



**Triumph  
Learning Trust**

# Applicant Information Pack



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## Job Advert in Brief

### Teaching and Learning Assistant

**Hours per week:** 32.5 hours

8.30am - 15.30pm

**Working Weeks:** 39 weeks per year

**Salary:** £24,795 - £27,254 FTE (£18,792 - £20,656 pro rata)

Depending on experience - Core Band to Proficient Band

#### **Rugby Free Primary School**

1 Bailey Road, Rugby, Warwickshire, CV23 0PD

01788 222088

Email: [office@rugbyfreeprimary.co.uk](mailto:office@rugbyfreeprimary.co.uk)

Website: [www.rugbyfreeprimary.co.uk](http://www.rugbyfreeprimary.co.uk)

Rugby Free Primary School are looking to extend their team of professionals who bring interest, ideas and enthusiasm to the school. We want to hear from candidates who have a passion for supporting children reach their full potential, academically and socially. We believe that all of our staff members support the whole child development and therefore those who have a particular interest in supporting children with social, emotional and mental health or other additional needs, would be an advantage.

A Teaching and Learning Assistant who has some experience supporting children in an educational setting. The role is fast paced and you will need to be able to prioritise effectively and work calmly under pressure.

**We are a friendly, kind and proactive school and have the most wonderful group of children and staff. Come and join us!**

**The Teaching and Learning application form and supporting documents for this post are available on the School website:** [www.rugbyfreeprimary.co.uk/working-for-us](http://www.rugbyfreeprimary.co.uk/working-for-us)

**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: Tuesday 24<sup>th</sup> February 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 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



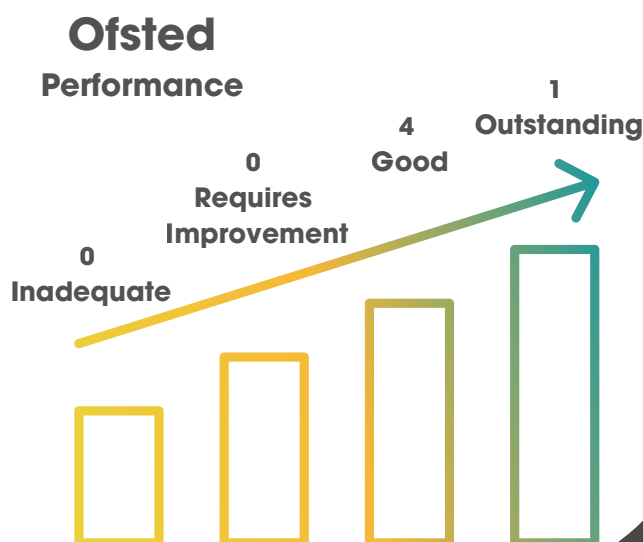
16

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 so much for your interest in a position at Rugby Free Primary School.

We opened in 2015 and are now full with 420 pupils from Reception to Year 6. We are a very happy, inclusive and successful school. Relationships are at the heart of what we do and ensure that these are strong amongst different stakeholders. We are popular within the local community due to our high levels of care, support and education that we provide our pupils.

Our staff team are phenomenal and put the pupils' happiness and well-being first. We have a supportive and team approach and all staff members are valued and cared for. We encourage staff to have specialist interests within their role and nurture these specialisms with an excellent professional development offer. Many of our staff have successfully gained additional qualifications with us and have gained promotions internally and externally.

Please do come and visit us and see our school in action!

Warm regards,



*Rebecca Butters*

**Headteacher, Rugby Free Primary School**



# RUGBY FREE PRIMARY SCHOOL



**Rugby Free Primary School aims to give all pupils the correct support, teaching and curriculum opportunities they need to achieve their full potential academically, emotionally and socially.**

We want our pupils to be inspired by their learning and to enjoy school. We also want them to think about others, learn about the world around them and become respectful citizens of society. We want them to leave our school in Year 6 as confident, enthusiastic and motivated learners, ready to take on challenges in secondary education and make the most of opportunities in their lives.

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. We are a non-selective and non-denomination school and welcome pupils of all genders, religions, faiths and backgrounds.





# Job Description



## TEACHING AND LEARNING ASSISTANT

<b>Salary</b> (Depending on experience)	<b>Core Band</b>	£24,795 - £25,583 FTE
	<b>Proficient Band</b>	£25,583 - £27,254 FTE
<b>Hours</b>	32.5 hours per week, 39 weeks per year	
<b>Reporting to:</b>	Phase Leader / SENDCo	
<b>Start Date</b>	As soon as possible	

### Job Purpose

- Teaching and learning support for individual children and groups of children to further their educational, emotional and social potential
- Under the instruction/ guidance of class teachers or SLT, undertake specific care and learning programmes and activities to support individuals or groups of pupils
- Provide specific support for children with Special Education Needs/ EAL/ More Able/Pupil Premium Children as directed by inclusion leader
- Enable access to learning for children and assist the teacher in the management of children and the classroom.
- To foster high expectations and high standards in all aspects of school life in keeping with the vision for the school
- To uphold all school policies and procedures and promote the good name of the school
- Foster strong team-working and collaboration at all levels
- Offer support to families to aid them in becoming even better parents
- Covering classes for small amount of time (up to 1 hour)

### Specific Duties

Plan teaching to achieve progression in pupils' learning through:

- Working with teaching staff to identifying clear teaching and learning objectives, assess pupils next steps and move children's learning forward

- Setting/ delivering tasks which challenge pupils and ensure a high level of interest, attention, participation and well-being
- Identifying the needs of individuals and groups within the cohort, writing/ taking note of individual education plans and liaising with the Inclusion Leader/ SENDCO as required
- Developing an understanding of the special educational needs of the child/ children concerned.
- Taking into account the child/ children special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials making effective use of resources and time to personalise learning, ensure the learning environment is inviting for all children and ICT resources are used to good effect
- Building and maintaining successful relationships with children, treat them consistently, with respect and consideration
- Helping to promote independent learning
- Reinforcing learning and providing consolidation where appropriate
- Assisting children with physical and medical needs including personal hygiene care
- Helping children record work in an appropriate way, keeping them on task and building motivation
- Modelling good practice
- Helping build the child/ children's confidence and enhance self esteem
- Engaging in regular formal and informal meetings with teachers to contribute to planning lessons/activities
- Preparing materials and resources
- Preparing children beforehand for a task
- Using various strategies in liaison with teachers, to support pupils achieving learning goals
- Working on differentiated activities with identified groups
- Supporting the teacher in implementing specific teaching programme
- Supervising practical tasks

- Carrying out structured classroom assessment/ observation and providing feedback on outcomes
- Be involved in keeping records and evaluating identified children's progress
- Work as part of the team in relation to individual children, liaising, advising and consulting where appropriate
- Supporting implementation of school policies and procedures, including those relating to confidentiality and behaviour
- Identifying personal training needs and attending appropriate internal and external in-service training
- Fully engage in the RFPS vision and contributing to pupils' personal, spiritual, moral, social and cultural development

### Other Professional Requirements

- Have a working knowledge of professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Endeavour to give every child the opportunity to reach their potential and meet high expectations
- Contribute to the life of the school through effective participation in meetings and management systems necessary
- Participate in performance management arrangements.
- Support extra-curricular activities.
- Liaise effectively with other staff, parents and governors as necessary
- Support the professional development of other colleagues by the sharing of good practice.
- In addition to carry out other duties as reasonably required by the Headteacher



## Safeguarding

School staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the School's Child Protection policy and procedures, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person.
- **The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

## Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with Trust Disciplinary Procedures.

## Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the school Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

## Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in school policy.

## Equality and Diversity

Rugby Free Primary School is committed to equality and values diversity. As such the school is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the school to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

## Training and Development

Rugby Free Primary School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. We expect active contribution to one's own continuous professional development, and the job holder to attend and participate in any training or development activities required to assist them in undertaking their role, meeting their safeguarding and general obligations.

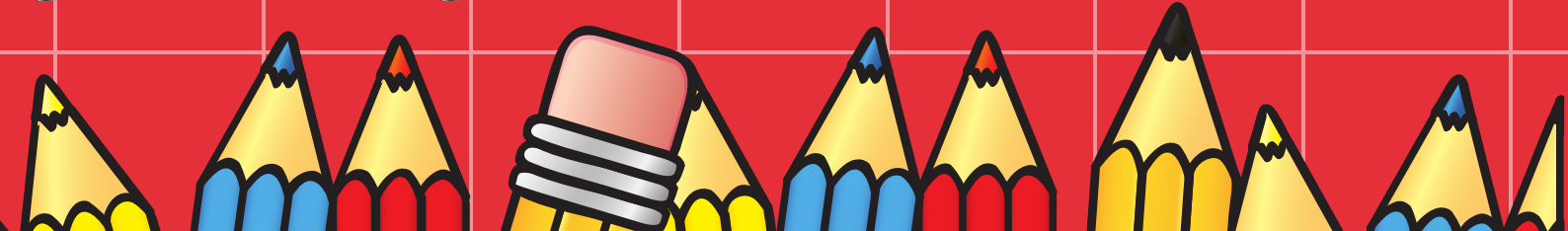
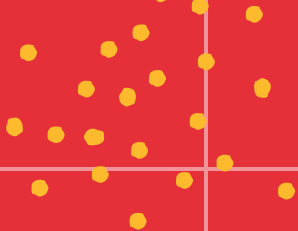
***All employees of Rugby Free Primary School are required to comply with the Equal Opportunities Policy when undertaking the duties of their job and to promote the policies, aims and vision of the school positively.***

# Person Specification



Attributes	Essential It is essential candidates can provide evidence of:	Desirable It is desirable candidates can provide evidence of:
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Good Numeracy/Literacy skills including GCSE level Maths and English grades – A – C or Grade 5 and above or the equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ2 or equivalent</li> <li>• Evidence of qualifications in teaching and learning support/child development</li> <li>• Training in specific areas e.g. SEND - ASD</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of having worked with children aged 4 – 11.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children with SEND</li> </ul>
<b>Qualities, Skills, Knowledge and Abilities.</b>	<ul style="list-style-type: none"> <li>• A positive interest in working with children</li> <li>• Ability to relate well to children and adults</li> <li>• Adaptability and Flexibility in response to a changes which have to be made quickly</li> <li>• Able to work on own and as part of a team</li> <li>• Ability to build good working relationships with a range of colleagues</li> <li>• A clear communicator</li> <li>• Ability to work calmly and with patience</li> <li>• Ability and keenness to work across the primary age range.</li> <li>• Basic working knowledge of how to use a computer/email</li> <li>• Kind and caring attitude towards all</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of phonics or ability to learn.</li> <li>• Knowledge of relevant policies/codes of practice and awareness of safeguarding legislation.</li> <li>• General understanding of National Curriculum, the foundation stage and other basic learning programmes</li> </ul>
<b>Health</b>	<ul style="list-style-type: none"> <li>• A good attendance and punctuality record</li> <li>• Evidence of the stamina required to cope with the demands of the post</li> </ul>	
<b>References</b>	<ul style="list-style-type: none"> <li>• Supportive</li> </ul>	










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 222088
-  [Cnelson@triumphlearning.org](mailto:Cnelson@triumphlearning.org)
-  [www.rugbyfreepprimary.co.uk/working-for-us](http://www.rugbyfreepprimary.co.uk/working-for-us)

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](mailto:hr@triumphlearning.org)
-  [triumphlearning.org](http://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](http://www.triumphlearning.org)  [facebook.com/TriumphLearningTrust](https://facebook.com/TriumphLearningTrust)  [triumph-learning-trust](https://triumph-learning-trust)  [triumph\\_learning\\_trust](https://triumph_learning_trust)

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