



Inspire Education Trust

Together we achieve, individually we grow

RECRUITMENT PACK

Cognitive and Learning Ark Learning
Support Assistant



Blue Coat

Church of England School
& Music College



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WELCOME FROM OUR CEO



Inspire Education Trust
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It is my pleasure to welcome you to Inspire Education Trust.

At Inspire Education Trust we are passionate about making a difference to the lives of our pupils. They are at the heart of everything we do and we strive to inspire all learners, and want all our schools to be the best they can be and for each and every child, to discover the skills, abilities, talents and interests that lie within them.

We believe in working in partnership, enabling us to ensure all children and pupils achieve their full potential. Our schools know the impact that working collaboratively can bring.

Our schools have a desire to question, change and innovate to ensure that what they provide enables our children to become successful learners, confident individuals and responsible citizens.

At the same time, we recognise the importance for each school to retain and promote their individual identity. Every school has its own context and challenges. This is why we encourage our member schools to lead and manage in a way that preserves that individual identity and responds to the specific needs of their children and community.

The combination of autonomy and collaboration across key areas of leadership and management, underpinned by shared values and best practice is what makes our schools special.

Lois Whitehouse – CEO

Headteacher – Blue Coat CofE School & Music College



It is my great pleasure to welcome you to our school community. At Blue Coat, we are dedicated to providing a nurturing and inspiring environment where every student can thrive academically, socially, and spiritually. Our rich history and strong Christian values guide us in fostering a sense of belonging and purpose among our students.

Our vision is “Living life in all its fullness”. We exist to equip our students to live life in all its fullness by providing excellent education that is distinctively Christian and inclusive of all. We aim to provide a broad and ambitious curriculum that offers all students the opportunity to flourish academically and achieve their God-given potential.



In John 10:10 in the Bible, we hear of Jesus saying that ‘Life in all its fullness’ is found in Him. It is God’s desire to see us flourishing in abundant Kingdom living – so that inspires everything we are and all we do at Blue Coat.

We believe in the potential of every child and are committed to supporting their journey towards excellence. Our dedicated staff work tirelessly to create a dynamic and inclusive learning experience, encouraging students to explore their interests and develop their talents. We pride ourselves on the breadth and variety of our extra-curricular provision, with Music, Drama, and Sport playing a pivotal role in the wider educational experience we provide, demonstrating the importance of ‘Togetherness’ in our school community.

Our vision of ‘Life in all its fullness’ inspires and shapes our resulting school CHRIST values, which are at the heart of everything we do. As a school, we are proud of our diverse and vibrant community. We celebrate our students’ achievements and encourage them to be compassionate, responsible, and active members of society. We strive to instil a love of learning that will last a lifetime, preparing our students to face the future with confidence and resilience.

We know that not all staff and pupils will be followers of the Christian faith, yet there is an expectation that all members of the school community are sympathetic and respectful of the place of individual faith in personal development. Our values therefore reflect the distinctiveness of the Christian faith and the Kingdom of God, yet can be applied by all stakeholders, no matter their spiritual or cultural background.

Lisa Henden – Headteacher (Blue Coat CofE School & Music College)

ABOUT THE ROLE

Post Title	Cognitive and Learning Ark Support Assistant
Salary Range	Grade 3 Point 4 – £22,314 pro rata per annum (FTE £25,185)
Reporting to	ERP Lead Teacher
Status	Permanent, 37 hours per week, TTO plus 5
Flexibility	Flexible working available



Job Purpose

To support the classroom teacher with their responsibility for the development and education process by providing care and supervision to children/young people, including those who have special educational needs.

Main Duties and Responsibilities

Under the direction and control of the classroom teacher or designated supervisor:

- Supervise and support the teaching activities of individuals or small groups of children/young people to ensure their safety and facilitate in their physical and emotional development.
- Preparing or modifying work for individuals as directed, to support pupils to achieve learning goals and support pupils' competence and independence when using ICT.
- Use appropriate skills to undertake the activities necessary to meet the physical and emotional needs of children with special educational, physical or emotional needs.
- Monitor individual pupil's progress, achievements, problems, condition and development needs reporting to the responsible teacher as appropriate.
- Work alongside the team to develop and implement Individual Education/Behaviour Plans and Personal Care Programmes for individuals.
- Promote inclusion and acceptance, support diversity and ensure pupils have equal access to learning and development.
- Provide opportunities for developing independence intellectual and social development of pupils. Establish constructive relationships with pupils providing feedback to them in relation to progress and achievement as directed.
- Prepare and maintain equipment and teaching resources for activities in the classroom, ensuring pupils are able to safely use equipment and materials provided.
- Undertake supervision and discipline of pupils within the procedures of the school/service, providing detailed and regular feedback as appropriate.
- Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists, reporting information from/to parents/carers.

Other Duties

- Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupil's work.
- Assist at an appropriate level, and within the school's protocols, with the provision of general care and welfare of pupils which may include: assist with the personal hygiene routines, assisting with children's injuries and, where



appropriately qualified, administering first aid; assist with the administering of medicines under the direction of the appropriate medical staff; assist with the identification and monitoring of children's general health and welfare.

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Support and contribute to the overall ethos/work/aims of the school.
- Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.
- Assist with group activities within and away from the classroom/school, such as PE and educational visits.
- Participate in personal and professional development activities to meet the changing demands of the job and encourage and support other staff in their development and training.
- Attend and participate in relevant meetings as required.
- Any other duties and responsibilities within the range of the salary grade.

Safeguarding and Child Protection

- Know what to do if there are concerns about a child;
- Take on the responsibility for providing a safe environment and promoting children's welfare;
- Undertake regular safeguarding and child protection training;
- Be familiar with *Keeping Children Safe in Education part 1* (KCSIE) and local policies and procedures as directed by the trust/academy.

Other

- Carry out any other duties as directed by the senior leadership team line manager that are within the scope, purpose and spirit of the role;
- Attend regular continuing professional development (CPD) as required by the school, and other optional relevant CPD to develop good practice;
- Take steps to ensure personal mental health and wellbeing are protected, seeking further support if appropriate.



PERSON SPECIFICATION - ERP Learning Support Assistant

		Essential	Desirable
Education and Qualifications	Five GCSEs Grade C/4 and above or their equivalent including English and Mathematics	✓	
	An excellent standard of both written and oral English	✓	
	Willingness to undertake further relevant training	✓	
	Higher qualifications or relevant qualifications at A level or above		✓
	First Aid Qualification (or willing to be trained)		✓
Experience	Recent experience of working with young people either in a school setting, as a parent, or involvement in voluntary work such as a youth group, cubs, brownie or similar organisation	✓	
	Experience of communication with a range of individuals, including parents/carers and outside agencies	✓	
	Experience of using a range of computer packages including Microsoft Office	✓	
	Experience of working within in a school or educational environment		✓
	Experience of working with small groups in a tuition or intervention setting		✓
Skills and Knowledge	Knowledge of inclusion / SEND including Cognition and Learning (e.g. MLD), Communication and Interaction (e.g. ASD), Physical and Sensory (e.g. visual impairment) or Social, Emotional and Mental Health needs (e.g. anxiety)	✓	
	A good understanding of the needs and characteristics of students across the age range 11-19	✓	
	Knowledge and understanding of child development and the way children learn	✓	
	An awareness of, and sympathetic approach towards the difficulties likely to face children with special needs	✓	



	An understanding of equal opportunity issues and an awareness of what this involves	✓	
	An understanding of the roles played by various adults in a student's education		✓
	Knowledge of education initiatives		✓
Personal Qualities	Able to generate a positive approach to learning for all students	✓	
	Dedicated to our vision that all children are entitled to a first-class education	✓	
	Possesses a genuine belief that all children are equal and celebrates the diversity in our school communities	✓	
	Self-motivated and able to work on own initiative without supervision	✓	
	Works with honesty and integrity	✓	
	Emotional resilience in working with challenging behaviour	✓	
	Recognises the importance of protecting their own personal wellbeing	✓	
	Committed to making children feel happy, safe and secure	✓	
Safeguarding and Child Protection	Understands their role in safeguarding and protecting children or a keen willingness to learn this	✓	
	Develops appropriate professional boundaries with children. Knows not to build friendships	✓	
	Awareness of the key safeguarding processes in schools or willingness to understand these	✓	
	In-depth understanding of the requirements of Keeping Children Safe in Education		✓
	A realistic appreciation of the challenges involved in working with children		✓
	Committed to improving safeguarding processes and practices. Sees it as part of their job		✓
Professional Development	Willing to participate in further appropriate professional development	✓	
	Positive approach to own continuous personal professional development and training		✓



ABOUT BLUE COAT C OF E SCHOOL



Blue Coat
Church of England School
& Music College

FACTS AT A GLANCE

NUMBER OF PUPILS: 1700
NUMBER OF STAFF: 223
BASED IN: LOWER STOKE, COVENTRY

Blue Coat Church of England School and Music College is a vibrant and inclusive large comprehensive school in the heart of Coventry. Blue Coat is a Church of England School and this identity is of great significance to us. Our vision is about 'living life in all its fullness' and we aim to provide an excellent education which is distinctively Christian yet inclusive of all.

At Blue Coat we place high importance on developing the whole individual: academically, socially and spiritually. At the heart of the school lie our Values: Care, Hard Work, Respect, Integrity, Servanthood and Togetherness. Through these Values our whole school community can grow together and live life in all its fullness.





OUR SCHOOL VALUES



Care

I am always growing in my understanding and awareness of myself and how my actions impact others. I demonstrate care for myself, for those around me and for the environment through my understanding of my impact upon them.

Hard Work

I recognise the importance of working hard to realise my potential. I do everything with integrity and diligence, with the full knowledge of why I am doing it. I know I am designed to work and to offer my unique gifts and talents, and so whatever I do I strive to do with excellence.

Respect

I am responsible for my personal development, for the way I treat those around me and the way I care for the environment I live in. I understand that it is my responsibility to treat others the way I would want to be treated myself, and therefore I offer respect willingly. I am a responsible and respectful member of my school community, as well as the nation I live in and our wider world.

Integrity

I am a person of integrity; one who has been honed and developed through my experiences and through the lessons of those around me. I will stand up for what is right even when it is hard, standing firm on my beliefs even when others are choosing a different path.



Servanthood

I offer service to others with no desire for personal advantage or reward. I know that my life matters and so I willingly serve others just as others serve me. In this way I can make a positive difference in the world.

Togetherness

I know that all are needed and valued and each person is important to the whole. I know my life makes a difference, and I am committed to being a positive impact on those around me and in the world. I recognise the common purpose I share with my school community; to enable all to thrive and achieve their potential academically, socially and spiritually.

VISION

Our Vision

Living life in all its fullness

Our Vision Statement

To equip our students to live life in all its fullness by providing excellent education which is distinctively Christian and Inclusive of all.





ABOUT INSPIRE EDUCATION TRUST

Inspire Education Trust is an Multi Academy Trust that grew from a shared belief that children deserve a first-class education, so that each child and student understands what they are capable of, and what talents they have, and strives for excellence in themselves to succeed in the next stage of their education and the world of work.



Inspire Education Trust

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We understand that every member of our staff is here for the best interest of our children. With them, we want to ensure that every child is valued and that the unique identity of each of our schools is protected, celebrated, and recognised for the contribution it makes to ensuring our pupils have the best education and experiences.

Inspire Education Trust is made up of 8 schools.

- Arley Primary School, New Arley, Warwickshire (2024)
- Blue Coat Church of England School & Music College, Stoke, Coventry (2020)
- Clifford Bridge Academy, Binley, Coventry (2015)
- Frederick Bird Primary School, Hillfields, Coventry (2024)
- Hearsall Community Academy, Earlsdon, Coventry (2017)
- Stockingford Academy, Nuneaton, Warwickshire (2019)
- Walsgrave Church of England Academy, Walsgrave, Coventry (2015)
- Whittle Academy, Walsgrave, Coventry (2015)

Our Trust Motto encapsulates the beliefs and ideals of our family of schools.

"Together we achieve, individually we grow"

OUR TRUST

- Arley Primary Academy
- Blue Coat Church of England School & Music College
- Clifford Bridge Academy
- Frederick Bird Primary School
- Hearsall Community Academy
- Stockingford Academy
- Walsgrave Church of England Academy
- Whittle Academy

KEY FACTS AT A GLANCE

7 PRIMARIES & 1 SECONDARY

MIXED MAT – 2 CHURCH OF ENGLAND SCHOOLS

5,000+ PUPILS AS OF JAN 2024

709 STAFF

OPERATING OVER 2 LOCAL AUTHORITIES.



MAKING AN APPLICATION

Applications for this post will only be accepted using the electronic application form on the My New Term website: <https://www.ietrust.org/vacancies/>

The closing date for applications is 9am Wednesday 13th May 2026

Applicants are advised to contact schooloffice@bluecoatschool.com if they wish to organise a visit to the school.

Shortlisting will take place and all candidates will then be contacted by email.

Shortlisted candidates will need to be available for interview on the week commencing Monday 18th May 2026

If you have any questions relating to the application process, see the FAQ's page and if you still have a question - please do let us know by contacting catherine.alexander-gamble@setrust.org

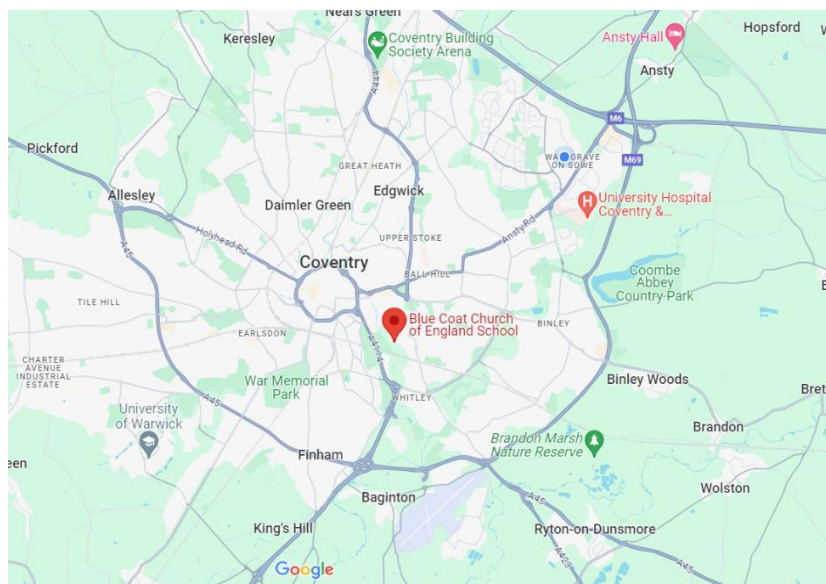
We look forward to hearing from you.





HOW TO FIND US

If you arrange a visit or are successfully shortlisted for an interview, then you will need to visit our school. Please see the below for guidance and directions on how to find Blue Coat School.



ADDRESS

Blue Coat C of E School
Terry Rd
Coventry
CV1 2BA

*A 5-minute drive from
Coventry City Centre, and
an 8–12-minute drive from
Coventry Rail Station.*

PARKING

As you arrive at the front gate, there is an intercom that you can ring the office with, they will then direct you through the gates. It is most likely that you will need to park in the visitor's car park. See the circled below for parking locations.





RECRUITMENT PRIVACY NOTICE INSPIRE EDUCATION TRUST



Inspire Education Trust

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Who is collecting your data?

Inspire Education Trust is a data controller for the purposes of the General Data Protection Regulation and domestic legislation. The personal data that you provide will be used in connection with your application for vacancies at the Trust. If we make an offer of employment, the Trust will provide a fully informed privacy notice to employees.

Why are we collecting your data?

- So we can process your application to the next stage
- Check and verify your identity
- Ensure your suitability for the position advertised including contacting references from your noted referees, provided you have confirmed their consent to be contacted for this purpose
- For research, analysis and statistical purposes
- Meet our statutory obligations under the Equality Act 2010

What is being collected?

The information you provide us within submitted forms is collected to enable us to consider your suitability for the vacancy. This includes:

- Name and contact details (phone number, email and address).
- Previous work history and experience
- Education, training and qualifications
- Referee contact details

We also process special category data such as:

- Religion
- Ethnicity
- Disability Issues

We ensure we keep our records up to date by logging these on the TES platform in which you made your application. If you are successful in your application, we will provide you with further details about how we will process your personal data.

Do we share your data?

Information on application forms and notes made during the interview process are not shared if an offer of employment is not made. If an application is successful, a workforce privacy notice will be provided to you, detailing how we will use your personal data.

Your Rights.

You can see your rights in relation to the application by visiting <https://ico.org.uk/your-data-matters>

Retention

Unsuccessful candidates' application forms will be destroyed after 6 months.

Successful applicants will be provided with a fully informed employee privacy notice alongside their contract. The information provided on this form will be stored with the successful applicant's personnel file. This is kept in line with the School's record retention schedule. This can be found on the School website.

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 facebook.com/ietrust

 instagram.com/inspire.education.trust

 twitter.com/inspireedtrust

 linkedin.com/company/inspire-education-trust

 tiktok.com/@ietrust



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