



St Mary's Church of England Primary School

**Learning Support Assistant  
Candidate Welcome Pack**



*Thank you for your interest in this rare opportunity to join our wonderful team at St Mary's Church of England Primary School, Bitteswell - part of Inspiring Primaries Academy Trust!*

*Within Bitteswell's thriving community, our small, friendly village school has strong links to the Church, residents, families and local schools. Based on a Christian ethos of **"Encourage one another and build each other up"** 1 Thessalonians 5:11, underpinned by our School and British values, a team of dedicated and professional staff ensure a range of rich, challenging and exciting learning opportunities for the children in a supportive and stimulating environment.*

*The school still stands on and around the original school house built in 1888. Changes to the building over the years, now provide teaching areas to meet modern demands, encompassing four classrooms, a large group room, a nurture room, a library, modern computing facilities, kitchen, music room, hall and outdoor classroom.*

*The school is set within peaceful and attractive school grounds with a wildlife garden, trim trail, raised beds, outdoor percussion instruments, large scale wall maps and patio area with seating. The open space and resources allow the children to explore and develop their imagination and creativity both at playtimes and during lesson time.*



*If you are looking for the next step into a career in education and want to work in an environment that inspires you to bring your brilliance to every lesson, every day then this is the role for you. I would encourage you to read the details of our approach, our supportive Trust and our offer to you set out in this pack and, when you are ready to apply, phone into school so I can arrange a tour to introduce you to our team and our children.*

Hayley Cupit – Head of School

## Starting Out in Education

Our school, and our Trust, has a long tradition of developing teaching and learning talent from the earliest stages of careers. Our support staff are pivotal in ensuring that our children maximise their learning experiences on a daily basis.

New starters to the world of education can expect full support to understand daily routines in school, to appreciate the importance of safeguarding regulations and dedicated coaching from one of our experienced Higher-Level Teaching Assistants.

We have a dedicated member of the school's Senior Leadership Team who has responsibility to the development of support staff. This leader meets regularly with support staff as a group, delivers meaningful training to help the team develop and spends time coaching on a one-to-one basis to help each member of our support team to develop a unique pathway for a career in education - if that choice is the right one for individuals.



Supporting your career, whichever stage you are at....



## Your Next Step In Education

At St Mary's, and across the nine Primary schools that make up our Trust in South Leicestershire, we have clearly defined pathways for progression. The routes available, fully supported by the school and Trust leadership teams, are currently:

- Apprenticeship training to become an Inclusive Learning Partner; working alongside the classroom teacher to deliver the appropriate bespoke support to children who need it.
- Gaining the HLTA qualification through an accredited provider.
- Pathways to teacher training, including dedicated support in school whether the training route you choose is school-based learning or university-based staged training.
- Specialism pathways, with supported training, if focusing on particular areas of support is right for you. This may include training and leading on academic mentoring, emotional literacy support, leading creative curriculum offers as just a few examples.

## Finding A Better Balance!

Some of our Trust's most successful and impactful support staff have chosen to come into education as a second or alternative career.

Whether that is motivated by a change in circumstances, such as having a school-aged family to look after, or a change in motivation, such as embracing a vocation and being able to give back to our community, St Mary's can be the place for you to find that balance.

Once that balance has been restored, our Trust will always have new opportunities for enriching experiences across our schools. Our school leadership work closely with our Trust partners to ensure that those opportunities are shared with staff and that full support is given to those wishing to take them up!





**Adam Watson**  
Chief Executive Officer  
Inspiring Primaries Academy Trust

Welcome and thank you for your interest in joining Inspiring Primaries Academy Trust.

At Inspiring Primaries, we are unapologetically ambitious - for our pupils, our schools, and the communities we serve. We believe that every child deserves the very best start in life, and that belief drives everything we do.

Our Trust is built on strong values, a deep sense of collaboration, and an unwavering commitment to improving life chances. As a family of schools, we work closely together to support one another, sharing expertise and investing in our people so that every colleague can thrive and be the very best they can be in their role.

By joining Inspiring Primaries, you will become part of something bigger than a single school - you will be part of a supportive, forward-thinking community that places children and families at its heart. Every role within our Trust plays a vital part in shaping positive futures, and we recognise and value the contribution of every member of our team.

We are also proud of the role our schools play within their local communities. We strive to ensure that each school is not only a place of learning, but a valued and trusted asset that makes a meaningful difference to the lives of children and their families.

This is an exciting time to join us. We are looking for individuals who share our vision, our energy, and our commitment to excellence - people who are passionate about making a difference and who want to be part of a Trust that truly works together.

If this resonates with you, we would be delighted to hear from you and to welcome you into our community.

☎ 01455 552343

✉ enquiries@ipat.uk

📍 Inspiring Primaries Academy Trust,  
Company Number 08540699, Registered  
UK Address: Church Lane, Gilmorton,  
Leicestershire, LE17 5EU



## Our vision is to enable all to flourish and succeed.

Our guiding principles are:

- We will appreciate the trust placed in us in educating children, promoting their personal development and well-being.
- We will promote excellence, personal achievement and the realisation of each and every child's potential, irrespective of their gender, race, faith, ability or background.
- We will promote the pursuit of excellence by every person every day, celebrating performance inside schools and the wider world.
- We are committed to ensuring well disciplined, caring environments.
- We are committed to ensuring every school is a hub for the community it serves and is a source of immense pride.
- We are committed to providing high quality buildings and engaging classrooms with up to date technologies.

# LSA Job Description

**Job Title:**

Learning Support Assistant

**Grade:**

Equivalent to Leicestershire LA Grade 5

**Initial Location:**

St Mary's Primary School, Bitteswell

**Responsible To:**

School Leadership

**Key Relationships / Liaison With:**

School Leaders, Teachers, SENDCo, other support staff

**Job Purpose:**

To work under the direct supervision of a teacher to provide support for teaching and learning and associated activities in accordance with school policies and procedures. This may include providing general support for whole class learning activities, or supporting individuals or small groups of pupils.

## LSA Job Description cont.

### Main Duties and Responsibilities:

MAIN DUTIES AND RESPONSIBILITIES include but are not limited to:

- To provide agreed support to the teacher in the delivery of planned whole class learning activities.
- To work under the direct supervision of a teacher to carry out planned learning activities with small groups or individual pupils, providing feedback on their engagement in activities and their achievement of the desired learning objectives.
- To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
- To observe and feed back to the teacher on pupil performance and behaviour, taking action as appropriate in line with relevant school policies.
- To support the physical, intellectual, emotional and social development of pupils, including contributing ideas and suggestions to support planning, to meet their development needs.
- To interact with and respond positively to all children.
- To promote the development of pupils' self-reliance, self-esteem and emotional resilience.
- To provide care and encouragement to children with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
- To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
- To support pupils to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.
- To prepare and utilise ICT resources to support pupils learning.

# LSA Job Description cont.

## Main Duties and Responsibilities:

MAIN DUTIES AND RESPONSIBILITIES include but are not limited to:

- To prepare and support the use of learning materials and create visual displays, in accordance with the requirements of the teacher, in order to facilitate a relevant physical learning environment.
- To contribute to the provision of support for children for whom English is an additional language.
- To invigilate or provide authorised SEN support for internal and external tests and under formal conditions.
- To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks).
- To support, as appropriate, in instances where pupils are unwell whilst at the school.\*
- To provide toileting support to pupils as necessary. \*\*
- To participate in educational visits and off-site activities, supervising small groups as required by the teacher/organiser and ensuring pupil's health, safety and well-being.
- To undertake midday supervision duties.

\* first aid should only be provided by staff who hold appropriate first-aid qualifications.

However, any member of staff may be required to provide general support to a child who is unwell or receiving first aid treatment.

\*\* these duties only to be undertaken after appropriate risk assessment

# LSA Job Description cont.

## Special Factors:

- The nature of the work may involve the post holder carrying out work outside of normal working hours.
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore a **DBS enhanced check is an essential requirement.**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Inspiring Primaries Academy Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

# LSA Person Specification

Aspect	Essential	Desirable	Evidence (Essential)
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Enhanced DBS clearance.</li> <li>Right to work in the UK.</li> <li>Unswerving commitment to implementing school / trust policies relating to the safeguarding of children.</li> </ul>	<ul style="list-style-type: none"> <li>Attendance at safeguarding training.</li> <li>Ability to support, contribute to and further develop whole school approaches to safeguarding and promoting the welfare of children.</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interview questions</li> <li>Required documentation</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ 2 in Supporting Teaching and Learning, or equivalent</li> </ul> <p><b>OR</b></p> <p>Able to demonstrate the ability to meet the STL Level 2 National Occupational Standards relevant to this post.</p>	<ul style="list-style-type: none"> <li>Level 2 qualifications in maths/numeracy and English/literacy.</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Required documentation</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of supporting teaching and learning in a formal setting.</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>Knowledge of child protection and health and safety procedures in a school setting.</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>Interview questions</li> <li>References</li> </ul>

# LSA Person Specification cont.

Aspect	Essential	Desirable	Evidence (Essential)
<b>Ethos</b>	<ul style="list-style-type: none"> <li>• Strives for personal excellence</li> <li>• Understands the importance of enabling children to be happy and confident learners</li> <li>• Is clear about what contribution they could make to enhancing the current ethos of the school</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the aims of the school / Trust</li> <li>• Demonstrates commitment to ongoing professional development and learning</li> </ul>	<ul style="list-style-type: none"> <li>• Application form and letter</li> <li>• Interview questions</li> <li>• References</li> </ul>
<b>Skills &amp; Attributes</b>	<ul style="list-style-type: none"> <li>• Good interpersonal communication skills.</li> <li>• Ability and willingness to undertake professional development.</li> <li>• Empathy with children.</li> <li>• Ability to work effectively as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to manage pupil behaviour in accordance with school policy and procedure.</li> <li>• Track record of working positively in a team of professionals supporting the learning of children with SEND.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview questions</li> <li>• References</li> </ul>
<b>General Circumstances</b>	<ul style="list-style-type: none"> <li>• Attendance - evidence of regular attendance at work</li> <li>• An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview questions</li> <li>• References</li> </ul>

## LSA Person Specification cont.

Aspect	Essential	Desirable	Evidence (Essential)
<b>Factors not already covered</b>	<ul style="list-style-type: none"><li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.</li></ul>		<ul style="list-style-type: none"><li>• Medical questionnaire</li></ul>

# Ready to apply?

If our school and our Trust is right for you  
then we want to hear from you!

## To Book A Visit:

Ring **01455 552818** during school hours and  
ask for Hayley Cupit, Head of School.

## To Apply:

Visit the school website at

**[www.stmarysbitteswell.uk](http://www.stmarysbitteswell.uk)**

or email **[stmarys@ipat.uk](mailto:stmarys@ipat.uk)**

