



**LEARNING**  
ACADEMIES TRUST

# SEND TEACHING ASSISTANT RECRUITMENT PACK

HIGH VIEW SCHOOL

**BELIEVE YOU CAN, TOGETHER WE WILL**

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



Mr John Butcher

Thank you for showing interest in joining the Learning Academies Trust. We are proud of our achievements to date and our recognition as a truly collaborative and united partnership of Plymouth primary schools. It is our aim to support our schools with expert advice from a central team of experts covering estates, IT, finance and HR. Furthermore, our school improvement offer demonstrates a shared, supportive understanding of curriculum delivery that meets the needs of our young people.

The LAT believes that strong communication between the strategic direction provided by the Trust Board and its local governing bodies is also significant in establishing a coherent and shared vision with common values embedded in our practice. I truly hope you will want to explore this exciting professional opportunity and we would be delighted to share our offer with you during the application process.

## A message from our CEO...



Mr Simon Spry

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)

## About High View School

Headteacher: Tessa Saunders

Location: Torridge Way, Efford, Plymouth PL3 6JQ

Approximate number of students: 360

Approximate number of staff: 50



## Message from the Headteacher

Welcome to High View School, where we pride ourselves on creating a warm, welcoming environment in which every child feels valued, supported, and inspired to thrive.

Our vision — *Be Happy, Be Curious, Be Tolerant, Be Respectful, Be Creative* — is at the heart of everything we do, shaping a culture of kindness, exploration, and high expectations. As a school at the centre of the community, we work closely with families and local partners to ensure our pupils grow into confident, compassionate individuals.

Oracy is the golden thread that runs through our curriculum, empowering children to express themselves clearly, listen actively, and engage thoughtfully with the world around them. We believe that every child has a voice, and we are committed to helping them use it with confidence and purpose. If you share our passion for nurturing young minds and building a vibrant, inclusive learning community, we would love to hear from you.

Tessa Saunders, Headteacher

## SEND Teaching Assistant Job Description

<b>Location</b>	2 Torridge Way, Plymouth PL3 6JQ
<b>Terms of contract</b>	Temporary until 31 <sup>st</sup> August 2026
<b>Grade</b>	Grade C
<b>Salary FTE</b>	£25,583 - £26,403
<b>Actual annual salary</b>	£18,573 - £19,169
<b>Hours/weeks</b>	31.25 hours / 39 weeks
<b>Closing date</b>	9am on Friday 14 <sup>th</sup> November 2025
<b>Proposed interview date</b>	Friday 21 <sup>st</sup> November 2025
<b>Anticipated start date</b>	As soon as possible

## Job Summary

To support the delivery of targeted intervention and provision supporting SEND pupils across KS1 NA Early Years. Support teachers in providing an outstanding education to all our children, to ensure learning objectives for pupils are achieved and to assist the teacher in

the management of pupils and the classroom. Promoting and embedding the school's ethos and values in everyday activities. Work may be conducted in the classroom or may take place outside the classroom. This role will include working 1:1 with pupils to support their individual needs.

## Key Roles and Responsibilities

- Build relationships with and nurture pupils to enable positive educational outcomes.
- Support the delivery of targeted provision for pupils across KS1 & EY who require additional support.
- Work as part of a team to uphold and role model the strong values that are fundamental to our school.
- Deliver planned teaching and learning activities and adjust the learning as required to support the needs of all pupils in KS1 & EY.
- Work with small groups or on a 1:1 basis to ensure individual needs are being met.
- Assisting with the development of resources, lessons, and the classroom environment, to ensure the learning objectives of the lesson are met.
- Create strategies, with guidance from the teacher, to support and encourage pupils to achieve their learning goals.
- Monitoring and record pupils' attainment and report pupils' progress and achievements to the teacher.
- Provide feedback to pupils under the guidance of the teacher
- Promote good behaviour and support the building of positive relationships between pupils, promoting inclusion and acceptance of all pupils.
- Deal promptly with conflicts and incidents in line with the school's policy and encouraging pupils to take responsibility for their own behaviour.
- Work alongside SENCo and Teachers to act on advice from and feedback to relevant professionals, such as Educational Psychologists and Speech and Language Therapists.
- Provide administrative support to the teacher.
- Establish positive relationships with parents/carers and where appropriate participate in meetings with parents/carers alongside the teacher or SENCo.
- Accompany the teacher and pupils on all out of school activities as required.

## Additional Information

- The post holder is required to uphold and promote the school's policies and procedures relating to Safeguarding, Data Protection, GDPR, Health and Safety, school security and report any concerns to the appropriate person.
- 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>	SEND Teaching Assistant
<b>Location</b>	High View School
<b>Grade</b>	Grade C

Attributes	Essential	Desirable
<b>Education/ Qualifications</b>	<p>NVQ2 or equivalent qualification in relevant discipline</p> <p>Able to evidence a willingness to take part in professional development opportunities</p> <p>A minimum of Grade C in GCSE Maths and English or equivalent qualification</p>	<p>Achieved or training for an NVQ 3 or equivalent qualification in relevant discipline</p> <p>First aid qualification</p>
<b>Experience</b>	<p>A minimum of a year's experience in a primary school</p> <p>Experience in a school with high numbers of children with additional needs e.g. SEND, EAL, pupil premium children</p> <p>Recent experience in EYFS / KS1</p> <p>Experience of delivering RWInc (or similar phonics scheme) sessions</p>	<p>Recent experience of supporting individuals, groups and whole class settings</p> <p>Experience in KS2</p> <p>Passion and skillset in SEND</p> <p>Read Write Inc 2 day training</p>
<b>Skills/Knowledge/ Aptitude/</b>	<p>Able to provide evidence of having a positive impact on the learning outcomes of the children</p> <p>Clear awareness of how to respond to safeguarding issues</p> <p>Good emotional intelligence; ability to communicate effectively with colleagues and show empathy towards pupils</p> <p>Have excellent written and verbal communication skills.</p> <p>Be able to create and maintain effective partnerships with staff, parents, carers, children and the wider school community.</p> <p>An ability to engage, motivate and enable children to make progress in their learning</p>	<p>Understanding of the use of ICT in a classroom setting</p> <p>Sense of humour</p> <p>Ability to support the class teacher / SLT in communicating with parents</p> <p>Experience of running interventions</p> <p>Clear understanding of EYFS</p> <p>Awareness of Trauma informed strategies when supporting children</p> <p>Experience of delivering Thrive/ELSA sessions</p> <p>Forest School training</p>

	<p>A positive and effective approach to behaviour management.</p> <p>Understanding of social communication difficulties</p> <p>Promote and sustain high standards</p> <p>Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.</p> <p>Promote the inclusion and acceptance of all pupils.</p>	
<b>Motivation</b>	<p>Evidence of an ongoing positive and enthusiastic approach to motivating the children and to supporting colleagues</p> <p>Be a good team player</p> <p>Ability to use initiative and able to prioritise work</p>	Willingness to lead or support extra-curricular activities
<b>Physical</b>	Ability to work across the school and carry out the duties of a teaching assistant, including lunchtime duties	Ability and willingness to sit on the floor with children where this will support their behaviour or learning

## 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.