

The Kite Academy Trust



Learning Support Assistant
Recruitment Pack

Welcome from the CEO

Dear candidate,

We are an ambitious Trust who work as one team, with our shared vision at the heart of everything we do. Our colleagues are our greatest strength — remarkable people who form the foundation of our success and enable us to achieve our vision. Together, we strive towards our collectively defined four strategic aims:

- Remarkable People
- Exemplary Education
- Exceptional Trust Services
- Stronger Communities

As part of our Remarkable People aim, we place a significant emphasis on colleague wellness by providing a range of evidence-informed wellbeing strategies, all of which are being woven through our professional development programme and complement our comprehensive colleague benefits package. This is a truly unique pledge to our people and reflects our commitment to ensuring that every member of our team feels supported, valued and able to thrive.

If you would like any further information about this exciting opportunity, please contact Gemma Golland in our HR Team on 01252 984930 or recruitment@kite.academy.

We look forward to hearing from you.

Jeremy Meek

Chief Executive Officer
The Kite Academy Trust



About The Kite Academy Trust

The Kite Academy Trust is a family of nine primary schools across Surrey and Hampshire. At the heart of our Trust is our commitment to working as one team, sharing our expertise to ensure every pupil receives an excellent education and an equal opportunity to thrive and succeed in life. Our Kite values of *positivity, integrity, resilience, respect and aspiration* underpin everything that we do.

The Trust formed in October 2015 with five schools coming together and has recently been on a rapid journey of improvement. In little over two years, the Trust has been transformed. We have an academy that was recently graded as good for the first time in its 25-year history, data outcomes that have improved from significantly below national averages to above (and notably so in areas) and we offer a range of education services externally. It is our aim to provide similar external services via our business teams and the incoming Director of Operations will contribute their leadership experience to this key priority within our Exceptional Trust Services strategic aim.

Our talented colleague team is fully aligned to our Trust vision – *for every pupil to be happy and healthy, to contribute positively to their communities and to achieve academic excellence* – and every decision we make is guided by this vision. All schools are equal partners and committed to the principles of collaboration, sharing expertise and resources to deliver the best possible education for all children in our care.

We celebrate our schools unique and individual characteristics, recognising the communities they serve. We value the contribution our staff bring to our schools and the Trust as a whole, and look to foster leadership and succession planning as well as offering greater opportunities within the Trust.

Our academies:



What do we offer

The contribution of all Kite employees is highly valued and we recognise that the recruitment of highly competent, skilled staff is fundamental to maintaining our excellent standards of service and the safe, prosperous environments in which our people and our pupils can thrive and flourish.

We offer:



Enrolment into Local Government Pension Scheme



LGPS employer contribution up to 16%



Three times pensionable salary Life Assurance cover for all staff in the Pension Scheme



A minimum of 24 days annual leave entitlement (pro-rata for part-time employees) plus bank holidays. Term time support staff receive the equivalent entitlement as holiday pay.



An additional 4 days' annual leave for support staff after 5 years' continuous service



Generous maternity, paternity and adoption entitlements



Children of staff receive priority admission to their workplace academy



Discounted childcare if your child attends a Kite School



An incredible range of employee benefits through our dedicated reward and recognition platform



Free VDU eye examinations for eligible employees



Funded flu vaccinations



Option to purchase school meals



Opportunities for training and progression



Free mental health and wellbeing support through our dedicated employee assistance programme



Sports and social clubs (e.g theatre, running & choir)



A culture of communication



Sabbatical leave



Embedded wellness training in our personal development schedule



One Team ethos across the Trust



Free Sophos anti-virus software and Microsoft Office for use at home



Mytchett Primary & Nursery Academy Learning Support Assistant

Fixed Term contract until July 27 / Term time Including INSET days
31.25 hours / Monday – Friday / 8.30am – 3.15pm
Salary: £23,859 - £26,014 FTE (actual salary £17,657 - £19,252 pro rata per annum)

Are you flexible, patient, caring and confident with children?

We are looking to recruit a Learning Support Assistant to work alongside the teachers and other support staff in our Academy.

Key Roles and responsibilities:

- To support teachers in providing for the education and welfare of all children in the academy, taking account of their needs
- Maintain a safe and stimulating learning environment
- Promote, support and facilitate inclusion by encouraging participation of all children in learning and extracurricular activities
- Show professionalism by having proper regard for the ethos, policies and practices of the academy
- Consistently demonstrate the positive attitudes, values and behaviour which are expected of pupils
- Work collaboratively with teachers and other colleagues

The Ideal candidate will:

- Be kind, caring and patient
- Have some experience in supporting children who have additional needs
- Be enthusiastic and have a genuine passion for motivating children to be their best

We Offer:

- Competitive salary & pension scheme
- Discounted Wrap around care, at relevant academies, if your child is a Kite Academy Pupil (Linked to contractual hours)
- A dedicated, friendly staff team, as well as Happy, motivated children
- An incredible range of employee benefits (including access to Perkbox)
- Opportunities for Training and Progression

Please contact recruitment@kite.academy for further information or visit [My New Term – the Kite Academy Trust](#) to apply.

Job Title: Learning Support Assistant

Responsible to: Class Teacher/Head Teacher

Role Purpose:

To work collaboratively within the academy community to instil in each child a love of learning for life that enables them to achieve beyond what they thought possible.

To promote the highest standards of education in a caring and supportive environment where children feel safe, secure and ready to learn

To support teachers in order to promote effective teaching and learning for the pupils in the academy

To support the teachers in providing for the education and welfare of all children in the academy, taking account of their needs

To share in the corporate responsibility for the well-being and discipline of all pupils

To be responsible for own safety and the safety of those affected by the role, in accordance with the Health and Safety at Work Act, Management of Health and Safety Regulations as appropriate

Role Responsibilities:

Key Outcomes

Personal & professional conduct:

- Show professionalism by having proper regard for the ethos, policies and practices of the academy
- Consistently demonstrate the positive attitudes, values and behaviour which are expected of pupils
- Develop and sustain effective relationships within the academy community
- Have regard for the need to safeguard children's wellbeing by following statutory guidance along with Trust/Academy policies and practice
- Respect all individual differences and cultural diversity
- Commit to improving own practice through self-evaluation and awareness

Knowledge & understanding:

- Share responsibility for ensuring that own knowledge and understanding is relevant and up to date by being a reflective practitioner
- Respond to advice and feedback from colleagues
- Take opportunities to acquire skills, qualifications and/or experience to develop in LSA role
- Demonstrate expertise and skills in understanding the needs of the children
- Know how to contribute effectively to the adaptation and delivery of support to meet individual needs
- Demonstrate a relevant level of subject and curriculum knowledge to effectively support teachers and children
- Understand own roles and responsibilities within the classroom and the whole academy context recognising that these may extend beyond a direct support role.

Teaching and learning:

- Demonstrate an informed and efficient approach to teaching and learning
- Adopt relevant strategies to support the work of the teacher
- Adopt strategies to increase children's achievement including those with special educational needs
- promote, support and facilitate inclusion by encouraging participation of all children in learning and extracurricular activities
- Use effective behaviour management strategies in line with the academy's policies and procedures
- Contribute to effective assessment and planning by supporting monitoring and reporting of children's performance and progress
- Communicate effectively with children to adapt to their needs and support their learning
- Use effective questioning and listen carefully to pupils, addressing misconceptions
- Maintain a safe and stimulating learning environment
- Participate in out-of-class activities (off-site trips, residential visits) to enrich children's knowledge and understanding

Working with others:

- Respect the role and contribution of other professionals, parents and carers
- Liaise effectively with others and work in partnership with them
- Keep other professionals accurately informed of performance and progress and share concerns about a child's learning (with the teacher)
- Share knowledge to inform planning and decision making
- Work collaboratively with teachers and other colleagues
- Communicate knowledge and understanding of the child with other staff and education, health and social care professionals so that informed decisions can be made for intervention and provision
- Contribute to the academy priorities for development
- Confidently support teachers in reaching creative solutions to some of the variety of challenges they face
- Provide intimate care on occasions if necessary

Additional Information: This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. It may be amended from time to time in consultation with the post holder concerned and duties may vary from time to time without changing the character or general level of responsibility.



Person Specification

The post-holder will be able to demonstrate evidence of the following qualifications, knowledge, experience, qualities and skills.

*Essential (E) or
Desirable (D)*

Qualifications

Candidates should have:

- Good standard general education
- Experience across the appropriate age range(s)
- Experience working with pupils with SEND
- NVQ Level 2 or higher in Supporting Teaching and Learning (or equivalent)
- Willingness to undertake further professional development, including safeguarding & first-aid training

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Personal qualities

Candidates should:

- Have a genuine empathy for children and their individual needs
- Have the ability to motivate pupils to learn and thrive
- Be resilient, calm under pressure, and able to maintain a positive learning environment
- Show a commitment to promoting inclusion and celebrating diversity

Skills and abilities

Candidates must have:

- Good demonstrable literacy and numeracy skills;
- Basic ICT skills for supporting pupils in online learning software;
- Strong communication skills with pupil, staff and parents/carers;
- The knowledge to enable you make suggestions as to how the learning can be adapted to meet the needs of individuals or groups of children;
- The ability to assist with the organisation of the learning environment;
- The organizational skills to be able plan and prioritise regular and irregular tasks;
- The ability to clarify and explain instructions to pupils;
- The ability to follow teacher instructions while also using initiative when appropriate;
- The ability to work with the SENCO to develop individual learning programmes and report on pupil progress (applicable 1-1 SEND role only);
- The ability to work effectively as part of a supportive, child-centred team, contributing positively to the wider trust community.

Safeguarding

Candidates must demonstrate:

- An understanding of the need to safeguard children and the robust processes schools have in place to ensure their safety and wellbeing.

Guidance notes for completing your application

Please read the job description and person specification carefully. Please note that CVs are not accepted as part of our recruitment and selection process.

It is important that you clearly demonstrate how you meet the skills, knowledge and experience outlined in the person specification. Reflect on your previous work—both paid and voluntary—and highlight the skills you have developed.

Before submitting your application, we recommend preparing a draft version and ensuring that all of the following sections are completed in full:

- Personal and contact details
- Right to work confirmation
- Education
- Qualifications
- Employment history – Including current employment. *Please ensure all employment dates are accurate and listed in chronological order (most recent first) Any gaps of one month or more must be explained.*
- Personal statement - *We encourage you to include as much relevant detail as possible.*
- References – *References may be requested prior to interview. If you do not wish for one or both of your references to be contacted at this stage, please email Gemma Golland at recruitment@kite.academy when submitting your application.*
- Declaration of relationships
- Equality monitoring form – *This form is not used as part of the shortlisting process.*

By submitting our application, you are confirming that you have read, understood, and agree to the terms outlined in the Confidential Disclosure and Retention sections of the application form.

Application process

Please contact recruitment@kite.academy for further information or visit [My New Term – the Kite Academy Trust](#) to apply.

Application process:

Closing date for applications: 18th September 2026

Interviews: w/c 21st September

Start: October 2026

Early applications are recommended as suitable applicants may be interviewed sooner according to availability and the post filled prior to this date.

We look forward to hearing from you!

The Kite Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We actively support the Government's Prevent Agenda to counter radicalism and extremism.

In line with Keeping Children Safe in Education (KCSIE) guidance, successful applicants are subject to an enhanced Disclosure & Barring Service check, satisfactory employment references and online searches. We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our [Safeguarding & Child Protection Policy](#).

We are an equal opportunities employer who value diversity and inclusion. Guided by our values—positivity, respect, integrity, resilience, and aspiration—we are committed to creating a fair and supportive environment where everyone can thrive. Join us and help make a difference in the communities we serve

