

# Advertisement

## Learning support assistant – Numeracy co-ordinator.

**Salary: Grade** BG8, Monday to Friday 8.15am to 3.30pm, 33.75hrs BG8 FTE £29,064 - £31,022 (actual £23,184-£24,746)

Bridge Learning Campus is excited to offer an excellent opportunity for a learning support assistant to join our dedicated and supportive secondary team. The successful candidate will be responsible for leading the numeracy provision in the SEN Department as well as supporting students in class and through targeted interventions. The role will suit someone who is passionate about helping children to achieve their best, enjoys working collaboratively as part of a team, and is committed to making a positive impact.

### What We're Looking For

This role will suit someone who has experience of working with SEND children, ideally within a secondary setting. It will also suit someone who may be newer to the role but has the enthusiasm, commitment, and adaptability to learn quickly and develop their skills. The successful candidate will demonstrate patience, resilience, and excellent communication skills, with the ability to build positive relationships with children and staff alike. A willingness to support pupils with a range of needs in class and deliver interventions under the guidance of the deputy SENDCO will be essential. Full training and a structured induction programme will be provided.

### Key Responsibilities

Act as the lead for the numeracy provision within the department.

Plan and deliver targeted interventions to support pupils' progress, with a focus on planning and delivering numeracy interventions.

Maintain accurate records of student progress in class and targeted interventions.

Support wave 1 provision by reinforcing key learning points and adapting activities to meet the needs of different learners.

Work under the direction of a teacher to provide in class support to groups of students.

Work with a range of pupils, including those with SEND, to promote inclusion, engagement, and positive behaviour.

Assist with the preparation of classroom resources and the organisation of learning environments to ensure they are purposeful and well-structured.

Provide feedback to teachers on pupils' progress and contribute to the assessment process.

Supervise pupils during transitions, break times, and other non-classroom activities as required.

Work collaboratively with colleagues, parents, and external agencies to support children's academic and personal development, including making calls and attending and contributing to meetings.

Promote and safeguard the welfare of children in line with school policies and statutory requirements.

Other duties as directed by the SENDCO.

### What We Offer

We offer:

- Enhanced CPD, including access to professional networks across the Trust
- Paid induction and training suited to the role
- Confidential access to an Employee Assistance Programme
- Free parking
- Use of the Cycle Scheme
- Paid completion of a DBS check
- Flu vaccination vouchers
- Free eye tests (where the employee is desk-based)
- Where eligible, automatic enrolment to the relevant pension scheme
- Honouring of continuous service earned in the Local Authority

## How to Apply

To apply, please read the 'How to Apply' section carefully in the Application Pack. If you have any questions about the role, or would like a discussion about how this role might suit your career plans, please reach out to [recruitment@tila.school](mailto:recruitment@tila.school)

## Key Dates

Closing date: Wednesday 1st July 2026, 9am

Interview date: Wednesday 8th July 2026

Start date: As soon as possible – subject to vetting checks.

Trust in Learning (Academies) is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory vetting checks, including an enhanced DBS disclosure.

# How to Apply

To apply please complete:

- **Online Application Form**

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form, unless the advertisement states otherwise. Referees' contact details must be included. If you have any concerns about references, please contact our recruitment team on [recruitment@tila.school](mailto:recruitment@tila.school)

- **A letter of application**

Add your letter of application to the end of the application form, or attach it separately, if this is easier. The letter of application should address how you are equipped to meet the person specification, showing us where your knowledge and experience, abilities and aptitudes, values and personal qualities will support you to carry out the job description. We are particularly interested in why you want to work in education, and why our trust. Most applicants write about two sides of A4 to show how they meet the person spec criteria.

Then send your application to [recruitment@tila.school](mailto:recruitment@tila.school) before the closing date as written in the job advertisement.

## Interview Process

After the closing date, short listing will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application.

If you are invited to interview, please let us know prior to the interview day if we can provide any access arrangements to enable you to perform your best at interview.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DBS and/or other relevant investigating bodies.

## Job Description

<b>Job title</b>	Teaching Assistant – Numeracy co-ordinator.
<b>Location</b>	Bridge Learning Campus - Secondary
<b>Salary</b>	33.75hrs BG8 FTE £29,064 - £31,022 (actual £23,184- £24,746)
<b>Reporting to</b>	Deputy SENDCO
<b>Responsible for</b>	N/A
<b>Role Summary</b>	<p>This role is focused primarily on developing and delivering a numeracy programme, and the corresponding interventions, to SEND students across all year groups. It will also require you to undertake some in class support as well as other interventions that may be needed to support pupil progress and development.</p> <p>As a Teaching Assistant, you will contribute to both the educational and social development of pupils, ensuring inclusion, safety, and positive behaviour in line with school policies. You will work closely with class teachers, the SENDCo, and other professionals to support wave 1 provision as well as targeted interventions and will play an important role in implementing Individual Education Plans and Behaviour Plans where required.</p> <p>Beyond classroom support, you will assist with break and lunchtime supervision, accompany pupils on trips, and help prepare and maintain effective learning environments, including displays and resources. The role also requires flexibility to supervise whole classes when necessary, provide accurate feedback to teachers and parents on pupil progress, and work in partnership with families to promote children’s development.</p> <p>This is an excellent opportunity for someone who is passionate about making a positive difference to children’s learning and well-being, can build constructive relationships, and is committed to high standards of professional conduct.</p>



<b>Working pattern</b>	Monday to Friday 8.15am to 3.30pm
<b>Safeguarding</b>	<i>We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Trust in Learning (Academies) are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.</i>

## Person Specification

Key: A = Application form, I = Interview

	Source of Evidence	Essential	Desirable
<b>Qualifications and Training</b>			
5 GCSEs at grade C/Level 4 or above or equivalent including English and Maths	A	Y	
NVQ Level 3 qualification or equivalent i.e. A levels	A	Y	
<b>Relevant Experience</b>			
Two years' experience in a learning or childcare setting or another relevant field	A	Y	
<b>Abilities and Attributes</b>			
Ability to work cooperatively within a team	A,I	Y	
Self-reflective and adaptable to change and new ideas	A,I	Y	
Ability to enthuse, inspire and motivate children	A,I	Y	
Willingness to be involved in the wider life of the school	A,I	Y	
Display warmth, care and sensitivity in dealing with children	A,I	Y	
Ability to work cooperatively within a team	A,I	Y	



Trust in Learning  
Trust in Success

## Child Protection and Safeguarding

The Trust is committed to Safeguarding and Promoting the Welfare of all of its pupils and students. Each pupil/student's welfare is of paramount importance.

**The Trust's Child Protection and Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.** The policy can be found on our website: [www.tilacademies.co.uk](http://www.tilacademies.co.uk)

The five main elements of our policy are to:

- ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children
- raise awareness of child protection issues and equip children with the skills needed to keep them safe
- develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse
- support pupils who have been abused in accordance with the agreed child protection plan
- establish a safe environment in which children can learn and develop.

### **Safer Recruitment:**

Trust in Learning (Academies) is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service clearance. Our policy and practice is in line with the Department for Education's 'Keeping Children Safe in Education' most recent Guidance.

We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors.

Safer recruitment practice includes scrutinising applicants, online checks, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job.

## Fluency Duty

This role has been identified as falling within the definition of requiring fluency in spoken English. You will be required to speak English with confidence and be able to conduct a conversation and answer questions for extended periods of time using technical language where required.