



**LEARNING**  
ACADEMIES TRUST

**HIGHER LEVEL  
TEACHING ASSISTANT  
RECRUITMENT PACK  
MAYFLOWER COMMUNITY ACADEMY**

**BELIEVE YOU CAN, TOGETHER WE WILL**

[www.learningat.uk](http://www.learningat.uk) 01752 914160 @ hr@learningat.uk

## About the Learning Academies Trust

The Learning Academies Trust was originally formed by three Plymouth primary schools in November 2016 and has grown from there. In terms of pupil numbers, the Trust is now the largest primary school MAT, or Multi Academy Trust in the city of Plymouth.

The Learning Academies Trust is a family of schools dedicated to delivering outstanding education to all our children, whatever their starting point or background. Our Trust's mission is:

**Together we will...** work with our children, families, and communities to provide exceptional learning opportunities for all our children

All of our schools are committed to the following values:

**Aspiration   Excellence   Collaboration   Inclusivity   Kindness   Respect**



We know that with great leadership, inspirational teaching, caring pastoral support and hard work, every child in every one of our schools can succeed. By joining our Trust, you will become part of an inspiring group of people, committed to shaping a great future for our city's children.

The Learning Academies Trust is comprised of 18 Primary Schools across the city of Plymouth and delivers exceptional education to approximately 5000 children and employs over 900 members of staff. Each school has a unique identity and set of values but are joined together in their aspirations for their communities. For more information about the Trust, our schools and what we do, check out our website [www.learningat.uk](http://www.learningat.uk)

## A message from our Chair of the Trust Board...

Thank you for your interest in joining Learning Academies Trust. Whether you are at the beginning of your career or bringing years of experience, we are delighted that you are considering becoming part of our community.



At Learning Academies Trust we are committed to providing outstanding education that prioritises our children's needs. Our Trust is proudly made up of 18 primary schools, each united by a shared belief in the power of education to transform lives. Central to our mission is a deep and enduring commitment to improving the life chances of disadvantaged children, and this shapes our strategic decisions and every aspect of our culture. We know that when a child is given the right support, challenge and care, there is no limit to what they can achieve—and every member of staff plays a vital role in making this a reality.

Our values— **Collaboration, inclusivity, kindness, and respect**—are at the heart of who we are. They guide how we work with one another, how we engage with our children, families, and communities, and how we face challenges and opportunities together. These values are grounded in our shared sense of **purpose, ambition, and care**, driving us to strive for excellence while nurturing a culture where every individual is seen, heard, and supported.

As a Trust, we believe in investing in our people. When you join us, you join a team that celebrates professional growth, encourages innovation, and places strong relationships at the centre of its work. We want every colleague to feel valued and empowered to make a meaningful difference.

If you share our ambition and feel inspired by our mission, we look forward to welcoming you. Together, we can continue to create exceptional schools where all children—and all staff—can thrive.

Mrs Debbie Taylor

## A message from our CEO...

This is an exciting time to be considering a career with us at the Learning Academies Trust. As a Primary phase family of local schools, we have high expectations to deliver the very best for our children.



If you are passionate about working with us and the children in our schools, we'd love to hear from you. Information about the role and the school you are applying for are detailed in this pack and for wider Trust wide news and information, please check out our website or Twitter feed [@learningatceo](#).

If you would like any further information or a conversation about the Trust, then there is no better way than to do this in person.

Please contact our Trust HR Team to arrange a time to talk [hr@learningat.uk](mailto:hr@learningat.uk)

Mr Simon Spry

## About Mayflower Community Academy

Executive Headteacher: Mr David Sammels

Location: 41 Ham Drive, Ham, Plymouth PL2 2NJ

Approximate number of students: 440

Approximate number of staff: 80



### Message from the Headteacher

We are delighted to welcome you to our forward-thinking school. Our staff are committed in their role of creating the most inspirational opportunities for our pupils and their families. Each school role plays an important part in supporting our wider team to do just that. Mayflower routes itself in informed educational practice and plays a pivotal role in both local and national research and development. We pride ourselves on developing leaders who strive to develop the talents and interests of our community. We look forward to meeting new members who can take us even deeper into this work. We welcome your application. Together we can...

David Sammels, Executive Headteacher

## Higher Level Teaching Assistant Job Description

<b>Job Title</b>	Higher Level Teaching Assistant (Support Centre)
<b>Location</b>	Mayflower Community Academy
<b>Responsible to</b>	Headteacher
<b>Job Type</b>	Permanent
<b>Salary FTE</b>	£30,024-£32,597
<b>Actual Annual Salary</b>	£25,808-£28,020
<b>Hours/weeks</b>	37 hours per week/ 39 weeks per year
<b>Closing Date</b>	1 <sup>st</sup> June 2026
<b>Interview Date</b>	tbc
<b>Start Date</b>	01/09/2026 or possibly sooner

### Job Summary

Working within the Support Centre to support the teaching staff and SENCO in providing an outstanding education through working with children with SEND to deliver their EHCPs and support transitions during the day. Promoting and embedding the school's ethos and values in everyday activities. To work with teachers to plan, organise and support teaching and

learning activities for classes. To complete specified work for a whole class, individuals and groups under the direction and supervision of a qualified teacher.

Responsible for the management of Teaching Assistants and other classroom support staff across the centre and the development of specialist areas as directed by the Headteacher.

### **Key Roles and Responsibilities**

- Working in partnership with teachers to deliver learning activities to whole classes during the teacher's PPA time.
- Provide short term cover for training and other absence.
- Using initiative to assess and evaluate pupils' needs and leading the delivery of learning activities.
- Taking responsibility for planning challenging learning objectives
- Selecting and preparing appropriate resources to lead learning activities. Work with individuals and groups, under the direction of the teacher, to support learning.
- Contribute to planning and evaluation of lessons within a framework set by the teacher.
- Support teachers to assess student needs and progress, and use detailed knowledge and specialist skills to support learning and promote independence.
- Liaise with staff and other relevant professionals and provide information about students as appropriate.
- Contribute to the development and implementation of individual plans for pupils and attend and contribute to reviews.
- Support transition.
- Support the role of parents/carers in students' learning and contribute to meetings.
- Line-manage designated support staff.
- For some pupils there may be a need to administer medication in accordance with an agreed plan under direction of healthcare practitioner and appropriate training.

### **Additional Leadership Responsibilities - Support Centre & SEND Practice**

Alongside the core responsibilities of the role, the post holder will undertake a key leadership function within the Support Centre and wider school, contributing to the continuous improvement of SEND provision and practice.

This will include:

### **Performance Review, Monitoring and Reporting**

- Working in close partnership with the SENDCo and class teachers to review the effectiveness, impact and quality of provision within the Support Centre
- Contributing to regular evaluation of pupil progress, outcomes and support strategies, using evidence from monitoring, observation and data
- Producing clear, purposeful reports and feedback to the Senior Leadership Team, highlighting strengths, areas for development and next steps

- Supporting the SENDCo and school leaders by feeding into reports and updates for Local Governors, ensuring transparency and accountability for SEND provision

### **SEND Resourcing and SEND Champions**

The post holder will play a leading role in developing and embedding SEND practice across the wider school by:

- Setting up, coordinating and delivering SEND resourcing and practical guidance to staff across the school
- Supporting the development and ongoing effectiveness of SEND Champions, ensuring consistency, confidence and fidelity to agreed approaches
- Working with the SENDCo to ensure resources, strategies and tools are aligned to individual pupil needs, EHCPs and the school's wider SEND strategy
- Supporting staff to implement inclusive practice that promotes independence, engagement and positive outcomes

### **Coaching, CPD and Performance Development**

The post holder will:

- Monitor and support the performance of Teaching Assistants working within the Support Centre and wider SEND provision
- Provide constructive feedback and coaching conversations linked to whole-school SEND-focused CPD
- Support the implementation of the school's incremental coaching model, helping staff to improve practice through small, sustained and purposeful steps
- Model high-quality SEND practice and contribute to a culture of reflection, professional growth and shared responsibility

### **Strategic Contribution**

- Act as a key operational bridge between SEND strategy and classroom practice
- Contribute to leadership discussions relating to SEND provision, staffing and development
- Uphold and promote the school's inclusive ethos and commitment to high-quality

## Additional Information

- The post holder is required to uphold and promote the school's policy on Data Protection and GDPR, to be mindful of their responsibilities under the act/s in processing personal data and of the implications of unauthorised disclosure.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the Trust's responsibilities towards safeguarding.
- This post is subject to an Enhanced Disclosure and Barring Service Check for Regulated activity.

## PERSON SPECIFICATION

<b>Job Title</b>	Higher Level Teaching Assistant
<b>Location</b>	Mayflower Community Academy
<b>Grade</b>	Grade E

Attributes	Essential	Desirable
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• A minimum of Grade C in GCSE Maths and English or equivalent qualification</li> <li>• Working towards NVQ3 or equivalent experience</li> <li>• Able to evidence a willingness to take part in professional development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• A - Level or above e.g. Degree level qualifications to compliment the educational based role</li> </ul>
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of working within a school with high numbers of children with additional needs</li> <li>• Good literacy and numeracy skills</li> <li>• Understanding of effective teaching methods</li> <li>• Ability to plan, teach and lead lessons across school year groups</li> <li>• Knowledge of how to successfully lead learning activities for a group or class of children.</li> <li>• Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support.</li> <li>• Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice</li> </ul>	<ul style="list-style-type: none"> <li>• A full driving licence to support educational trips, attendance at meetings which are off site or further qualifications such as minibus licence</li> <li>• First aid in the work place or higher qualification</li> <li>• Manual Handling qualification</li> <li>• Knowledge and experience of teaching or supporting bilingual pupils to</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge of relevant policies/codes of practice/legislation</li> <li>• Understanding of child development and learning processes</li> <li>• Knowledge of First Aid</li> <li>• Knowledge and experience of using IT to produce electronic based resources and assessment materials.</li> <li>• Good knowledge of the primary curriculum, including phonics.</li> <li>• Experience of strategic communication through social media and websites.</li> </ul>	<p>participate in learning activities to develop literacy and numeracy</p> <ul style="list-style-type: none"> <li>• Experience or aspirations to create publications and/or marketing material</li> </ul>
<b>Personal Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to build effective working relationships with pupils and adults.</li> <li>• Ability to use initiative and prioritise work</li> <li>• Excellent verbal communication skills</li> <li>• Active listening skills</li> <li>• The ability to remain calm in stressful situations.</li> <li>• Good IT skills, particularly using IT to support learning.</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Commitment to safeguarding pupil's wellbeing and equality</li> </ul>	

## Working for our Trust

By working within our Trust, you will be part of a team of people who want to make a difference in the lives of the children and communities we serve. Whether you are joining us in a teaching capacity or a support service position, you will become vital in helping to shape the futures of the next generation for our city.

The Learning Academies Trust strives to be an employer of choice in the southwest. We are committed to developing our employees to their full potential and take great pride in the availability of learning and development resources for our staff. From training days to an extensive package of e-learning courses, you will have a wealth of opportunities available to develop your skills and experience.

## Employee benefits



In January 2020, the Learning Academies Trust became the first education employer in Plymouth to achieve the Livewell Southwest Wellbeing at Work Bronze Award. The Trust is committed to supporting the wellbeing of all staff and is proud to work closely with official bodies to ensure we have a holistic approach to staff wellbeing.

As a Learning Academies Trust employee, you will have access to a growing list of benefits to support you both professionally and personally. Our benefit package includes:

- Free counselling services for personal or professional support
- Cycle Scheme
- Employee Newsletter
- Regular recognition awards
- DSE Eyecare scheme
- iHASCO online training courses
- Annual flu vaccination
- Annual health check
- Discounted gym membership

## How to apply

If you believe you can demonstrate the dedication, skills and passion required, we look forward to receiving your application. Please click the link to submit your application form. Please note – we do not accept CVs. Completed applications should be submitted prior to the closing date.

Please note, the closing date is for guidance only. Successful applicants will be invited to interview at the earliest available opportunity. Learning Academies Trust reserves the right to close the vacancy early if a suitable candidate is found.

With 18 schools, we are regularly looking for passionate people to join our teams. If there are no vacancies currently, but you would like to register your interest for future vacancies, please join our talent pool and we will be in touch as soon as we have a suitable position.