

# Recruitment Pack

Learning Support Assistant –  
Grade 5

Lakeside 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.

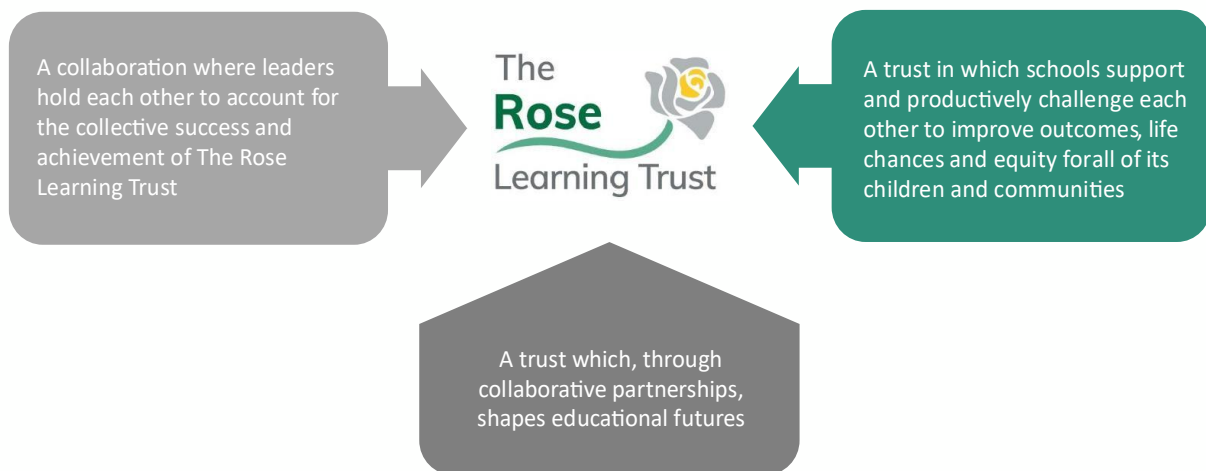
Our aim is not only to grow our trust successfully, but also sustainably. We believe that through quality, not quantity, we can facilitate opportunities that can be invested back into the people who will secure our future: our pupils and staff. Our aim at The Rose Learning Trust is to provide all pupils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

## Lakeside Primary Academy



Lakeside Primary Academy is a GOOD school in all areas (April 2024) and, 'has high ambitions for what pupils learn and experience'. Lakeside Primary Academy is a lively, culturally diverse school in Doncaster. It cares for approximately 400 pupils aged 3-11 years old. We are looking to appoint a highly motivated and organised professional to play a key role in our school. A vacancy exists for a hardworking and dedicated Learning Support Assistant to join our school and trust on a permanent basis.





## Learning Support Assistant

### Advert Information

<b>Post</b>	Learning Support Assistant – Internal Applicants Only
<b>Contract type</b>	Permanent, 30 hours per week, term time only.
<b>Grade</b>	Grade 5, 17,301.47 to £17,853.79 (pay award pending)
<b>Hours</b>	30 hours per week
<b>Reporting to</b>	Headteacher/SEND/CO/KS Leads
<b>Location</b>	Lakeside Primary Academy, Sandy Lane, Doncaster DN4 5ES.
<b>Commencement date</b>	Tuesday 1 <sup>st</sup> September 2026
<b>Closing date</b>	Monday 6 <sup>th</sup> July 2026 at 9am
<b>Shortlisting date</b>	Monday 6 <sup>th</sup> July 2026
<b>Interviews</b>	Thursday 9 <sup>th</sup> July 2026

The Rose Learning Trust is a successful medium sized trust based in Doncaster and North Lincolnshire. We have grown from two schools to nine over the last seven years with a central trust office based in Balby. 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.

Lakeside Primary Academy is looking to appoint a highly motivated and organised professional to play a key role in our school. A vacancy exists for a hardworking and dedicated Learning Support Assistant to join the school.

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.

Teaching Assistants 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 able to work flexibly towards changing deadlines
- Be able to prioritise their work
- Have a pleasant manner
- Have empathy with children
- Good inter-personal skills
- Work well individually and as part of a team
- Be able to co-ordinate contractors and oversee

We can offer in return:

- A friendly, caring school which is central to the community
- An inclusive ethos with enthusiastic and motivated learners
- A happy and welcoming school where children, parents, staff and visitors feel valued for who they are
- A dedicated and supportive team who create an ethos of success for both staff and pupils
- Supporting hard working staff with shared expectations
- Forward thinking, collaborative team
- Leadership with a strong emphasis on the support and well-being of staff
- Excellent professional development opportunities across a growing Multi Academy Trust
- Wonderful pupils and parents who support the school in all that it does

Visits to the school are warmly welcomed and encouraged. They can be made by appointment with the Head Teacher, Mr James Bullock Tel: 01302 368879.

For further information about this role please ring Louise Green, School Business Manager on 01302 368879.

To apply use the link below:

<https://mynewterm.com>

***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 – Grade 5
Reports to (job title):	Headteacher/SEND/CO/KS Leads
Grade and Salary	Grade 5, 17,301.47 to £17,853.79 (pay award pending)
Contract Type	Permanent, 30 hours per week, term time only

### Job Purpose:

#### Main purpose of the post

To work as part of a team within school, primarily in KS1, to promote the learning and welfare of pupils by providing regulated activity, practical and learning support to pupils, including those with special educational needs under the direction of a class teacher.

### Duties and Responsibilities:

#### Overall Responsibility

- Deliver and implement work programmes to individuals/groups of pupils under direction and supervision of the class teacher enabling them to achieve maximum access and participation in the national curriculum, including pupils with SEND support plans or EHCPs.
- Under the direction of the class teacher monitor pupils' responses to learning activities and accurately record achievement and progress as directed





- Provide information and advice to enable pupils to make choices about their own learning/behaviour and attendance and consequences of their actions
- Develop the learning/nurture environment to provide safe, quality provision for pupils
- Challenge and motivate pupils, promote and reinforce self-esteem and confidence
- Maintain positive professional relationships with all members of staff
- Participate in training and other learning activities as required
- Liaise with the appropriate designated member of staff where child protection issues are concerned
- Support pupils access to learning using appropriate strategies, resources etc.
- Apply the school's Relationships and Behaviour Policy, ensuring consistency and fairness
- Promote the safety and wellbeing of the children and young people
- Ensure that the school's Child Protection and Safeguarding policies, security and confidentiality procedures are adhered to
- Assist with routine clerical tasks, classroom organisation and displays
- Supervise and support pupils, maintaining good order and discipline and ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils within the Academy
- Assist pupils with their hygiene, eating and general welfare requirements as necessary
- Clear away resources and materials after sessions
- Supervision of children on some visits/activities
- Undertake professional development and training activities as appropriate
- Contribute to the achievement of and help to maintain the Academy vision, aims and values
- Assist with the implementation of SEN Support/Behaviour Plans and Intimate Care Plans where necessary
- Assist with pupil pastoral issues





### Other

- Any other duties required by the Headteacher, which is within the scope of this post
- At all times carry out duties with due regard to the school's Health and Safety policy
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour
- Ensure all procedures relating to Safeguarding and Child Protection are followed as a priority

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 Head Teacher 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>	<b>Ess ent ial</b>	<b>Des ira ble</b>	<b>Ho w Ide ntif</b>
AF – Application Form      CQ – Certificate of Qualification Interview      I –			
<b>Qualifications and Training</b>			
GCSE maths and English A-C or equivalent	x		C Q
First Aid Certificate		X	C Q
Recent in-service training relevant to the post		X	C Q
Teaching Assistant Qualification		X	C Q
<b>Relevant Experience</b>			
Previous experience working with children.	X		A F / I
Experience of working as part of a team.	x		A F / I
Knowledge and experience of child led approaches to learning		x	A F / I
Experience of creating planning and resources that supports progress across all areas of learning		x	A F / I
Experience of working with children with additional needs		x	A F





			/ I
Experience of delivering a phonics programme/intervention to small groups		x	A F / I
<b>Knowledge and Skills</b>			
Good interpersonal and communication skills	X		A F / I
Good organisational skills	X		A F / I
An understanding of Child Protection Procedures	x		A F / I
Commitment to inclusion, equal opportunities and fairness	x		A F / I
Working knowledge of general policies and procedures applicable to school		x	A F / I
Excellent literacy/ numeracy/oracy skills		x	A F / I
Working knowledge of EYFS curriculum and relevant learning programmes		x	A F / I
<b>Personal Qualities</b>			
Ability to relate well to children, staff and parents	X		I
Ability to self-evaluate own practice and learning needs	X		I
A calm, pleasant and sympathetic manner	X		I
Ability to work as part of a team. Flexible.	X		I
To keep abreast of local and national initiatives in education		x	I





Willingness to attend appropriate training courses			
<b>Safeguarding</b>			
Understanding and commitment to safeguarding procedures within a school environment	X		A F / I
Understanding of Data Protection	X		A F / I

