

# Recruitment Pack

**Learning Support Assistant**  
Hatchell Wood Primary Academy



## Introduction by the Chief Executive Officer

Thank you for your interest in this exciting opportunity to develop your career with The Rose Learning Trust. We hope that by reading this pack and the information available on the [website](#) you will get a good overview of the exciting opportunities and support you can expect as a member of staff at our trust.

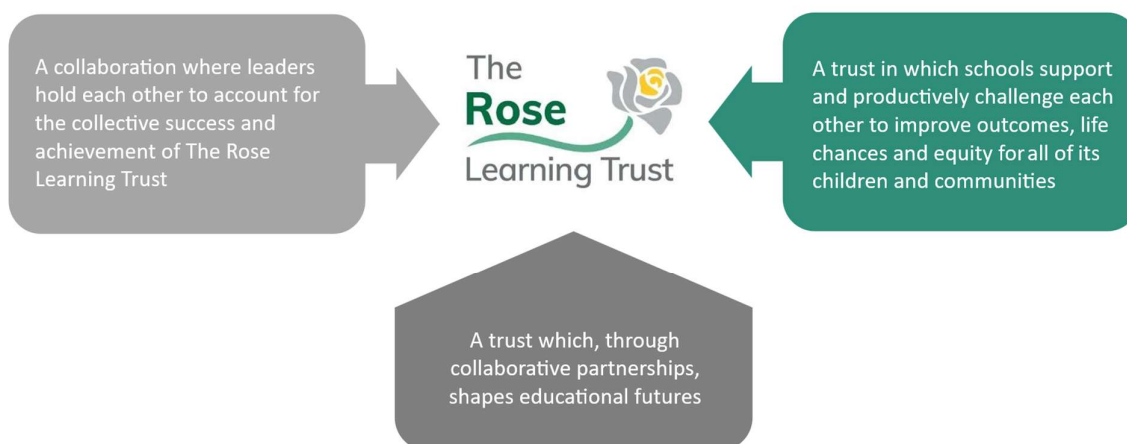
We are a collaborative organisation focussed on high standards and opportunities for all. As a trust, we seek to support and challenge each other to improve the outcomes and life chances of all our pupils across all our communities. We will continue to learn from each other: transforming futures collaboratively. In this way we believe that the changes we make, the developments and strategies we put in place will have purpose, be embedded and effective.

Our aim is not only to grow our trust successfully, but also sustainably. We believe that through quality, not quantity, we can facilitate opportunities that can be invested back into the people who will secure our future: our pupils and staff. Our aim at The Rose Learning Trust is to provide all pupils with the best possible start in life within communities of promise.

**Jeremy Harris**  
Chief Executive Officer



## Vision Transforming Futures Collaboratively



## Overview of the trust

The strategic plan combines our vision and values with our strategic objectives and developing excellence priorities. Each school will use the developing excellence priorities as the base for their school developing excellence plans. This ensures that, although each school has their own priorities and development areas, they are within a clear unified structure that aligns with the trust strategic plan. Please see the [website](#) for more information.

## Our vision: Transforming Futures Collaboratively

We will achieve our vision by:

- Every child having the best start to their education
- Every child having the best tools and support to learn and grow in a safe, secure environment
- Every child having access to excellent teaching and an excellent curriculum
- Every child being encouraged and inspired to believe in themselves
- Every child learning how to make and sustain great relationships
- Creating an enjoyment of learning through collaboration with all partners
- Creating equitable lifelong learning opportunities and academic success for all children



## THE ROSE LEARNING TRUST STRATEGIC PLAN 2023-2026

<b>Vision</b>	<b>TRANSFORMING FUTURES COLLABORATIVELY</b>				
<b>Values Statement</b>	The Rose Learning Trust aims to create and foster a culture of high aspiration, enjoyment for learning, academic success and lifelong skills for all our pupils, within communities of promise.				
<b>Strategic Objectives</b>	<b>Developing Pupils</b>	<b>Developing People</b>	<b>Developing Governance</b>	<b>Developing Growth, Business Facilities and Resources</b>	<b>Developing Communities and Partnerships</b>
<b>Developing Excellence Priorities</b>	Excellent teaching for every child	Excellent curriculum for every child	Excellent standards of behaviour, attitudes, attendance and safeguarding	Excellent targeted support for every child that needs it	

## Hatchell Wood Primary Academy

At Hatchell Wood Primary Academy, we aim to provide the highest standards of education for our community. All the staff have high expectations of the children and themselves to ensure that each child becomes a confident, talented learner who achieves their full potential. We want your child's time here to be memorable because they have had fun and enjoyed new experiences which has sparked their interest so that they want to do their best.

Our aim is to prepare children for the future and for lifelong learning in a diverse and ever changing world with opportunities as well as challenges.

We encourage the development of values and expectations based on tolerance, respect, perseverance, commitment and courtesy. We emphasise the importance of caring, sharing and learning to work and play together in a secure and happy environment; skills and attitudes which will be vital in later life.



We have achieved the **Silver School Mental Health Award** which reflects the hard work and commitment of all our staff to support children and adults in our school, particularly in these difficult times.

We are a **Silver Award Learning Outside the Classroom school** and our vision for this is, 'every child should experience the world beyond the classroom as an essential part of learning and personal development whatever their age, ability and circumstances.'

We believe that parents and carers play a significant role in the education of their children and through close cooperation and communication with you we can enhance and enliven the experiences that your child will have in school. In this way we will, together, bring out the very best in your child.

**Mrs F Burton**  
**Headteacher**





## Learning Support Assistant

### Advert Information

<b>Post</b>	<b>Learning Support Assistant</b>
<b>Contract type</b>	Fixed Term (Maternity Cover, 06.01.26 – 26.06.26), Term Time only
<b>Grade</b>	NJC Grade 5 £25,185 to £25,989 Actual pro-rated salary £17,871.75 per annum
<b>Hours</b>	30 hours 50 minutes per week
<b>Reporting to</b>	Headteacher/Inclusion Manager
<b>Location</b>	Hatchell Wood Primary Academy
<b>Commencement date</b>	Tuesday 6 <sup>th</sup> January, 2026
<b>Closing date</b>	Thursday 4 <sup>th</sup> December 2025, 9am
<b>Shortlisting date</b>	Thursday 4 <sup>th</sup> December 2025
<b>Interviews</b>	Tuesday 9 <sup>th</sup> December 2025

The Rose Learning Trust is a successful medium sized trust based in Doncaster and North Lincolnshire. We are a trust that lives our vision of ***transforming futures collaboratively*** in all our work to ensure we develop and grow sustainably and embed best practice for the benefit of our pupils.

Hatchell Wood Primary Academy is looking to appoint a highly motivated and organised Learning Support Assistant to join our Inclusion Team for a maternity cover position, from January 2026 until June 2026.

As a member of staff, you also benefit from greater opportunities for professional development and promotion as we encourage movement between our academies to give you broader work experience.

The Learning Support Assistant should always comply with the trust's code of conduct, safeguarding policies and practices and have:

- Personal integrity and a commitment to the Nolan Principles of Public Service
- A commitment to diversity, equal opportunities and anti-discriminatory practices
- A commitment to ensuring children learn in a safe environment





- A commitment to professional development and training
- An affinity with The Rose Learning Trust culture and purpose

The successful candidate will:

- Be passionate and enthusiastic to add additional capacity to our experienced and dedicated Inclusion team.
- Be a positive advocate for children and will be able to build effective relationships with pupils, staff and parents, under the direction of the SENCO and class teachers.
- Use their skills to support our children and help them to take the next steps in their learning.

We can offer in return:

- A very welcoming, caring school ethos, where every child matters
- A supportive working environment with team planning and enthusiastic, hardworking colleagues.
- High quality continuous professional development, including opportunities to develop leadership skills
- A full induction process and support
- Friendly, honest and hardworking children
- A caring and skilled staff team with a good sense of humour and realism!

Visits to the school are warmly welcomed and encouraged and . They can be made by appointment by calling the school office 01302 538 108

For further information about this role, please email your query to [admin@hatchellwood.com](mailto:admin@hatchellwood.com) or alternatively call the school office.

To apply use the link below:

<https://mynewterm.com/jobs/145080/EDV-2025-HWPA-08180>

***This post involves working with children and therefore if successful you will be required to apply for a Disclosure and Barring Service records check at an enhanced level. Further information about the Disclosure Scheme can be found at [www.gov.uk/disclosure-barringservice-check](http://www.gov.uk/disclosure-barringservice-check).***

***In line with our safer recruitment policy two references will be sought before we interview.***

***We are committed to the equality of opportunity in the services provided to customers and all aspects of employment. We warmly welcome applications from all sectors of the community. Our recruitment policies, procedures and practices enable all applicants to be considered on merit and ability to do the job. We will make reasonable adjustments, in line with the Equality Act, for disabled applicants if these are needed.***





## Learning Support Assistant

### Job Description

As a member of staff in The Rose Learning Trust, you will benefit from greater opportunities for professional development, collaboration and career development.

### Employment details

Job title:	Learning Support Assistant
Reports to (job title):	Headteacher/Inclusion Manager
Grade and Salary	NJC Grade 5 £25,185 to £25,989 Actual pro-rated salary £17,871.75 per annum
Contract Type	Fixed Term (Maternity Cover, 06.01.26 – 26.06.26), Term Time only

### Job Purpose:

#### Main purpose of the post

- To work as part of a team within school/educational establishments to promote the learning and welfare of pupils by providing practical and learning support to pupils, including those with special education needs under the direction of a class teacher/SENCo/Inclusion manager/Headteacher.

### Duties and Responsibilities:

#### Teaching and Learning

- To work with pupils, including those with SEN support plans and EHC plans, in regulated activity, providing individual assistance, implementing support plans, to maximise achievement.
- To work closely with pupils (individually or groups) within school, enabling them to achieve maximum access and participation in the National Curriculum or the Engagement model. To work under the direction of the class teacher and to assist in the planning, monitoring and evaluation of the pupil's learning, ensuring that progress is clearly recorded and related to the learning objectives for that pupil.





- To help pupils to further develop literacy, numeracy, ICT, problem solving and study skills. To help pupils develop their language, reasoning and social skills.
- To give in class support to teachers, facilitating pupils' access to the curriculum including assisting teachers of practical subjects as required with priority being given to health and safety.
- To support the school's behaviour policy to ensure high standards are promoted.
- To implement appropriate specific skills programmes as may be arranged and directed by the Inclusion manager or other professionals, working as part of a team.
- To attend and assist pupils with their hygiene, eating and general welfare requirements as necessary.
- To assist in the writing of regular reports and reviews on pupil's progress, to assist with general administration of records.
- To liaise with other agencies (i.e. Social Services, Health professionals etc) as directed by the Special Educational Needs Co-ordinator or other relevant professional.
- To inform other LSAs/TAs/Teachers on a daily basis regarding the progress of pupils.
- To contribute to discussions connected to pupil achievement and work in positive partnership with parents under the direction of the relevant professional.
- To play an appropriate part in child protection procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.
- To communicate the work set by the class teacher to the pupils and to follow all instructions as directed by the class teacher
- To manage the behaviour of pupils whilst they are undertaking this work and ensure a positive learning environment within the classroom
- Deal with any immediate problems or emergencies according to the school's policies and procedures
- To report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the lesson and any issues arising
- To assist in the administration and supervision of tests and examinations
- To assist in the supervision of pupils on trips / visits
- To carry out administrative tasks (both within and outside the classroom) as required
- To attend staff training / meetings as appropriate

### Standards and Quality Assurance

- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance
- Attend team meetings
- Undertake professional duties that may be reasonably assigned by the headteacher
- To keep up to date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings, and take part in appraisals and reviews of one's work arranged by the headteacher and / or the continued professional development leader.

These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the school, commensurate with the grading of the post, without changing the general character of the post. The Job Description and



allocation of particular responsibilities will be reviewed on a yearly basis and may be amended by the Headteacher at any time after consultation.

**The post holder must always comply with the trust's staff code of conduct.**

The post holder's duties must be carried out in compliance with the trust's:

- Safeguarding policies
- Equality policies
- Information Security policies
- Financial Regulations
- Health & Safety at Work Act
- and all other trust policies

**The Rose Learning Trust takes its duty to safeguard the young people with which it works seriously and is committed to safeguarding and promoting the welfare of children. Applicants will undergo child protection screening appropriate to the post, including checks with past employers.**

**All Rose Learning Trust staff members are required to undertake an Enhanced Disclosure and Barring Service check (EDBS)**

**The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check.**



# Learning Support Assistant

## Person Specification

<b>PERSON SPECIFICATION</b>			
AF – Application Form CQ – Certificate of Qualification I – Interview		Essential	Desirable
Qualifications and Training			How Identified
GCSE or equivalent in Maths and English		✓	CQ / AF
Confident working knowledge in Maths and English		✓	CQ / AF
Appropriate level of qualification for role of Teaching Assistant			✓ CQ / AF
First Aid Certificate			✓ CQ / AF
Recent in-service training relevant to the post			✓ CQ / AF
Experience of delivering support programmes such as precision teaching, colourful semantics, etc			✓ CQ / AF
Relevant Experience			



Relevant work experience or study related to the role.	✓		A F / I
Previous experience working one to one with a range of children that has SEND		✓	A F
Previous experience working with children in a primary school		✓	/
De-escalation training e.g. Teamteach		✓	I



<b>Knowledge and Skills</b>			
Good interpersonal and communication skills	✓		A F / I
Good organisational skills	✓		A F / I
An understanding of Child Protection Procedures	✓		A F / I I
Working knowledge of general policies and procedures applicable to school		✓	A F / I A F
Excellent literacy / numeracy / oracy skills		✓	A F / I / I
Working knowledge of National Curriculum and relevant learning programmes		✓	A F / I
Understanding of ASD/ADHD/attachment disorder etc		✓	A F / I F
<b>Personal Qualities</b>			
Ability to relate well to children, staff and parents	✓		A F / I
Ability to self evaluate own practice and learning needs	✓		A F / I
A calm, pleasant and sympathetic manner.	✓		A F



			/
			I
Ability to work as part of a team. Flexible.	✓		A F / I
To keep abreast of local and national initiatives in education		✓	A F / I
<b>Safeguarding</b>			
Understanding and commitment to safeguarding procedures within a school environment	✓		A F / I
Understanding of Data Protection	✓		A F / I

