



MOSAIC LEARNING TRUST

Raising Aspirations,
Empowering Futures

Candidate Information Pack Learning Support Assistant Level 3 English and/or EAL Support Specialist Maternity Leave Cover

Closing Date: Friday 12 December 2025 at 9am
Interview date: to be confirmed



**SOUTHLANDS
HIGH SCHOOL**
Endeavour for Excellence



**Standish Community
High School**
Outstanding!



Chief Executive Officer: Neil Moore

It is with great pleasure that I introduce you to Mosaic Learning Trust and I hope this information will enable you to decide on your suitability to join our journey and become part of our growing team. As a Trust, we are determined to challenge our students inside and outside the classroom to strive for individual excellence and to achieve the highest academic standards. Our Trust is committed to supporting every student to develop to their full academic potential whilst experiencing a wide and exciting range of opportunities to equip them with the skillset for a successful future as rounded, mature and confident members of modern society.

I am very proud of the Trust, its students, staff and Trustees. Education at Mosaic provides much more than exam excellence. It aims to develop and nurture our children to take their place as caring and confident young people in the outside world. Our staff have opportunities to engage in high quality Continuous Professional Development and all staff have access to our supportive, well-being packages. We would like to invest in the long-term career of an exceptional candidate and would welcome visits from prospective applicants.

Who we are:

The Mosaic Learning Trust was established in 2017. The work for all in the Trust is to serve the educational interests of students in becoming successful learners, confident individuals and responsible citizens, irrespective of background or ability. We have set our Trust on achieving:

- Ambitious expectations with successful outcomes so that no child is left behind in achieving all they can
- Academies committed to excellent teaching and learning with highly performing personnel
- Well led academies across all levels working within well-established staffing structures
- Self-evaluation built around accountability, development and improvement. Each academy will have data astute and responsive management systems
- Academies that offer engaging, relevant and well-considered curricula
- Excellent Trust governance that will ensure we are a Trust that is financially viable and forward thinking
- Academies that provide safe and positive learning environments by dedicated members of support.

At **Standish Community High School**, we are committed to the highest levels of academic achievement, personal growth and lifelong fulfilment. Our motto 'Be Outstanding' captures our determination and belief that all of our students deserve the very best education and opportunities that enable them to flourish and grow in confidence and develop the skills and expertise, to become happy and well-rounded, successful individuals.

Southlands High School believes in being a strong and loyal community in which every student and every member of staff is supported to achieve their very best and reach their fullest potential. Through high quality teaching, strong pastoral systems and a focus on personal development, we seek to prepare each and every student for the bright and optimistic future ahead of them.

At **Golborne Community Primary School**, our constant aim is to facilitate children's learning in a warm, encouraging and respectful community existing in a quality and stimulating environment. Our ethos relies heavily on the concept of independent learning and self-discipline. We hope to develop in all children the desire to learn and the ability to apply their full knowledge. At the same time, we want to help each child find the self-esteem and confidence that are so necessary to live a full and happy life.

What are the Benefits of Working for the Mosaic Learning Trust?

At the Mosaic Learning Trust, we understand that investing in our staff is the best investment for our students and offer a wide range of strategies to help our teachers and support staff to be highly effective in their roles. The Trust offers: -

Salary

We offer competitive salaries for teaching staff in line with the School Teachers Pay and Conditions Document. We also offer competitive salaries to school support staff on an incremental salary scheme, paid according to agreed pay grades using national spinal column points. Support staff receive an increment on 1st April each year, or when they have completed six months of service if appointed between October 1st and March 31st, until they reach the top of the band within their pay scale.

Pension

The Trust offers access to a substantial contributory pension scheme in line with the Teachers Pensions and Local Authorities.

Generous Holidays

Full year support staff have a statutory right to 28 days paid holiday a year including bank holidays, the Trusts' minimum entitlement for support staff is 35 days (including bank holidays) increasing to 40 days (including bank holidays) after 5 years' continuous local government service.

Wellbeing

We are committed to supporting the physical and mental wellbeing of our staff. We offer occupational health services, Schools Advisory Service (SAS) – wellbeing services, an employee assistance program, free flu vaccinations, eye care, discounted local gym memberships and we are a part of the cycle to work scheme.

Trust 'Inset Days'

The Trust offer additional Inset Days to give staff non-contact time for additional training, CPD, preparations, department time, leadership time etc.

Learning and Development

Learning and Development is essential to the success of the Trust and will help us meet our objectives and address the challenges we face over the coming years. This is an on-going process and one which should therefore be continuous throughout the year. There are many opportunities in the course of day-to-day work for learning and development to take place and service-specific training is provided appropriate to the needs of the job.

We also have an e-learning portal, through the National College which provides employees with access to a range of online courses and resources at a time that suits them, designed to help them enhance their professional development and refresh their learning, with new courses being added regularly.



November 2025

Dear Applicant,

Post: Learning Support Assistant Level 3 English and/or EAL Specialist
32.5hrs/week (Term Time plus 1 week) – Maternity Leave Cover

Many thanks for your interest in the above position. Please find enclosed the following documents:

- ❖ Job Description
- ❖ Person Specification
- ❖ Application Process

Southlands High School are advertising for a Learning Support Assistant Level 3 English and / or EAL specialist to commence employment January 2026 to cover Maternity Leave.

The successful candidate will take a full and active role in the life of our schools and will join a dedicated, hardworking trust team. The successful candidate will be welcoming, personable, helpful and able to represent the school in a professional and friendly manner. In addition, it is essential that the person for this role is organised, able to multitask, work flexibly and have a “can do” approach.

This role will be predominately based at Southlands High School, Chorley; however, you will be required to work at any school within the trust.

We encourage applicants to apply through [MyNewTerm](#).

Applications will be considered as soon as they are received, and the closing date will be Friday 12 December 2025 at 9.00 a.m. Interviews are scheduled to take place week commencing 15 December 2025. Any offer of employment is subject to a satisfactory enhanced criminal record check with barred list check through the Disclosure and Barring Service (DBS), medical clearance, references, and verification of qualifications satisfactory to the Trust.

Yours faithfully,



Miss R Atherton
Trust H.R. Manager

General Information for Applicants

Southlands High School is an improving school. Our motto '**Endeavour for Excellence**' demonstrates that we expect all stakeholders, staff and students to drive for the highest standards in everything they do. Southlands High School is striving to be 'Better' than ever before as a successful and inclusive school that works in close partnership with families and the community to achieve the best for our young people.

In December 2017, we were designated as a converter academy within the Mosaic Academy Trust with Standish High School and Golborne Primary School and look forward to going from strength to strength in our partnership. The Mosaic Academy Trust as an organisation seeks to value each and every member of the community and to become a family of schools that will welcome other schools and be a Trust whose chief aim is to become stronger as a whole than by the sum of its parts. We seek for our students to be **Successful Learners, Confident Individuals and Responsible Citizens**. The Trust has a Trade Union Recognition Agreement in place.

From our most recent inspection, in February 2024, the report highlights that we are highly ambitious for our pupils to achieve. We strive to meet the needs of the individual child so that they feel safe, secure and happy and enjoy their time at Southlands. We also aim to provide the highest standards of teaching and learning so that students are able to progress and fulfil their potential. We believe that every child should be given opportunities to develop their leadership skills as part of their growth and development in order to prepare them for adult life. Many of our students go on to be very successful in all aspects of life with a number attending some of the leading universities in the country. We are committed in our drive for academic excellence whilst offering a wide range of extra-curricular activities and opportunities so that our students can achieve educational success and develop fully as individuals.

We recognise that all students have the right to the highest quality education that will equip them with the qualifications they need to progress to college, university or their chosen career. Every decision we take to create our successful school comes from a firmly held staff belief that we can always strive to be 'better' than before.

The school was inspected in February 2024 and although our overall judgement remains as requires improvement we were graded as good for both behavior and attitudes and leadership and management. The report acknowledges that pupils are increasingly benefiting from the improvements that the school has made to the quality of education that they receive and highlights many of the positive changes that have taken place in the school. Our school priorities for 2025-26 clearly continue with our culture for improvement: improving student outcomes and the development of teaching, learning and assessment.

School intake profile in both socio-economic and academic terms is that of a fairly typical comprehensive school.

At Southlands we are very proud of our caring school community and place great emphasis on high standards of behaviour and respect for all through our Southlands Standard.

Hopefully, this has inspired you to take a serious look at Southlands.

I look forward to receiving your application form.

Paul Bousfield

Headteacher

JOB DESCRIPTION

Post Title:	Learning Support Assistant Level 3_English and / or EAL Specialist
Status:	Part time 0.87 FTE, Temporary Contract (until December 2026 or until the post holder returns)
Job Overview:	To work under the guidance of the SENDCo and within an agreed system of supervision, to implement agreed work programmes with groups or individuals. The primary focus area will be to support students within English and EAL to enable them to fully access the curriculum, removing barriers to learning where required. A high level of flexibility is required, supporting teachers with the planning cycle and preparation of resources. Work may be carried out in the classroom or outside the main teaching area under the guidance of teaching staff and the SENDCo.
Reporting to;	Deputy Headteacher, SENCO and HLSA's
Liaising with:	Headteacher, senior leadership team, Governing Body, teachers and support staff, Trust representatives, external agencies and parents/carers.
Working time:	32.5 hours per week, term time plus 1 week Monday to Friday 8.30am – 3.30pm
Salary /Grade:	Grade 5, SCP 8 – 14 £26,824 - £29,540 per annum, pro rata Actual salary £20,355 - £22,416 (dependent on current point and continuous service)
Disclosure Level	Enhanced
Conditions of Employment	No holidays are permitted during the 190 day teaching year.
Main Duties / Job Outline	<p>Support for students</p> <ul style="list-style-type: none"> • Establish rapport and respectful, trusting relationships with students, acting as a role model and setting high expectations • Supervise and support students to undertake agreed learning activities / programmes linked to local and national curriculum and learning strategies • Adjusting activities according to student responses and needs, including for those students with special educational needs • The role may include supporting and implementing student's personal programmes including literacy intervention, social, health, physical, and hygiene and welfare matters. The student may also need assistance to access different areas of the school. Following appropriate training and in line with the school procedures to administer medication as requested • Promote inclusion and acceptance of all students by encouraging them to interact with each other and to engage in activities led by the teacher • Support the effective use of ICT in learning activities and develop student's competence and independence in its use • Support the implementation of Individual Education Plans through Provision Map. • Promote self-esteem and independence amongst students. • Provide feedback to students on their progress and achievement under the guidance of a teacher, in line with school policy. <p>Support for Teachers</p> <ul style="list-style-type: none"> • Promote positive values, attitudes and good behaviour, in line with The Southlands Way. Deal promptly with conflicts and incidents whilst encouraging students to take responsibility for their own behaviour, in line with established school policies.

	<ul style="list-style-type: none"> • Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibilities and participate in feedback sessions/meetings with parents/carers under direction from a teacher. • Work with the teacher to plan and implement lessons/activities, evaluating and adjusting lesson work/plans according to students' learning styles and individual needs and to meet pre-determined learning objectives. • Contribute to the setting up and on-going delivery of local and national learning strategies, effectively utilising all alternative opportunities to support extended development of students' skills. • Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives. Provide objective and accurate feedback and reports as required on pupil achievement, progress, and other matters, ensuring availability of appropriate evidence. • Undertake routine marking of students' work and accurately record achievement/progress as required. • Be responsible for keeping and updating records in an agreed format, contributing to reviews/systems of records and systems as necessary. • Create and maintain an appropriate learning environment in liaison with the teacher. <p>Support for the school</p> <ul style="list-style-type: none"> • Establish constructive relationships and communicate with other agencies/professionals, liaison with the teacher, HLSA or SLT link to support the achievement and progress of students contributing as part of a team. • Assist with activities outside the classroom, working as part of a team to supervise students e.g. lunchtime and/or after school support. • Accompany teaching staff and students on visits, trips and out-of-school activities as required and take responsibility for a group under supervision of a teacher.
Health and Safety Training	<ul style="list-style-type: none"> • To undertake Health and Safety Training on areas within the designated work area. • During fire evacuations be responsible for accounting for staff / being a fire marshal and follow procedures explained in the Fire Safety and Evacuation Procedures Policy. • Act as First Aider.
Other Specific Duties	<ul style="list-style-type: none"> • To carry out the duties in the most effective, efficient and economic manner available. • To continue personal development in the relevant area. • To participate in the staff review and development appraisal process. • Employees are expected to comply with any reasonable request from the Headteacher / SLT link to undertake work of a similar level that is not specified in this job description. • To support the development and promotion of an image that is consistent with the aims of the school. • Provide general clerical / admin support, when directed. • Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person. • Commitment and support to ensure equal opportunities for all. • Contribute to the overall ethos / work / aims of the school. • Appreciate and support the role of other professionals. • Attend and participate in relevant meetings as may be reasonably directed.
School Ethos	<ul style="list-style-type: none"> • Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to 'be outstanding'. • Promote actively the school's corporate policies. • Comply with the school's health and safety policy and undertake risk assessments as appropriate.

Signatures

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the Headteacher / SLT link to undertake work of a similar level that is not specified in this job description.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Signed
Learning Support Assistant

Signed
Headteacher

Dated
Learning Support Assistant

Dated
Headteacher

Safeguarding of Children and Young People

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Date: November 2025

PERSON SPECIFICATION

LEARNING SUPPORT ASSISTANT LEVEL 3

SKILLS, KNOWLEDGE & UNDERSTANDING
Ability to converse with and relate well to students with communication difficulties
Ability to communicate well with adults
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
Ability to work in accordance with the schools health and safety policies
Professional attitude and a positive role model for staff and students
Ability to work confidentially with others
Reliable and a good time keeper
Maintain confidentiality and be tactful and diplomatic
Integrity, professionalism and diplomacy
Honest and trustworthy
Ability to recognise own learning needs and seek further opportunities
Knowledge of Health and Safety
Knowledge and understanding of providing support to children with special educational needs
Effective use of how to use ICT to support learning
Experience of working with learning resources and helping with their preparation to support learning programmes
General understanding of the national curriculum and other relevant learning programmes/strategies
Understanding of relevant policies, codes of practice and awareness of relevant legislation
Understanding of child development and learning process
Understanding equal opportunities and an awareness of potential barriers children may have around learning
To be aware of the sensitive issues involved in working on a one-to-one basis with challenging students and to maintain professional relationships at all times
EXPERIENCE / QUALIFICATIONS / TRAINING
Experience of working with young people aged 11-16 years in a voluntary or professional capacity
Experience of preparing/contributing to resources to support learning programmes
Experience of leading a small group of people in line with practice and policy
NVQ Level 3 or equivalent qualification experience / comparable level of experience or willingness to work towards qualification
GCSE Maths & English to Grade C or above (or equivalent)
Willingness to undertake further relevant teaching assistant training
Willingness to undertake basic first aid training/training in specific medical procedures
PROFESSIONAL VALUES & PRACTICES
A good example of the positive values, attitudes and behaviour expected from the students
A good attendance and punctuality record
PERSONAL QUALITIES
Integrity, professionalism and diplomacy
Tact and a sense of humour and a personal and friendly nature
APPLICATION
Accurate completion of school application form
Letter which addresses person specification, evidence in letter and application
High standards in spelling and writing
LEGAL ISSUES
Legally entitled to work in the UK
Enhanced DBS Clearance
Valid UK Driving Licence, access to a vehicle with business insurance

Arranging a visit:

Candidates wishing to visit the school or arrange a telephone discussion can contact Caroline Mears, mearsc@southlands.lancs.sch.uk, who will arrange a suitable time.

Application process:

To apply, please use MyNewTerm.

Closing date: Friday 12 December 2025, 9am
Short listing: to be confirmed
Interview date: to be confirmed

In line with Safer Recruitment guidelines, we will be taking up references in advance of the interviews and taking them into account throughout the interview process.

Southlands High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures ([link to policies](#)). Enhanced checks through the Disclosure and Barring Service (DBS) will be required for this post.

The post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulation and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations and is also subject to medical clearance.

More information about the school can be found on the website www.southlands.lancs.sch.uk.

When completing your application, please ensure that all sections are completed, gaps in employment history are accounted for and details of awarding bodies are included. You should refer to the job description and person specification to guide your application. Your supporting statement should be no more than 2000 words. Please note that late applications and CV's will not be considered.

