

# Learning Support Assistant

## Candidate Information Pack



ACHIEVEMENT, STUDENTS  
& LEADERS MATTER

### CANDIDATE INFORMATION PACK



Kenton School, Drayton Road,  
Newcastle upon Tyne, NE3 3RU



Learning that Connects

Studio West, West Denton Way,  
Newcastle upon Tyne, NE5 2SZ



# INTRODUCTION

## From the Chief Executive Officer

Dear Applicant

The Trust's main objectives are encompassed in its vision statement, which is: Students are at the centre of everything we do. Through collaboration, every aspect of our work is of high quality. Our academies deliver an ambitious and inclusive curriculum that enables all students to excel academically and socially. We know the key to our success is ensuring that we recruit the highest quality staff.

We are seeking applications to join our Learning Support team working with individual students or small groups with a wide range of special educational needs. Working with teachers and team leaders, the role involves delivering interventions and providing in-class support to help students access their lessons and embed their learning. This role is based at our Studio West site.

We are looking for candidates with either previous experience working with children and/or young people, preferably within an education setting, or those with a minimum of a level 2 qualification (grade 4 or above in English and Mathematics).

Previous experience working with children with special educational needs or social, emotional and mental health issues in a paid or voluntary capacity would be advantage but is not essential as full training is given.

This role can also be offered as an apprenticeship opportunity with successful applicants studying towards a recognised Teaching Assistant qualification.

If you have the skills, commitment and enthusiasm to succeed in this role, we want to hear from you.

In return we can offer you,

- Access to the Local Government Pension Scheme.
- Salary sacrifice schemes such as cycle to work and car leasing scheme (NHS Fleet Solutions)
- Access to free gym facilities on our Kenton School site.
- Access to a range of health and wellbeing initiatives.
- The opportunity to work in a fantastically resourced school with easy commuting access to both the A1 and A19, in a supportive team committed to the development of all our staff.

We look forward to receiving your application.

Yours faithfully

Lee Kirtley  
Chief Executive Officer



## GCSE Results Day

Our 2025 GCSE results reflect the many positive changes that have taken place in the academy over the last year. All students are given the best possible support and advice and encouraged to follow their passion, whatever that might be.

# Learning Support Assistant

## Job Description

Pay Range: N3

Responsible to:

Learning Support Manager



### Job Purpose

To provide classroom support duties including curriculum related tasks under the direction of the teacher and responding to pupils' social, emotional, behavioural and physical needs.

### Main Responsibilities

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

#### 1. General

- Supporting the teacher in the general management of the classroom.
- Undertaking activities, as directed by the Learning Support Manager, with individuals or small groups of pupils.
- Providing clerical/admin support, eg photocopying, typing, filing, collection of money, administer coursework and exams.
- Supervising groups of pupils alone and participating in general activities including giving sensitive support and intervention in children's play.
- Undertaking routine invigilation and marking.

#### 2. Classroom Organisation

- To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
- Assisting in the preparation, maintenance and repair of books, apparatus and equipment, to include cataloguing and stocktaking of all resources.
- Preparing pupils' work for display in the classroom and around the school.
- Demonstrating creativity in assisting with the practical resourcing of the classroom

# Learning Support Assistant

## Job Description continued

### **3. Pupil Support**

- Working with pupils directly on curriculum related tasks under the direction of the Learning Support Manager and teacher.
- Acting as Key Worker to a designated group of students, to monitor progress and contribute to the SEND review process.
- Assisting in the delivery of all aspects of support to pupils including assessment, recording and reporting procedures and maintenance of Learning Plans under the guidance of the Learning Support Manager.
- Giving relevant feedback to the teacher regarding the social, emotional and physical needs of pupils thus offering the teacher support in their assessment.
- Assisting with monitoring and evaluating the learning environment provided for the pupils in his/her care and use this evaluation to help make necessary changes and developments within the classroom.
- Following the school policy documents and schemes of work to keep updated with school and National Curriculum documentation.

### **4. Welfare and other duties**

- Under teacher overall control, accepting shared responsibility for the creation of a safe environment for pupils within and outside the classroom.
- Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions.
- Providing of general care and welfare by responding appropriately to the social, emotional and physical needs of pupils. This might include attending to sick or injured pupils, taking sick pupils home and investigating reasons for absence.
- May be required to administer medication to pupils by agreement with the jobholder in accordance with the school's policy on this issue.
- Actively promoting anti-discrimination practices and the School's/Council's Equal Opportunities Policy in all aspects of employment and service delivery.

### **5. Safeguarding and Child Protection**

- Promote the safeguarding and welfare of children and young persons the postholder is responsible for, or comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action where required.

### **6. Equal Opportunities**

- Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.

# Learning Support Assistant

## Person Specification

### Part B: Assessment Stage

The following criteria will be further explored at the assessment stage in addition to criteria above.

#### Essential

- 1 Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:
  - Motivation and commitment to work with children and young people
  - Ability to form and maintain appropriate relationships and personal boundaries with children and young people
  - Emotional resilience in working with challenging behaviours
  - Attitude to use of authority and maintaining discipline.
- 2 Effective interpersonal, oral communication and presentation skills.
- 3 Ability to form community links and identify and facilitate enrichment opportunities for students to support learning.
- 4 Ability to work effectively as part of a subject/ curriculum team
- 5 Ability and flexibility to take an active part in extra curricular provision.
- 6 Effective interpersonal, oral communication and presentation skills.
- 7 No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.
- 8 Committed to working with young people and contributing to trust ethos.
- 9 All criteria listed under part A

#### Desirable

- 10 Can contribute to wider school development.

### Assessment/Selection Methods

Task

Interview

# Learning Support Assistant

## Person Specification

### Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

- 1 Enhanced Certificate of Disclosure from the Disclosure and Barring Service\*
- 2 Additional criminal record checks if applicant has lived outside the UK
- 3 Children's Barred List Check\*
- 4 DfE Prohibition List Check including GTCE Check
- 5 Confirmation of Qualifications and Qualified Teacher Status, including confirmation of professional status from relevant professional regulatory body for teachers who have worked overseas.
- 6 Medical clearance
- 7 Identify and Right to work in the UK check
- 8 A minimum of two satisfactory references from current and previous employers (or education establishment if applicant not in employment).

\*All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website ([www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974](http://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)).

This post is classed as being in 'Regulated Activity' as defined in Keeping Children Safe in Education 2025, therefore in addition to the DBS check, a check of the Children's Barred List will also be conducted as part of the pre-employment screening process.



## A-Level Results Day

An increasing number of students spend 7 years at Kenton, going onto a variety of destinations at the end of Year 13. This year we were delighted that students have gone on to study Medicine at Cambridge and History and Physics at Durham as well as Film & TV at the University of Bristol.

# About our Trust

Northern Leaders Trust; Formed in 2014, our Trust currently incorporates both Kenton School and Studio West, an innovative 11-19 studio school.

Under the leadership of Chief Executive Officer Lee Kirtley, the Trust's main objectives are encompassed in its vision statement, which is 'Students are at the centre of everything we do. Through collaboration, every aspect of our work is of high quality. Our academies deliver an ambitious and inclusive curriculum. This enables all students to have high aspirations and to excel academically and socially.'

Each academy is unique and retains its own identity whilst aligning with our Trust vision and values. Each academy's motto summarises this.

Kenton School  
'All Different, All Equal.'

Studio West  
'Learning that connects.'

## Our Trustees

Over the last three years, the Trust Board, comprising of 3 members and 7 Trustees has delivered major improvements to the governance, leadership and financial health of the Trust.

Our Trustees come from a variety of different education and business backgrounds, driving the strategic vision of the Trust and our schools. The Trust and its schools are supported by a strong central services team covering core Trust functions, such as HR, Finance, Data and ICT.

## TRUST SHARED VALUES

### Shared Expectations – The One Trust Rule

Every student and adult is expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people and their wellbeing at all times.

**Leadership** – Leaders help themselves and others to do the right thing. We firmly believe that all students and staff within our Trust are leaders.

**Excellence** – We are a Trust that strives to achieve excellence in academic, sporting and artistic pursuits.

**Integrity** – We are honest and driven by a clear moral purpose. Acting with integrity means we strive to do the right thing at all times.

**Kindness** – We value being kind to one another, using our manners and being considerate of each other's feelings.

**Inclusivity** – All students are welcomed into our classrooms and their uniqueness is celebrated. We have high aspirations for all students: no groups or individuals will be left behind.

**Humility** – We are humble in both success and failure. We acknowledge that our successes are achieved through the hard work of our students, parents, teachers and community.

**Together** – We believe that the Trust is stronger together and that collaboration is always more effective than competition.

**Reflectiveness** – We value reflection as a way to achieve improvement. We believe in inspiring all our learners to question, research, engage and therefore thrive,

# About our Schools

## Studio West



Studio West opened in 2014 as a 13–19 studio school but, with effect from September 2017 and due to local, popular demand, a change in age range was agreed with the DfE and the school began to admit students in Year 7.

The school now has around 548 students with a PAN of 90 and is well oversubscribed in all year-groups

The ethos of Studio West is enshrined in ‘Learning that connects.’ The principle that learning must constantly connect school with the real world and the full range of work-related learning and career progression, towards university, an apprenticeship or other destination tailored to the needs of the individual.

Graded as ‘Good’ by Ofsted in early 2019, we are one of the most successful studio schools in the Country. We use the full range of work-related learning and career progression alongside academic prowess to prepare students for university, an apprenticeship, further training and employment - tailored to the needs of the individual.



For further information, please visit our website [www.northernleadertrust.org](http://www.northernleadertrust.org)

# About our Schools

## Kenton School



**Kenton School is a vibrant and inclusive secondary school at the heart of the community in which we serve.**

With just over 1800 students, Kenton is amongst the largest schools in the North East. However, despite the size, the school prides itself on retaining a family atmosphere, where students feel not only challenged through quality first teaching and learning but supported and motivated by the strong pastoral team.

Our Kenton team are passionate about providing the very best education possible for young people in our city, our region and nationally and our strong and committed team share our vision of ensuring all our students not only reach their potential but that they are confident, happy and resilient students who treat each other with compassion and respect.

We aim to provide a broad curriculum, focussing on educating our students for their future in the modern world, not the past or even just the present. We also believe strongly in developing the creativity of our students and this is demonstrated through our commitment to delivering arts courses as a core subject.



For further information, please visit our website

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

# Additional Information for Applicants

## Conditions of Service

The conditions of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions set by Northern Leaders Trust.

## Working Hours

32.5 hours per week.

Normal working hours are Monday to Friday 8.20 am to 3.20 pm with a 30-minute unpaid lunch break each day.

The post is term time only which equates to 38 working weeks per year. In addition, staff will be contracted to work 5 additional training days.

## Annual Leave Entitlement

As this is a term time only post, annual leave entitlement is incorporated into annual salary. This equates to an additional 5.8 weeks pay (25 days plus 8 public holidays pro rata to weeks worked) for staff with less than 5 years' continuous local government service, and 6.62 weeks pay (29 days plus 8 public holidays pro rata) for staff with 5 years' or more continuous local government service.

## Pay and Grading

The grade of the post is N3, equivalent to local government pay spine points 4-5, with current corresponding full-time salary of £25,185 pa to £25,583 pa.

The actual salary for this post, based on 32.5 hours per week including annual leave entitlement as outlined above and 5 additional days is as follows:-

Less than 5 years' continuous local government service:  
£18,995 to £19,295 pa

5 or more years' continuous local government service:  
£19,335 to £19,641 pa

Progression through the grade will be on 1 April annually, however where 1 April falls within the probationary period, the first increment will be payable on 1st of the month following successful completion of probation, then 1st April thereafter until the top of the grade is reached.

## Safeguarding

Northern Leaders Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

## Rehabilitation of Offenders

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website [www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974](http://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

# Additional Information for Applicants

## **Employment Status**

This is a permanent post. New entrants to the Trust will be subject to a six-month probationary period.

## **Pension Scheme**

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at [www.twpf.info](http://www.twpf.info).



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