



**ATHENA**  
LEARNING TRUST

# Learning Support Assistant

## Application Pack

**Closing date:**  
13th March 9am

**Interview date:**  
TBC

[www.athenalearningtrust.uk](http://www.athenalearningtrust.uk)





**Job Title:** Learning Support Assistant

**Start date:** Immediately

**School base:** Atlantic Academy

**Contract type:** Monday to Friday 8.45am to 3.15pm (30 minutes unpaid lunch), 30 hours, various hours are available term time only.

**Closing date:** Monday 13th March 2023, 9am

**Interview date:** TBC

**Salary:** Grade B1-B3 £10.50-£10.57 (£20,258 - £20,400 fte), actual salary based on 30 hours on B1 £13,585.32

**Contract term:** Fixed term until 31st December 2023

At Athena Learning Trust, we are committed to fostering a culture of diversity, equity, and inclusion in all aspects of our organisation. Our six schools - Altarnun Primary, Atlantic Academy, Bideford College, Egloskerry Primary, Launceston College, and Launceston Primary School - are dedicated to providing a learning environment where all students, regardless of their background or circumstances, have the opportunity to reach their full potential.

We believe that education is the key to unlocking a better future for all, and our mission is to support schools and their communities in achieving world-class education. With many years of experience in the field, we understand that knowledge brings freedom - freedom from illiteracy, innumeracy, and exclusion from learning. Our goal is to ensure that no one is left behind and we are passionate about helping schools reach their full potential.

Atlantic Academy is looking for Learning Support Assistants to join their busy team. The role is a pro-active one to support students' educational, social and physical needs. The postholder provides curriculum support and assistance to the teacher in the practical organisation of class activities and small group work.

We are seeking applicants who are aligned with our values and have the talent and passion to deliver our vision successfully. You will be joining a team of dedicated individuals who are committed to fostering a positive school culture and community that encourages interaction, friendship, understanding, and cultural diversity among students and staff.

If you want to make a meaningful impact and support the leadership of the trust while taking advantage of the lifestyle that our beautiful coastal setting provides, we want to hear from you. Apply now and be a part of our dedicated team working towards a brighter future for all of our students.



## Why us?

At Athena Learning Trust, we pride ourselves on creating an inclusive and diverse work environment where staff happiness and wellbeing are a top priority. As part of our team, you'll have access to a range of benefits, including:

- Competitive pay and opportunities for professional development, as we are a growing trust.
- Generous holidays and access to an outstanding local government pension scheme.
- Perkbox, our benefits scheme that offers a wide range of savings and perks.
- An Employee Assistance Programme to support your health and wellbeing
- On-site parking and a modern, well-equipped workplace.
- The option to participate in a nationally recognized cycle to work scheme
- Access to quality CPD to ensure professional success and personal satisfaction
- A team of dedicated staff who are passionate about supporting teaching and learning.
- A trust culture that values diversity, inclusion and is fair, developmental, and supportive of staff and pupils.

Join our team and be a part of an organisation that is committed to providing an excellent education for all students, regardless of their background or circumstances. Apply now and experience the difference in a rewarding and meaningful career in education.

**Thank you for your interest in the position of Learning Support Assistant at Athena Learning Trust.**

If you have any questions, or if you would like a further discussion about the role, in the first instance please contact our People Operations team:

Tel: 01566 701683    E-mail: [people@athenalearningtrust.uk](mailto:people@athenalearningtrust.uk)



### Job Description:

Job Title: Learning Support Assistant  
Grade: Grade B1-B3 £10.50-£10.57 (£20,258 - £20,400 fte),  
actual salary based on 30 hours on B1 £13,585.32  
Responsible to: Head of People

### Important Functional Relationships:

Internal:  
Shared service teams: People, Finance, Finance Analysts School based: ICT teams, Principals,  
People Administration Leads, Managers, Staff  
External:  
Line management: Local networks, regulatory bodies, trade unions  
ICT Supervisory staff in schools across the Trust



### **Main Purpose of Job:**

The role will be to take a proactive role in the support of the educational and social needs of the students; to support the curriculum and the Academy through the provision of assistance to the teacher in the practical organisation of class activities and small group work.

### **Main Duties and Responsibilities:**

- To assist individuals and groups of children in developing knowledge, skills and attitudes. To take into account the learning support involved to aid the children to learn as effectively as possible.
- To establish supportive relationships with the student/s concerned and to encourage acceptance and inclusion of all students.
- To encourage social integration and individual development of students. To develop methods of promoting and reinforcing students' self-esteem.
- To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To ensure that basic classroom materials are available for use.
- To assist with lunch and break time supervision of children.
- To accompany children on educational visits and outings as supervised by the Teacher.
- To assist with the assessment, monitoring and recording of children's progress, health, behaviour and general wellbeing.
- To feedback any information (including concerns) regarding the well-being and educational needs of children to the teacher or Principal as appropriate.
- To be aware of confidential issues linked to home/student/teacher/school work and to ensure the confidentiality of such sensitive information.



- To supervise an individual or small group of children within a class under the overall control of the teacher.
- To carry out administrative tasks associated with all of the above duties as directed by the teacher.
- To attend staff meetings and school-based INSET as required. To meet with the SENDCO, Deputy Sendco and/or other appropriate staff.
- To encourage acceptance and inclusion of all students.
- The post holder is responsible for his/her own self-development on a continuous basis.
- To be aware of and work in accordance with the Academy's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To develop methods of promoting/reinforcing the student's self-esteem and to promote independence through the development of self-help skills.
- To undertake other duties appropriate to the grading of the post as required.
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.



## Person Specification:

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	Previous experience of working with children.	Previous experience of working with children with complex needs/challenging behaviours within a classroom environment or similar.	Application form. Interview.
Education & Training	Good levels of literacy and numeracy. Attainment of 4 GCSE qualifications (or equivalent), or able to demonstrate equivalent knowledge, skills and aptitude.	Team teach training	Application form. Interview.
Special Knowledge & Skills	Organisational skills. Good communication skills.	Knowledge of issues relevant to education and child development.	Interview.
Any Additional Factors	Able to prioritise between different demands. Ability to work to deadlines. Self-motivated, and able to work in a team. An interest in children and education. Patient and friendly approach.	Able to work without supervision.	Interview.

## To apply:

To apply for this job, please complete the application form overleaf.



We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are warmly invited.

### Safeguarding Statement:

Athena Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to DBS clearance and appropriate pre-employment checks.

