



Co-op Academy  
Grange

# **Learning Support Assistant Candidate Pack**

**June 2025**

## Welcome

Dear Applicant,

**Thank you for showing interest in our academy and our Trust.**

Our vision at Coop Academy Grange is that ***'We make 'Grange Great' by accelerating the development of our children towards their potential in everything we do.'*** This vision drives all of the decisions that we make and all of the work that we do day in and day out for our community.

We are an incredibly diverse school with multiple languages spoken by our students, families and staff. We feel that we do reflect the community that we serve and we are passionate about delivering an inclusive school for our students, both within the curricular lessons as well as the experiences that we offer outside of this.

We are an academy on a journey and if you feel that you want to join us on our journey then I would invite you to explore the information within our pack and on our website to get a true understanding of Coop Academy Grange.

If you feel you want to be a part of our journey and can bring the passion and drive needed to really support our students to become the best they can be, then please contact us to arrange a visit or discuss our vacancy.

I look forward to hearing from you as you embark on your journey with us towards delivering the excellent education that our community deserves.

**Best wishes,**

Sam Moncaster | Headteacher



# Our Co-op Academies Trust

Dear Applicant,

**Thank you for showing interest in our academy and our Trust.**

The Co-op Academies Trust is a multi-academy trust operating across three hubs: Greater Manchester; West Yorkshire; and Staffordshire and Merseyside. We currently have 33 schools across the regions including secondary, primary and special schools plus a sixth form college. This makes us one of the most diverse multi-academy trusts in England.

The Co-op Academies Trust is governed by a very experienced Trust board consisting of senior members within education and business; about half the members work in senior leadership positions within all areas of the Co-op. Our Trust has a commitment to deliver a three-year strategic plan, developed in 2022, which gives a strong direction of outcomes needed in all areas, community impact and a moral code of practice for all members of Co-op Academies Trust to adhere to.

All our academy governing councils have a Chair of Governors from the Co-op as well as two to four Sponsor Governors. Each hub is led by a Regional Director - a proven leader of schools and an outstanding practitioner with a track record of improvement in education.

Within our leadership team, we have a National Leaders of Education (NLE) and a former NLE. We have a well-developed school improvement offer, including access to 18 different specialist directors. We have the full support of the Co-op who offer a range of services to all our academies, including enrichment opportunities, seconded staff, resources and expertise in the areas of education that overlap with commerce.

Most of our academies have a history of being in very difficult circumstances with many of them serving deprived communities. As well as bespoke individual plans to support academies, we offer school improvement strategies across the Trust that includes school-to-school support, links to external sources of expertise and internal directors. We want the very best for our academies and the diverse communities we serve, with the highest of ambition and aspiration for all students.

Throughout all of our academies you will clearly see our strong core vision and values called the Ways of Being, giving the Trust an ethical code that every stakeholder buys into and engages with.

Good luck with your application and thank you for considering Co-op Academies Trust as the next stage in your career.

**Best wishes,**

**Dr Chris Tomlinson** | Chief Executive Officer

# Our Values

Co-op Academies Trust is committed to the values shared by co-operatives everywhere:

**Self-help** – we support learners, parents, carers and staff to help themselves

**Self-responsibility** – we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions

**Democracy** – we give our learners, parents, carers and staff a say in the way we run our schools

**Equality** – we believe that the voice of each individual should be heard

**Equity** – we run our schools in a way that is fair and unbiased

**Solidarity** – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

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We strive to demonstrate the following ethical values in everything we do:

**Openness** – we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances

**Honesty** – we act in a professional and respectful manner in our dealings with everyone

**Social responsibility** – we maximise our impact on the people in our communities while minimising our footprint on the world

**Caring for others** – we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

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We use our simple 'Ways of Being Co-op' to demonstrate our values:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

# Job Description and Person Specification

## Learning Support Assistant - SEND

Salary / grade range	Level 2, SCP 5-6 £21,322 - £21,660 (actual salary) Term time only plus 5 days
Location	Co-op Academy Grange
Reports to	Inclusion Manager

### Purpose of role:

To provide in class support for individual students and groups of students working under the guidance of the Inclusion Manager, SENDCo and Classroom Teachers.

### Key accountabilities (and specific duties / responsibilities):

#### Core Duties:

- Provide in class support for individual students and groups of students, including those in mainstream school and in our resource provision.
- Deliver SEND interventions for individual students and groups of students.
- Provide levels of individual pastoral support to pupils, as directed by the Inclusion Manager.
- Support the assessment of pupils to determine those in need of particular help and support.
- Assist the SENDCo and Inclusion Manager with the development and implementation of student learning plans.

#### Additional duties:

- Supervise and support students ensuring their safety and access to learning.
- Deliver small group activities with designated groups of students in both mainstream and the resource provision.
- Establish constructive relationships with students acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to students in relation to progress and achievement under guidance of the teacher.
- Provide suitable activities or support for students for half an hour at lunch time.
- To promote and develop practices that safeguard the welfare of all children in the Academy.
- To undertake such other duties in other units within inclusion, as required.
- To work with all staff across the campus to promote an inclusive environment for all

#### General:

- Attend and participate in training events and professional development.

- Attend and participate in staff regular meetings.
- Comply with policies and procedures relating to child protection, PREVENT, health, safety and security and confidentiality, reporting any concerns.
- To carry out any other reasonable requests as and when required.
- Contacts will be internal at all levels, parents/carers, Trustees, Governors, community groups, Health, Social Services, Local Education Authority, contractors, external agencies.

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Educated to NVQ Level 2 or equivalent (or have significant experience) including GCSE English and Maths at Grade C or equivalent.</li> <li>• Commitment to own personal and professional development, including an up-to-date awareness of development of all aspects of the role.</li> <li>• Social work, youth work, counselling, teaching or mentoring qualification and/or experience.</li> </ul>	<p>D</p>	<p>A/I/T</p> <p>A/I</p> <p>A/I</p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Recent experience of working with young people who exhibit a range of special educational needs.</li> <li>• Safeguarding of children with an understanding of Keep Children Safe in Education.</li> <li>• Working knowledge of Office programmes e.g., Word, One note etc and Excel</li> <li>• Secondary school experience</li> </ul>	<p>D</p> <p>D</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p>

<ul style="list-style-type: none"> <li>● Experience of leading and having impact with small group interventions</li> </ul>	<p>D</p> <p>D</p>	<p>A/I</p> <p>A/I</p>
<p><b>Skills, Ability, Knowledge</b></p> <ul style="list-style-type: none"> <li>● Understanding of child development and learning processes and in particular, barriers to learning.</li> <li>● Willingness to work with all students, both in mainstream and in the resource provision</li> <li>● Understand issues relating to SEND and strategies to support SEND</li> <li>● The ability to work with and successfully engage with students with autism</li> <li>● Ability to communicate effectively with parents and key staff</li> <li>● Awareness of relevant policies/codes of practice and legislation.</li> <li>● Knowledge of student record databases.</li> <li>● An understanding of and commitment to safeguarding and promoting the welfare of children and young people.</li> </ul>		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>● High levels of integrity, honesty and credibility.</li> <li>● Good co-operative, interpersonal and listening skills.</li> <li>● A positive, warm and approachable personality.</li> <li>● Have a calm manner and ability to diffuse situations.</li> <li>● Be an excellent role model.</li> <li>● Team Player.</li> <li>● Resilience, flexibility and the ability to retain a sense of perspective.</li> </ul>		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.

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Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used under which the detailed routines are assumed to be included in the job description.

Staff should not refuse to undertake work, which is not specified on this form, but they should record what they consider to be additional duties they are required to perform, and these will be taken into account when the post is reviewed.

## How to apply

All applications must be submitted the link: <https://www.grange.coopacademies.co.uk/vacancies>

For an informal chat about the role and the academy, and/or to arrange a visit, please contact Human Resources at [recruitmentsg@coopacademies.co.uk](mailto:recruitmentsg@coopacademies.co.uk) in the first instance.

The closing date for applications is: **Wednesday 9th July 2025 at 9am.**

## Interview timetable

Interviews will take place on: **Tuesday 15th July 2025**

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**What we offer:**

- Excellent opportunities for personal and career development within the Co-op Academies Trust;
  - Employee benefits such as retail discounts, reduced gym membership, cycle to work scheme and much more;
  - Free access to a confidential 24/7 Employee Assistance Programme;
  - Effective, supportive and dynamic leadership;
  - A superb, school building with a flexible and creative ICT rich working environment;
  - A welcoming, friendly, supportive, effective and efficient professional/Continuing professional development.
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**Co-op Academy Grange,**

Haycliffe Lane, Bradford, BD5 9ET

[grange.coopacademies.co.uk](http://grange.coopacademies.co.uk)

Telephone: 01274 779662

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