the Academy and Trust's policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
- To work positively and inclusively with colleagues, students, parents and other partners regardless of their gender, ethnicity, sexuality, age or disability.
- To attend briefings and staff meetings as required.
- To participate in the Performance Management Review scheme and undertake professional development and training as required.
- To be a positive role model and take responsibility for promoting good standards of behaviour and conduct in students.
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Principal or designated alternate. As this is a new role, this final point is important to note as the requirements of the position might need to evolve. A flexible approach to the position is therefore required.

## **Relationship to other posts within the Trust**

**Supervision given to:** NA

**Supervision received:** SENDCO and Assistant SENDCO

	Essential	Desirable	Method of Assessment
<b>Education and Qualifications</b>			
A minimum of English and Maths GCSE (Grade C equivalent or above)	•		Application/ Interview
A levels		•	Application/ Interview
A Degree		•	Application/ Interview
Evidence of professional development relevant to the position	•		Application/ Interview
A willingness to undertake training to meet the demands of the job	•		Application/ Interview
<b>Knowledge and Experience</b>			
Knowledge and understanding of working with young people	•		Application/ Interview
Knowledge and understanding of the need to establish positive working relationships with adults and students	•		Application/ Interview
Successful experience in the classroom delivering support for teaching and learning across the curriculum		•	Application/ Interview
Up to date knowledge of evidence informed interventions which develop one or more of the areas of need.	•		Application/ Interview
Successful experience in delivering an evidenced informed intervention		•	Application/ Interview
<b>Skills and Attributes</b>			
Managing time effectively and working without close supervision	•		Application/ Interview
Set high expectations for students	•		Application/ Interview
Communicate verbally and in writing with a range of audiences	•		Application/ Interview
Work well on own initiative and as part of a team	•		Application/ Interview
Take part in and lead extra curricular activities	•		Application/ Interview
Seek advice and support when necessary	•		Application/ Interview
An aspiration to become a teacher		•	Application/ Interview

# How To Apply

To apply, please click [here](#).

Additional Reasons to Join Us:

- Automatic enrolment into a Pension Scheme
- Various health and wellbeing benefits (including on site gym membership at Oldham Sixth Form College and The Hathershaw College)
- Employee Assistance Programme, offering health and wellbeing services
- Laptop/Chromebook allocated to teachers and support staff (if required)
- Cycle to work schemes available
- Free on-site parking
- Excellent opportunities for CPD and career development

Please see our Join The Pinnacle Learning Trust booklet for more reasons to work for the Pinnacle Learning Trust.

## **Commitment to Safeguarding**

The Pinnacle Learning Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Applicants must be willing to undergo pre-employment checks. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The Pinnacle Learning Trust is an Equal Opportunities Employer and welcomes applications from underrepresented groups and ethnic minorities.

**“Educational organisations can often have a culture that is somewhat bureaucratic and punitive, but our trust isn’t like that. We have a human side, which we show in abundance, and we really support each other. Things like behaviour management, for example, are a team effort - no-one is just left on their own.”**

**Rebekah Sutcliffe, Trustee and former senior police officer and director in local government**

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**To find out  
more or to  
apply:**

[pinnaclelearningtrust.org.uk](http://pinnaclelearningtrust.org.uk)  
[hr@pinnaclelearningtrust.org.uk](mailto:hr@pinnaclelearningtrust.org.uk)

**0161 287 8001**



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