



**STOUR VALE  
ACADEMY  
TRUST**



# **LEARNING SUPPORT ASSISTANT**

**RECRUITMENT PACK**

# **Learning Support Assistant**

## **Level 2**

### **Grade 3 – SCP 5**

**Term Time 39 Weeks including Lunch Duty**

**32.5 hours per week, for 39 Weeks per Year  
Permanent**

Northfield Road Primary School, a member of the Stour Vale Academy Trust, is seeking to appoint a highly motivated, caring and committed Learning Support Assistant to join our team.

We are looking for an enthusiastic individual who is passionate about supporting children in their learning and development. The successful candidate will work under the direction of the class teacher to provide effective support for pupils, helping to create a positive, inclusive and nurturing learning environment.

Learning Support Assistants play an important role in supporting pupils both academically and socially. They work closely with teachers and other staff to help pupils engage with learning, develop confidence and make progress. The successful candidate will provide support to individuals and small groups of pupils, adapting their approach to meet a range of needs and abilities.

The role requires a flexible and positive individual who can build strong relationships with pupils and colleagues. A commitment to helping children achieve their best and a willingness to contribute to all aspects of school life are essential.

As a valued member of our school community, you will receive support from experienced colleagues and leaders and have the opportunity to make a real difference to the lives of our pupils. If you wish to work within a successful multi-academy trust dedicated to providing high-quality education and opportunities for all children, then this role is for you.

Northfield Road Primary School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced disclosure check by the disclosure and barring service.

Northfield Road Primary School is an equal opportunities employer and welcomes applications from all qualified candidates irrespective of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

To book a viewing please call or email the school office:

Telephone Number: 01384 989027

Email the school at: [info@northfield.dudley.sch.uk](mailto:info@northfield.dudley.sch.uk)

## **ABOUT NORTHFIELD ROAD PRIMARY**

At Northfield Road Primary School, we are committed to fostering a nurturing and inclusive environment where every child is encouraged to reach their full potential. Our vibrant two-form entry school located in the heart of Netherton, proudly anchored in the area's rich industrial and cultural heritage. As a key part of this close-knit community, we are passionate about offering an education that celebrates our past while preparing our pupils for a successful and fulfilling future.

Our school motto, **'Anchoring our future'**, is both a nod to where we come from and a promise to equip every child with the skills, knowledge and values they need for the wider world. We believe that every child is capable of success and happiness, and our dedicated staff go above and beyond—every single day—to ensure each child feels supported, inspired, and empowered to thrive. Through a broad and engaging curriculum, a rich variety of extracurricular activities, and strong pastoral care, we strive to create the conditions for our pupils to become confident, compassionate, and resilient individuals by teaching them that we are, **'caring together, linked together, stronger together'**.

Our staff are the heart of our success a committed, enthusiastic, and supportive team who work collaboratively to provide the highest quality education. We are deeply invested in staff development, offering meaningful professional growth opportunities while also prioritising wellbeing and reflective practice.

### **The role offers the opportunity to:**

- Be part of a professional, dedicated and friendly team.
- Work with amazing, diverse and enthusiastic pupils.
- Develop your career in teaching within a supportive, friendly, and vibrant school.
- Be part of a collaborative trust
- Be part of our journey to become the best school we can be for our children and families.

For a visit & conversation to discuss the role, please speak to:

Mr. Gareth Ludlam  
Headteacher  
Northfield Road Primary School  
Stour Vale Academy Trust

Please call the school to book an appointment:

Telephone Number: 01384 989027

Email: [info@northfield.dudley.sch.uk](mailto:info@northfield.dudley.sch.uk)

Closing date: 19<sup>th</sup> June 2026 at 9.00am

Interviews: Week Commencing 22<sup>nd</sup> June 2026

Please Complete Your Application Form Via My New Term – CV's Will Not Be Accepted

Northfield Road Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry out pre-appointment checks including DBS and will disqualify any applicant where we consider the outcomes to be unsatisfactory. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

We are equally committed to ensuring that no applicant will be disadvantaged or discriminated against because of their protected characteristics under the Equality Act 2010.



# ABOUT STOUR VALE ACADEMY TRUST

Our multi-academy trust was founded in 2017 and developed from collaboration between schools, the significant positive impact of which convinced three schools, two secondary and one primary, that together we would have much greater capacity to continuously improve. Over time, Stour Vale has steadily grown. We began as a cross-phase multi-academy trust and as we have grown, both secondary and primary schools have joined us. There are currently thirteen member schools, six primary, one junior, one infant with day nursery and five secondary.

As a successful family of schools, delivering high-quality education for the communities we serve, Stour Vale values its diversity. Each school brings their own distinct character, community, history and identity. We celebrate the uniqueness of member schools, recognising that there is a great deal to learn from education in different contexts. This is also the reason why we remain outward-looking, committed to learning from research and excellent practice across the education system.



# OUR VISION AND VALUES

Stour Vale Academy Trust holds children and young people at the heart of all that we do. We recognise that as a multi-academy trust we exist in order to advance education for the public good. Our mission, therefore, is to improve life opportunities for children and young people by both providing the best possible education and care to pupils in Stour Vale member schools and by having a positive impact across the wider education system. Our values are encapsulated in four words:

**OUR VALUES**

**STOUR VALE ACADEMY TRUST**

**INTEGRITY**

By always acting with integrity we will deploy our resources appropriately to provide the very best education and care for pupils. This approach will enable us to recruit and retain the best staff who share our values.

We recognise our responsibility to support and challenge member schools to have a positive impact on the lives of children and young people, our communities and the wider educational system.

**RESPECT**

We are committed to treating everyone with respect and promoting equality.

Stour Vale member schools are safe and inclusive schools. We value and celebrate the diversity of pupils, colleagues and the communities we serve. We believe that developing pupils' character and their own commitment to treating others with respect must sit alongside the pursuit of academic excellence.

**COLLABORATION**

Stour Vale Academy Trust exists because we believe that effective collaboration has a positive impact on the life opportunities of children and young people.

We believe that working collaboratively together we have much greater capacity to realise continuous improvement in all member schools. Therefore, we seek to actively promote positive, impactful collaboration, most often with school-based staff taking the lead.

**EXCELLENCE**

We are committed to constantly pursuing excellence and improving all aspects of our work as a trust.

Excellence in teaching and learning, curriculum and character development is our primary focus. This will be achieved by realising our ambition to provide top-level professional learning for all colleagues, developing leadership in every role and providing exceptional back-office services such as HR and finance.

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We describe our shared approach to school improvement as 'secure autonomy'. Headteachers, with school leadership teams and staff, have autonomy to lead school improvement in their own schools, responsively and in collaboration with others within and beyond our trust. We believe that this approach enables us to grow, attract and retain excellent school leaders and to develop the most innovative and impactful school improvement strategies. We recognise that this autonomy must be secured within the structure of the multi-academy trust, and our model of challenge and support for impact, underpinned by our shared values, ensures sustained school improvement and a sharp focus on outcomes for pupils. This in turn realises our ambition that **Stour Vale** member schools will **create the difference together**.



## Job Description

<b>Job Title</b>	Learning Support Assistant
<b>Grade</b>	Grade 3 - SCP5
<b>Responsible to:</b>	SENCO, Phase Leader, or another designated manager
<b>Responsible for:</b>	Not applicable
<b>Working weeks:</b>	38 / 39 working weeks during term time.

### Core Purpose:

- Assist in the educational, personal and social development of designated students under the direction and guidance of relevant colleagues (e.g. the Headteacher, SENDCO, phase leaders and class teachers)
- Support students by adopting relevant strategies and techniques to enable them to access the curriculum, engage with their learning and achieve their full potential.
- Implement planned learning activities/ teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate.
- Deliver measurable impact on pupil attainment as well as social and emotional well-being.
- Work collaboratively with relevant colleagues to fulfil the requirements of the role.
- The duties of the Teaching Assistant will be determined by the Head Teacher, or appropriate senior leader, and will be arranged to meet the needs of the school and pupil(s) being supported. This may involve working in small groups or on a 1:1 basis and may include supporting pupils with an Educational Health Care Plan (EHCP).

### Legal and Statutory Requirements

The (job title)'s professional duties must be carried out in accordance with the following:

- The Stour Vale Academy Trust scheme of delegation
- The provisions of all applicable legislation
- Keeping Children Safe in Education (KCSIE)

## **Main Activities**

### **Supporting Learning**

Under the direction of the class teacher, support and supervise pupils undertaking designated activities in a group or on an individual basis and to assist their learning and development by:

- Clarifying and explaining instructions.
- Facilitating the use of appropriate scaffolding for learning
- Mediating language as required
- Implementing specific strategies identified on individual support plans or EHCPs
- Reinforcing relevant aspects of the planned teaching programme, particularly literacy and numeracy.
- Being sensitive to the requirements of all pupils and encouraging their participation and independence.
- Assisting pupils with the appropriate use of materials and resources, including ICT applications.
- Nurturing the development of emotional literacy and social communication skills.
- Encouraging and building pupil resilience and self-esteem
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Assist with the development and implementation of individual plans and programmes, including EHCP, IEP and behaviour plans.
- Provide classroom support in the teacher's absence for short periods of time.
- Support independent learning and inclusion of all pupils and provide feedback to pupils in relation to progress and achievement.
- Support the teacher in behaviour management, effective use of positive behaviour management techniques and strategies with support where required. Encourage pupils to take responsibility for their own behaviour.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

### **Resources**

- Prepare and clear up the learning environment including displays and the presentation of pupil's work.
- May handle small amounts of cash e.g. for school visits.
- Photocopying, filing, and preparing resources for lessons as directed by the teacher.

### **Exams, educational visits and other supervision**

- Invigilating exams and tests.
- Escorting pupils on educational visits.
- Assisting with break time supervision including facilitating games and activities.

### **Personal and welfare support**

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, assist pupils with dressing, hygiene and eating whilst encouraging independence.
- Supporting pupils emotional and social well-being, reporting any problems to the teacher.

### **Systems, policies and procedures**

- Contribute to maintaining a safe environment.
- Be familiar with and implement staff codes of conduct and relevant school policies including those relating to inclusion, behaviour and homework.
- Carrying out the responsibilities of the post with due regard to the Academy's policies, organisation and arrangements, including (but not exclusively) those relating to Child Protection / Safeguarding, Health and Safety at Work, Data Security & Confidentiality and Equality.
- Responsible for the careful and safe use of equipment.
- Undertake training, networking and professional development as required by the school.

### **Team involvement**

- Demonstrating own duties to new or less experienced staff.
- Performing such other duties as may be required from time to time.

### **Building relationships**

- Establish constructive relationships and communicates with pupils to support learning and development and encourage acceptable behaviour.
- Liaise sensitively and effectively with parents and carers, recognising their roles in pupils' learning
- Promote the inclusion and acceptance of all pupils, staff and stakeholders.

### **Record keeping and information management.**

- Contribute to basic monitoring, evaluating and assessment of pupil progress.
- Ensure all written and electronic records and reports are accurate, comprehensive and timely.

### **Other**

- Be aware of, and comply with, policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and data protection, recording/ reporting all concerns to the appropriate person and disclosures to the relevant professional.

- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop;
- Contribute to the overall vision and values of Stour Vale Academy Trust;
- Attend and participate in meetings, training and other learning activities and performance development as required;
- Any other duties commensurate with the duties/responsibilities/grade of the post

Duties may vary according to the organisational structure within the school. The structure may include additional posts that are focused on either delivering or supporting the delivery of one or more of the responsibilities outlined above.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/senior leader to carry out appropriate duties within the context of the job, skills and grade. It is the practice of Stour Vale Academy Trust to periodically reviewing job descriptions to ensure that they relate to the job performed and to incorporate any changes. In these circumstances, Stour Vale Academy Trust will seek to reach agreement on reasonable changes but, where agreement is not reached, Stour Vale Academy Trust reserves the right to make changes to the job description, following consultation.

Stour Vale Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post.



# Personnel Specification



**Job Title** Learning Support Assistant

**Grade** Grade 3 (SCP 5)

**Responsible to:** SENCO, Phase Leader, or other designated manager

**Responsible for:** Not applicable

**Working weeks:** 38 / 39 working weeks during term time.

No	Categories	Essential	Desirable
<b>QUALIFICATIONS</b>			
1.	NVQ level 2 in Math's and English (or equivalent), and / or qualified or willing to become qualified to Level 2 Teaching Assistant.	◆	
2.	training in relevant learning strategies		◆
3.	First Aid training		◆
<b>EXPERIENCE</b>			
4.	Experience working with children individually and in groups	◆	
5.	Experience of working with children across the age range served by the school	◆	
6.	Experience with SEND children and challenging behaviour	◆	
7.	Experience of running intervention programmes		◆
<b>ABILITIES, SKILLS &amp; KNOWLEDGE</b>			
8.	Able to support pupils' learning on a one-to-one basis, or in groups, including the provision of specialist support for SEND students, as appropriate.	◆	
9.	An understanding of learning and the process of learning	◆	
10.	IT and keyboard skills to support learning and allow record keeping.	◆	

11.	An understanding of safeguarding	◆	
<b>PERSONAL QUALITIES</b>			
12.	Ability to relate well to adults and pupils	◆	
13.	Ability to organise self and others	◆	
14.	A calm, positive nature	◆	
15.	Commitment to safeguarding and promoting the welfare of children and young people	◆	
16.	Genuine respect for others and desire for equality of opportunity and diversity	◆	
17.	Ability to work as part of a team understanding Trust roles and responsibilities and your own position within these	◆	
18.	Can-do attitude and solution-focused approach with an ability to manage expectations and not over promise	◆	
19.	Have a willingness to demonstrate commitment to the values and ethos of Stour Vale Academy Trust	◆	



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# CONTACT US

For informal talks please contact:

Mr. Gareth Ludlam

Head Teacher

Northfield Road Primary School

Stour Vale Academy Trust

Telephone: 01384 989027

Please visit our website: <http://www.svat.org.uk/>