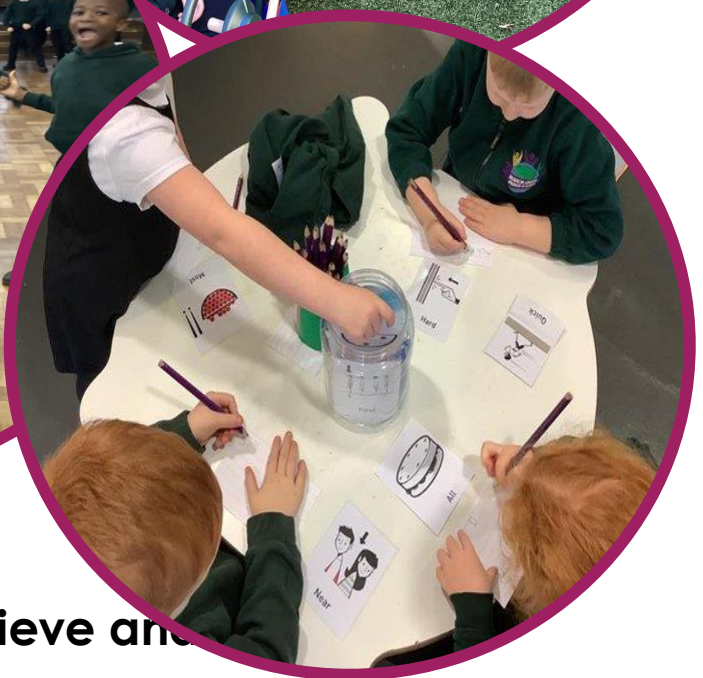




Candidate information pack



Aspire, Achieve and

Welcome from Mrs Victoria Saville, Principal, Manor Green Primary Academy

Dear applicant,

Thank you for taking an interest in the Learning Support Assistant vacancy at Manor Green Primary Academy.

I am proud and privileged to be the principal of Manor Green where I am fortunate enough to lead a team of professionals dedicated to ensuring that every child knows that they can achieve anything that they set their minds to. Manor Green's motto underpins all that we do; we **aspire**, we **achieve** and we **succeed**.

We are a learning community and our children, staff and parents learn and work together to live out our core values: **Care, Share, Fair, Dare** and **Happy & Healthy**. We expect all members of our learning community to be "**Ready, Respectful, Safe**" at all times.

We pride ourselves on offering a unique curriculum to meet the academic and holistic needs of all learners. Due to our context, we plan for some golden threads to run through our entire curriculum. These threads are:

- Oracy
- Diversity and culture
- Mental well-being (Thrive) and physical well-being
- Experiences and aspirations
- Life skills

Our curriculum, which is based upon the National Curriculum, is knowledge and vocabulary rich providing many opportunities to build cultural and social capital

- We want to inspire an ambition for our children and staff to deepen their curiosity about, understanding of, and respect for, the world around them. We want our children to become independent, resilient learners who are willing to take a risk and take responsibility for their own learning and we do all of this in a safe, engaging environment, promoting active learning.
- At Manor Green, it is our belief that all children have the right to be themselves and to be the best that they can be. We are inclusive of everyone, and work to ensure that our curriculum is inclusive of the nine protected characteristics. We are proud to have achieved the Educate and Celebrate gold award.
- Fostering high expectations of children's abilities in school is the core purpose of any school, and our academy is no exception. We believe that all children should be given every opportunity to achieve their potential and to be able to achieve their dreams.

Manor Green Primary Academy is committed to safeguarding children, and this commitment is reflected in our recruitment processes.

Please return all completed documents through the My New Term platform by the closing date of Friday 10 July 2026 at 11am.

Our intention is that the interviews will be held on Tuesday 14 July 2026.

If you have any questions about any aspect of this role, working as part of Focus-Trust, or would

like to come and visit the school and see just how fantastic Manor Green is for yourself, please do not hesitate to contact the School Business Manager by email. s.youngsonbaines@focus-trust.co.uk or contact the academy office team who will arrange a telephone call.

Kind regards,

Victoria Saville
Principal



Welcome from Mrs Angela Leach, Chair of Governors

Dear applicant,

Thank you for taking the time to consider applying for the role of Learning Support Assistant. As Chair of the Governing Board, I would like to take this opportunity to tell you a little bit about the context of our school.

Manor Green is a wonderful place to work. It offers fantastic development opportunities, a supportive leadership and staff team and the chance to have a real impact on children's lives.

I hope we have given you a flavour of Manor Green Primary Academy. We have every confidence that we will successfully recruit an effective Business Manager who will lead on all aspects of financial, HR, Health and Safety and estates management. We are a very supportive governing body with high expectations for our young people and staff, and hope that you feel encouraged to apply for the post.

We hope that you will find this information pack helpful in finding out more about this post. You are very welcome to make an appointment to visit the school. We look forward to hearing from you.



Academy details

Academy	Manor Green Primary Academy
Address	Mancunian Road, Denton, Manchester, M34 7NS.
Telephone	0161 336 5864
Email	manorgreen@focus-trust.co.uk
Website	www.manorgreenprimaryacademy.co.uk

Job Description

Academy/School	Manor Green Primary Academy
Job Family	Teaching Support
Job Title	Learning Support Assistant *This is FT Level 2, which is known as Level 3 in Tameside LA.
Grade	FT Grade 4 – SCP 14-18
Accountable to	Headteacher/Principal
Line manager	Assistant Principal

Purpose of the role

To work under the guidance of designated teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task, responding to questions and generally assisting pupils to undertake set activities.

Main Duties:

Support for Pupils

- Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations.
- Promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher
- Supervise, assist and support pupils, including those with special needs and in any key stage to access learning activities, through your knowledge of the national curriculum and of how pupils learn e.g. literacy, numeracy, KS1 or KS 2 or early years.
- Adjusting activities according to pupil responses and needs, including for those with special educational needs.
- Supporting and implementing pupils' personal programme, including social, health, physical, hygiene, and welfare matters. The pupil may also need assistance to access different areas of the school. Following appropriate training and in line with school procedures, to administer basic first aid and/or medication as required.
- Support the effective use of ICT in learning activities and develop pupils' competence and independence in its use
- Contribute to the development and implementation of Individual Education Plans, Behaviour Plans and Health care plans.
- Promote self esteem and independence, and employ strategies to recognise and reward achievement of self-reliance and independent learning.
- Provide specific feedback in discussion with pupils on their progress and achievement, in line with school policy
- Promote inclusion and acceptance of all pupils by encouraging them to interact with each other and to engage in activities

Support for teachers

- Promote positive values, attitudes and good pupil behaviour. Deal promptly with conflicts and incidents whilst encouraging pupils to take responsibility for their own behaviour, in line with established school policies.
- Establish constructive relationships with parents and carers, promoting the School's home/school liaison policy
- Liaise sensitively and effectively with parents and carers as agreed with the teacher within your role/responsibilities and participate in feedback sessions/ meetings with parents under direction from a teacher

- Work with the teacher to plan and implement lessons/activities, contributing to evaluating and adjusting lesson work / plans according to pupils' 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, e.g. literacy, numeracy, KS1 & KS2, early years as is required at any one time to meet the needs of the child and the overall school effectively utilising all alternative opportunities to support extended development of pupils' skills
- Monitor and evaluate pupils' 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 pupils' work and accurately record achievement/progress using an explicit mark scheme that does not require interpretation. Invigilate tests and examinations as required
- Be responsible for keeping and updating records in a format agreed with the teacher, contributing to reviews / systems of records and systems as necessary
- Collate pupil reports in liaison with the teacher, inputting data as required.
- Create and maintain an appropriate learning environment in liaison with the teacher.
- Assist with the display of pupils' work.
- Determine the need for, prepare and maintain general and specialist equipment and resources required to meet the needs of the child and assist pupils in their use
- Provide clerical support and basic administrative support for teachers, e.g. photocopying, filing, record-keeping, collecting money, checking of deliveries and placing goods in stock and. maintaining records of stock; administering coursework, production of work sheets for agreed activities
- To attend team/staff meetings as required

Support for the School

- To support others within the classroom and the School, contributing to the achievement of School objectives by working as part of a team
- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support the achievement and progress of pupils.
- Assist with activities outside the classroom, working as part of a team to supervise pupils and support Activity Leaders, e.g. Breakfast Club or accompanying to swimming lessons. (If this is an agreed part of the working pattern)
- Accompany teaching staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of a teacher
- Act as cover, supervising whole classes occasionally, during short-term unforeseen absence of teachers. Maintain good order and keep pupils on task. Respond to pupils' questions and generally assist pupils to undertake set activities.
- To be flexible to the ever changing needs of the children and the school and work across all key stages as required.

Fulfill wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the School and the Trust.
- Develop effective professional relationships with governors, colleagues, families knowing how and when to draw on advice and specialist support.
- To be willing and able to be part of a team of first aiders/fire wardens as may be required.
- Communicate effectively with pupils, school staff and visitors.
- To participate in training and other learning activities and performance development as required.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Personal and professional conduct

All Focus Trust staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a career with the Trust.

All Staff must uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the School, by:

- treating governors, pupils, staff, parents and visitors with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to an adult working in a School environment;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others;
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs; and
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

All staff working in the Focus-Trust must have proper and professional regard for the ethos, policies and practices of the School and the Trust, and maintain high standards in their own attendance and punctuality.

All staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities; and within the policies, handbooks and guidelines of the School and of the Focus-Trust.

General

The post holder will:

- Be expected to actively support the work and ethos of the Focus-Trust.
- Be expected to undertake such additional duties as may reasonably be requested by the Principal/Headteacher or their representative.
- Respect confidentiality of staff, pupils, families and visitors and not breach this trust. Any breaches of confidentiality must be reported to the Principal/Headteacher immediately.
- Participate in arrangements for appraisal and in the identification of areas in which s/he would benefit from training and undergo such training.
- Comply with and support all policies related to equal opportunities, child protection and safeguarding of children and colleagues.

This job description is neither exhaustive nor exclusive, and it may, after consultation with the post holder be subject to modification and amendment in accordance with Trust's procedures.

Job Title – Learning Support Assistant Person specification

Knowledge, Experience and Skills		
	Essential/ Desirable	How identified
Experience		
Experience of using computer packages for word processing, spreadsheets, databases and researching information	E	App/SP
Experience of team working to work effectively with others and meet deadlines and goals	E	App/SP
Experience in using and maintaining accurate and quality electronic and paper-based systems	E	App/SP
Experience of working with young people with different abilities in a classroom/school environment or similar setting	E	App/SP
Experience of contributing to reports on pupils' achievement and progress in a timely manner.	D	App/SP
Experience of working with learning resources and helping with their preparation to support learning programmes	E	App/SP

Skills and abilities		
Communication skills to liaise sensitively and effectively with parents and carers	E	App/SP
Ability to relate well to children and adults	E	App/SP
Effective organisational skills and ability to work to deadlines	E	App/SP
Team-work skills to work collaboratively with colleagues, understanding classroom roles and responsibilities and your own position within these	E	App/SP
Interpersonal and communication skills to build and maintain successful relationships with colleagues and pupils, treat them consistently with respect and consideration	E	App/SP
To demonstrate and promote the positive value, attitudes and behaviour you expect from pupils with whom you work	E	App/SP
Able to work within recognised procedures and use own initiative to respond to problems and make appropriate decisions.	E	App/SP
Ability to interpret information and solve varied problems and develop plans in order to meet the needs of the children	E	App/SP
Understand and recognise the importance of ensuring a secure and safe environment for children and young people in which to learn and develop	E	App/SP
Able to continually improve own practice/knowledge through self evaluation and learning from others	E	App/SP
Creative skills to contribute to and adapt learning activities relating to the National Curriculum and other learning objectives	E	App/SP
Able to understand and assess the needs of children and implement appropriate care plans and learning strategies	E	App/SP
Knowledge		
Understanding of the relevant policies/codes of practice and awareness of relevant legislation in the context of your role in order to support and promote the welfare of pupils.	E	
General understanding of national/foundation stage curriculum and other relevant learning programmes/strategies	E	App/SP
Understanding of equal opportunities, inclusion and an awareness of potential barriers children may have around learning	E	App/SP
Understanding of the principles of child development and learning processes.	E	App/SP
Child protection		
Understands why safeguarding is important when working with children.	E	App/SP
Ability to deal with sensitive issues in a supportive and effective manner with confidentiality and data protection principles in mind	E	App/SP
Qualifications and training		
Willingness to gain a paediatric first aid certificate (as required)	E	App
Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework	E	App
NVQ 3 for Teaching Assistants or equivalent qualification or experience	E	App
Training in relevant learning strategies e.g. special needs, behaviour management skills, literacy, specific key stage, subject specific, a particular curriculum or learning area, e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc	E	App
Completion of Department for Education Teacher Assistant Induction	E	App

Programme as required.		
Personal qualities and attributes		
Moral purpose (Equality, children and adults treated with respect)	E	SP/Ref
Child centered	E	SP/Ref
Good communicator	E	SP/Ref
Integrity – Responsible adult role model and being a positive influence	E	SP/Ref
Self-motivated and able to motivate others	E	SP/Ref
Enjoys challenge	E	SP/Ref
Works to deadlines, with accuracy and attention to detail	E	SP/Ref
Enthusiastic and optimistic	E	SP/Ref
Self-awareness, knowledge of strengths and limitations	E	SP/Ref
Able to remain calm and focused in a busy and demanding environment	E	SP/Ref
To be flexible and adaptable to the ever-changing needs of the school	E	SP/Ref
Reliable and understand the importance of good attendance	E	SP/Ref

About our Academy

Academy vision

'Achieve, Aspire, Succeed'

Our Core Values

Care, Share, Fair, Dare, Happy & Healthy

At Manor Green we care through trust, respect, and empathy.

We share through teamwork.

We dare through resilience and trust.

We are fair through equality and integrity.

With happiness at the heart.

Our pupils

Our pupils are polite, well-mannered and very welcoming and are very proud of their school.

We pride ourselves on being "Ready, Respectful and Safe" at all times and see the role of Classroom Teacher at Manor Green Primary Academy as crucial to this.

Our staff

We have a very proactive and enthusiastic staff who work well as a team. They encourage the children to be responsible for their own behaviour and learning in a relaxed, happy and purposeful environment.

You will be joining our academy during an exciting phase in its development with a newly established SLT and a journey to revise our curriculum in order for it to fully meet the needs of our children.

Our facilities

We have extensive grounds which include three linked playgrounds one of these includes a sports court, playing fields including a football pitch and open grassed areas. Our playgrounds have all undergone recent redevelopment including a new KS1 trim trail and a completely new Early Years area where children are encouraged to develop their imagination through various activities. The junior department is on two floors with eight classes plus a dedicated, fully stocked library. The infant department is single story with six classrooms, a nursery and a phonics library.

Our school organisation

Our academy is two form entry with fourteen classes plus a morning nursery offering 15 hours provision. We run a breakfast club from 7.30 am daily which is managed and led by Manor Green staff.

Our curriculum

Our curriculum is lively and inspiring, providing many opportunities for the children to develop socially, emotionally, spiritually and academically. We have exciting cross-curricular themes which include the requirements of the national curriculum. They also contain the other dimensions of learning such as citizenship, multicultural education, personal, social and health education (PSHCE) and environmental awareness. We take every opportunity to invite in visitors and go on school trips. and provide a wide range of clubs including sports, music and art activities. Children also have the chance to undertake responsibilities such as class monitors, year 6 play leaders, school council, eco-committee and digital leaders.

Our extra-curricular activities

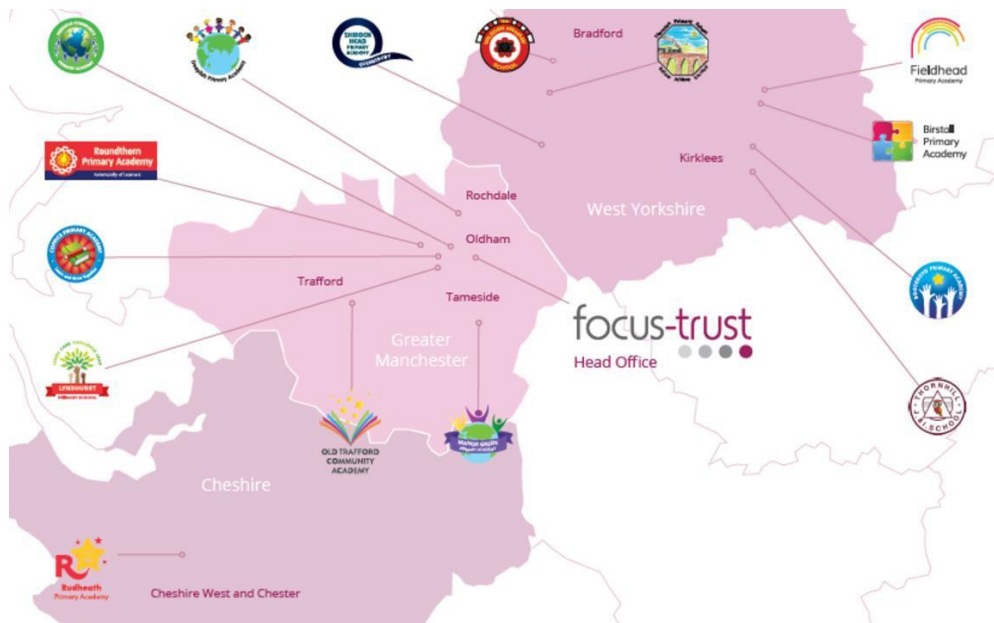
We offer a wide range of after school clubs including sports, for example girls' and boys' football, rugby, cross country, dance, multi sports and choir.

Academy Quick Facts	
Type of school	Primary
Age range	3-11
Location/LA	Tameside
Number of children	280
Number of teaching staff	16
Number of support staff	27
% FSM	45%
% SEN	27.8%
% EAL	17.5%

What you might want to know about Focus-Trust?

Who are we?

Focus-Trust was incorporated in May 2012 as a primary trust. The Trust continues to have links with the original sponsor, Focus Education, but is an entirely separate legal entity. As with all academy trusts, the Trust is a company limited by guarantee and an exempt charity. The Trust's offices are situated in a newly converted historic mill conversion in Chadderton, Oldham with excellent motorway networks to access our schools.



The defining feature of Focus-Trust is that it is a specialist primary phase trust. This means that the work of the Trust is driven by the distinctive needs of primary schools. Whilst the Trust has robust systems for accountability, each school has their own distinctive identity, ethos and culture, and this is a commitment to every school when they convert and join the Trust.

Focus-Trust currently has a small centrally employed team. The members of the team are highly skilled and committed to the vision, culture and values of the Trust.

All the schools within the Trust are willing partners who have actively chosen to join Focus-Trust and there is a very high degree of consensus, cooperation and commitment from within the group.

The Trust has robust policies and systems in place to govern and guide its work. These have been gradually implemented as the Trust has grown. The Trust has well-established productive relationships with trade unions and meets half termly with a group of national trade union representatives to discuss policy development. This has enabled us to introduce and change a range of policies in a streamlined and cooperative way.

Equality of opportunity

Focus-Trust is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, gender, race, colour, nationality, ethnic origin, disability, gender, religion, age, marital status, sexual orientation and/or medical condition.

Safeguarding

Focus-Trust is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures. Applicants should be aware that the recruitment process will include an assessment of your suitability to work with children.

Right to work in the UK

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

Validation of qualifications and identity

All shortlisted candidates will be asked to bring original certificates or relevant qualifications and identity documents to interview. These will be photocopied and kept on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies. The copies of the successful candidate will be retained on their personnel file. The copies of unsuccessful candidates will be treated as confidential waste and disposed of appropriately.

References and Social Media Checks

If you are shortlisted, we will take up references before the interview date, unless you state otherwise on your application form. However, two satisfactory references must be received before we can confirm any offer of an appointment. One of your referees must be your current or most recent employer. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record, and suitability to work with children. Copies of references or open references will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies, or relevant issues as part of the recruitment verification process.

In line with our safer recruitment policy, on-line presence checks will be undertaken if you are shortlisted. This check is designed to complement the range of standard recruitment checks and allows us to identify a candidate's online presence, which potentially could damage the organisation's reputation.

Disability

To comply with the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the named person on the advert, if you need to discuss this in any detail. We will consider any reasonable adjustment under the terms of the Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Disclosure of a criminal record

Employment in this role is subject to an enhanced check with the Disclosure and Barring Service (DBS). Checks will also be made against the lists showing people barred from working with children. All checks must be satisfactory before any offer of employment can be confirmed and before commencement of work can take place.

Dress code

We expect all staff to dress professionally and appropriately for the roles undertaken. We pride ourselves on the high standards of dress of both our pupils and staff; these standards are led by our staff who we expect to set an example.

Knowledge and skills profile

This is an important part of your application and is your opportunity to explain how you meet the person specification for the post. You should demonstrate, using no more than 2000 characters, your skills, knowledge and experience and give short examples. Describe how you match the requirements of the role; include experience gained from previous jobs, community, or voluntary work. Ensure that the information you give is well organised, relevant, and brief. You may find it helpful to use sub-headings to keep your statement well focused. If you do not submit this profile, you will not be considered for short listing.

Policies

Focus-Trust and the schools have a range of policies and handbooks that help to make clear our expectations and ways of working. These are always shared openly with staff and are accessible to everyone. There are several policies that prospective employees should be aware of when making an application. These can be found on the Trust website www.focus-trust.co.uk and school websites. Applicants should also be aware that Focus-Trust does not tolerate harassment of any kind and will take the strongest possible action should we need to. All members of staff will be asked to sign a declaration as part of the induction process to acknowledge that they have read and understand the Code of Conduct and some of the key policies, e.g. Safeguarding and Child Protection, Health and Safety, Preventing sexual harassment, Acceptable use of IT.

Pensions

Focus-Trust contributes to Teachers' Pensions and Local Government pensions in the same way and with the same level of contribution as local authorities.

Employer Relations

Focus-Trust has a Trade Union agreement which recognises the teacher and support staff unions. This is further supported by an ongoing and productive relationship with key trade union officials.

Thank you for taking the time to read this information pack.

There is further information about Focus-Trust within the Join our Team booklet.

We wish you every success with any application you may make.