



**Triumph
Learning Trust**

Applicant Information Pack



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Job Advert in Brief

Learning Support Assistant

Hours per week: 34.5

Term Time Only

Salary: £24,795 - 25,583 FTE,
(£19,948 - £20,582 pro rata)

Rugby Free Secondary School

Anderson Avenue, Rugby, Warwickshire, CV22 5PE
01788 222060

info@rugbyfreesecondary.co.uk

www.rugbyfreesecondary.co.uk

Rugby Free Secondary School is seeking to appoint a Learning Support Assistant to support access to learning for students, prepare resources for the students you work with and provide general support in the classroom. Participate in the planning, assessment and evaluation of teaching and learning.

There is a strong commitment to support professional development and opportunities for employees to advance their careers ensuring staff can continuously enhance their skills and succeed in their roles.

The Learning Support Assistant application form and supporting documents for this post are available on the School website: www.rugbyfreesecondary.co.uk/vacancies.

Curriculum Vitae (CV) are not accepted.

The school is committed to safeguarding, promoting the welfare of children and to equality of opportunities. **An enhanced DBS will be required for the post.**

Closing Date: Monday 13th April 2026, 12pm



“Coming together is a beginning; staying together is progress; working together is success”

Dear Applicant,

We invite you to come and join Triumph Learning Trust, a community where everyone will flourish and succeed through collaboration, innovation and aspiration. Creating together a place where all belong whilst celebrating the unique identity of each individual.

We're incredibly proud of the work that we do for our pupils and we're proud of how we do it. Our 5 exceptional schools have their own unique identity underpinned by the principle that relationships are at the heart of everything we do.

We exist to transform the life chances of our children and young people. Every decision we make is about the children and young people we serve, their learning experience and their personal development.

Our strength lies in our commitment to collaborate and share excellent practice between all our schools. We believe that the best schools are those that offer the best development opportunities to staff. We believe in the retention of our staff, of developing them through high quality CPD and sustaining them through a wide range of opportunities.

Triumph Learning Trust provides an efficient, effective shared services team who are able to be highly responsive to the needs of our schools. School Improvement is key and we endeavour to ensure the highest proportion of our expenditure is focused on providing highly effective CPD for all of our staff.

We believe that accessing the best training, the best coaching, the latest research, the best practice, locally, nationally and internationally... gives us the best opportunity to succeed now and everyday.

We hope that you will take the opportunity to find out why working for Triumph Learning Trust is a positive career decision for you.



Sarah Malam

Chief Executive Officer, Triumph Learning Trust

About Triumph Learning Trust



Triumph Learning Trust came into existence on 1st September 2024. We uphold the principles of collaboration, innovation and aspiration. We believe that everyone is welcome in our schools with a 'no limits' culture. We are committed and determined to enable all of our learners to be ambitious and optimistic for their future.

Our success is driven by a commitment to relentlessly working to improve standards. The Trust has two partner primary schools in Coventry and two primary and a secondary school in Rugby. We look forward to working with other schools who share our values and ambition.

We believe that an aspirational and inspirational education is the right of every child.

Our Trust was created with one sole aim. For member schools to deliver, through partnership and collaboration, an outstanding learning experience for all children so they flourish and thrive enabling them to achieve their own individual excellence.

We have a strong board of committed and passionate Trustees and Members who work closely with schools and their Local Accountability Boards to challenge and support leaders in all that they do.

We strive to maintain schools which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.



- Rugby Free Primary School
- Rugby Free Secondary School
- Courthouse Green Primary School
- Alderman's Green Primary School
- Cawston Grange Primary School

Triumph Learning Trust: Working with Partners who share our ambition to innovate in an inclusive environment



454+
Employees



5
Schools and Counting



3,171
Students



16
Trustees / Members



4
Resource Provisions for SEND



“ Leaders take action to ensure that pupils who need help, get the support they need. ”

“ All pupils, including those with special educational needs and/or disabilities (SEND), achieve exceptionally well. ”

“ Pupils develop an informed understanding of global issues and show high levels of respect and consideration for others. ”

[Click here for Ofsted Reports to Triumph Learning Trust Schools](#)



Strategic Framework

The Vision, Mission and Values ensure the Trust are aligned and working toward long-term goals and objectives.

Aspiration

Innovation

Collaboration



Mission

Achieving quality and resilience in all that we do.



Vision

Triumph Learning Trust, a community where everyone will flourish and succeed through collaboration, innovation and aspiration. Creating together a place where all belong whilst celebrating the unique identity of our schools.



Values

Aspiration



Innovation



Collaboration





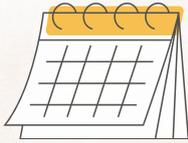
Family Friendly Leave

Enhanced Maternity, Paternity, Adoption Leave



Lifestyle Discounts

e-vouchers, gift cards, top up cards, discount codes, local discounts



Annual Leave

Support Staff, 25 days per year, plus bank holidays



Home and Electronics Scheme

Salary sacrifice scheme: Buy up to 1000s of items fulfilled by Currys, Decathlon, John Lewis & Partners etc.



Cycle to Work Scheme

Salary Sacrifice scheme: Savings on bike/bike equipment



Gym Membership

Salary sacrifice scheme: Save and spread the cost of annual health club memberships.



Discounted EV Charging

Savings on electricity charging rates to employees whilst at the school with these facilities.



Discounted Use of School Facilities

We work with Community Lettings UK to manage community use of facilities at its schools.



Refer a Friend Scheme

Our scheme entitles you to receive £250.00 per referral



Private GP Services

24/7 online private GP services, available to employees and dependents. (not partners or spouses)



Outstanding Pension Scheme

Auto enrolment into either the Local Government or Teacher Pension Schemes.



Employee Assistance Program

24/7 in the moment support via telephone helpline.



Eye Tests

Free eye tests for all employees through Specsavers Corporate Voucher Scheme, with £50 credit towards glasses.



Continuous Professional Development

Enhancing employees skills and knowledge through regular training, education and learning opportunities.





Dear Applicant,

Thank you for your interest in joining our school community. At Rugby Free Secondary School, we aim to foster kindness and pride, whilst maximising our academic and personal potential. We believe that all of our students should be happy and safe, whilst demonstrating the limitless endeavour and resilience required to succeed by striving for excellence. To achieve these goals, our school ethos is underpinned by the foundations of mutual respect, positive relationships and genuine curiosity.

This is encompassed in our educational philosophy of creating more articulate, organised and progressive learners, and the desire to create both independent and collaborative learners who are proud to be educated at Rugby Free Secondary School.

Alongside this, we focus on broadening our students' core subject knowledge and understanding of the wider world. As a consequence, quality-first Teaching and Learning is at the centre of our school's ethos, and is the key priority for all staff. Our aim is for teachers to deliver high-quality lessons to all year groups, whilst also being supported to develop through pertinent and purposeful internal and external CPD that is bespoke.

Learning is integral to everything we do at RFSS. We ensure that all of our students, regardless of gender, ethnicity or ability, receive the best possible learning experiences, to enable them to achieve and maximise their potential.

Here at RFSS, we continually support students to develop a love of learning to help them become learners for life, in order to equip them with the knowledge and skills that they will need in the real-world. I hope that the information in this pack gives you a sense of what makes our school special, and I look forward to receiving your application.

Warm regards,



Jaim Green

Headteacher, Rugby Free Secondary School



Rugby Free Secondary School is a unique and special place, underpinned by three core values that represent what we live-and-breathe on a daily basis. As a school and as a Trust, we have worked hard to create a culture of high-expectations that are built on the bedrock of healthy and happy relationships.

Students from over 34 Primary Schools join the RFSS and TLT family every year, all of whom bring their own set of experiences and beliefs. Therefore, we invest heavily in pastoral support to ensure that all students can quickly establish positive relationships, and therefore focus on their learning.

At RFSS, high emphasis is placed on students feeling happy, healthy and safe, so that they can maximise their own personal progress.

Our forward-thinking and wide curriculum offer supports students in reaching their full potential, and helping to nurture each child's talents and ambitions throughout their time with us, whilst preparing them to be 'set for life' outside of school.

Our approach to education not only supports academic success, but promotes the development of strong character within our students, enabling them to be critical thinkers who can communicate effectively.

Staff feel happy in their role

Trust Survey 2022

88%



Staff are proud to be a member of the school

Trust Survey 2022

96%



Job Description



LEARNING SUPPORT ASSISTANT

| | | | | |
|-----------------------|--|-------------------|---------------|-------------------|
| Salary | Core - FTE | £24,795 - £25,583 | Actual | £19,948 - £20,582 |
| Hours | 34.5 hours per week, 39 weeks per year | | | |
| Reporting to: | Director of Learning - SRP | | | |
| Liaising with: | SENCo Lead, Directors of Learning, Heads of Year, Teaching and Associate Staff, Students and Parent/Carers | | | |
| Start Date | As soon as possible | | | |

Specific Areas of Responsibility

- To be committed to and contribute to the Trust's ethos, work and aims of the school, enshrined in the
- school's Mission Statement
- Under the guidance/instruction of the Director of Learning and SENCo Lead: work with individuals/groups
- to supervise physical/general care of students, especially those with Special, or Additional Educational
- Needs.
- Support access to learning for students, prepare resources for the students you work with and provide general support in the classroom
- Participate in the planning, assessment and evaluation of teaching and learning

General Duties of the Role Support for Students

- Make sure that the students you support are able to engage in learning and stay on task
- Supervise and provide particular support for individual/groups of students, including those with special needs, ensuring their safety and access to learning activities. Establish good relationships with students, acting as role model and being aware of and responding appropriately to individual needs.
- Promote inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and encourage students to act independently as appropriate
- Provide feedback to students in relation to progress and achievement under guidance of the teacher
- Assist with personal care relevant to the student you are engaged with as required
- Participate in the education of children, including to their health and wellbeing

- Support children with special needs (if appropriate to the focus of the role);
 - o Sensory and/or physical impairment
 - o Cognition or learning difficulties
 - o Behavioural, emotional and social development needs
 - o Communication and interaction difficulties
 - o Support for Gifted and Talented students
- To lead group activities independently

Support for the Teachers

- Be aware of students' problems/progress/achievements and report to the Director of Learning as agreed
- Undertake student record-keeping to monitor the type of support you give and its impact on the student's progress
- Use strategies, in liaison with the SRP lead teacher, to support students to achieve learning goals
- Assist with the planning of learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on student achievement progress, problems, etc
- Promote good behaviour, dealing promptly with conflict and incidents in line with established school policy and encourage students to take responsibility for their own behaviour
- Administer tests and invigilate exams as directed by your line manager
- Provide clerical/admin support, i.e. (collecting) photocopying, distributing coursework/exercise books/ tests papers, filing, typing etc
- Assist with the display of students' work
- Cover LSA absence where necessary

Support for the Curriculum

- Undertake structured and agreed learning activities/programmes, adjusting activities according to
 - students' responses
- Undertake literacy and numeracy programmes, recording achievement and progress and feeding back to
 - the teacher/your line manager
- Support the use of ICT in learning activities and help to develop students' competence and independence
 - in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use



Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and
- security, confidentiality and data protection, reporting all your concerns to the students' Achievement Leader, Inclusion Manager or Child Protection Officer.
- Under the direction of the Director of Learning, assist with the supervision of students out of lesson times, including before and after school and during lunchtime, in order to ensure the students' safety and good behaviour
- Be aware of and support difference and ensure all students have equal access to opportunities to learn
- and develop. Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training including First Aid and specialise training relevant to the students within SEND and other learning activities and performance development as required
- Accompany teaching staff and students on visits, trips and out of school activities as required and
- take responsibility for a group under the supervision of the teacher

Safeguarding

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify students who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To consider at all times what is in the best interests of the child
- To protect students from maltreatment; preventing impairment of student's health or development; ensuring that students grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all students to have the best outcomes



Other Specific Duties

- To continue personal development as agreed
- To engage actively in the performance review process
- Establish and maintain effective relationships and communication with staff, parents and students
- Uphold the high standards of the school in all communications.
- Adhere to the schools policies.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to adhere to Rugby Free Secondary School's agreed Code of Conduct
- 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

Generic Responsibilities of all Rugby Free Secondary School Staff

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or comes into contact with. Part of this responsibility involves the checking of visitor identification at the point of school entry and the issuing of relevant safeguarding information.
 - Ensure all tasks are carried out with due regard to Health and Safety
 - To remain confidential at all times
 - To undertake appropriate professional development including adhering to the principle of appraisal
 - To adhere to the ethos of the school
 - To promote the agreed vision and aims of the school
 - To set an example of personal integrity professionalism
-

Person Specification



| Attributes | Essential It is essential candidates can provide evidence of: | Desirable It is desirable candidates can provide evidence of: |
|---|---|--|
| Qualifications and Skills | <ul style="list-style-type: none"> • Level 2 (GCSE A* - C) in English and Maths • Ability to demonstrate active listening skills • Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs • Ability to monitor the students' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes • Willingness to maintain confidentiality on all school matters • Ability to work effectively and supportively as a member of the school team • Well-presented and professional manner | <ul style="list-style-type: none"> • Level 3 (A Level) or equivalent qualifications • Level 3 Certificate for Teaching Assistants or Learning Support Assistants |
| Experience / Personal Attributes | <ul style="list-style-type: none"> • Knowledge of Special Educational Needs / Additional Learning Needs • Ability to offer constructive feedback to students to reinforce self-esteem • Ability to deal sensitively with complex and sensitive issues • Willingness to work flexibly, attending evening meetings as and when necessary and assisting throughout other areas of the school as requested • Willingness and ability to adapt to a wide range of duties in response to changing circumstances | <ul style="list-style-type: none"> • Experience of supporting students in a classroom environment, including those with special educational needs |
| Relationships | <ul style="list-style-type: none"> • Ability to establish positive relationships with students and empathise with their needs | |
| Equal Opportunities | <ul style="list-style-type: none"> • A commitment to equal opportunities • Patient, optimistic and resilient • Sense of humour • Hard working, flexible and reliable • Excellent attendance and punctuality particularly at critical times • A genuine commitment to and liking for young people, and high expectations for their progress and welfare • The confidence to manage and supervise effectively whole classes • A commitment to the promotion of equality of opportunity and inclusion in all aspects of school life, practical strategies for achieving this, and an • understanding of the implications of this post • Ability to deal calmly with different situations as they arise | |





If you feel that you could bring further impetus to our drive to improve the provision for our students and have the necessary energy, enthusiasm and sense of humour to take us forward at this exciting time, then please get in touch.

To arrange an informal discussion or visit to the school, please contact:

School Enquiries

-  01788 222060
-  Scovill@rugbyfreesecondary.co.uk
-  www.rugbyfreesecondary.co.uk/vacancies

Feel free to contact HR if you have any questions regarding the recruitment process, require further information about the position, or need assistance with your application.

HR Enquires

-  02476 688918
-  hr@triumphlearning.org
-  triumphlearning.org

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

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 applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date shown but in consultation with the post holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

We reserve the right to withdraw this vacancy at any time.

Triumph Learning Trust is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check. Triumph Learning Trust are always happy to receive speculative applications from excellent teachers and support staff.



Anderson Avenue | Rugby | Warwickshire | CV22 5PE | 02476 688918

 www.triumphlearning.org  facebook.com/TriumphLearningTrust  triumph-learning-trust  triumph_learning_trust
