



LEIGH  
Academies Trust

# Job Pack

Teaching Assistant  
Leigh Academy Halley

# Introduction

Thank you for your interest in joining Leigh Academies Trust. This job pack is designed to give you a deeper understanding of who we are, what we stand for, and what you can expect as a valued member of our team.

Inside, you'll find key details about our Trust, the academy where the role is based, and the position itself. We've also included insights into our culture, values, and the many benefits of working with us. Whether you're an experienced educator or just beginning your journey in education, we hope this pack helps you see how your goals align with ours.

We're excited to learn more about you and we hope this pack helps you decide if this is the right opportunity for your next career step.

For further information and support on our hiring processes, please view our [Careers Page](#).

For any questions? Contact us on:  
joinus@latrust.org.uk | 01634 412 263



# Welcome from our CEO



Leigh Academies Trust (LAT) is one of the largest and most successful school groups in England. Starting in 2008 in Dartford, the Trust is now responsible for 33 academies of all types, educating over 24,000 pupils, employing almost 4,000 talented staff and with access to an annual income of over £200m. Our Ofsted track record is impressive. Currently, 56% of our academies are considered to be “Outstanding” whilst inspected as part of the Trust.

LAT has remained local with all of its academies located in the South East (Kent, Medway, Bexley and Greenwich), within a one hour drive across the South Thames Corridor. This helps us to share resources and expertise much more easily and offer abundant training and progression opportunities to staff. We invest heavily in our workforce and enjoy strong retention across all job roles. The Trust has embedded various advantages which mean that LAT is an excellent place to develop a career in education. This includes being a highly inclusive employer which celebrates the diversity of its workforce.

Our scale and experience means we have been able to develop several well-chosen approaches to running schools which we know work well. These include:

- A small school approach to education where larger academies are organised into colleges. This ensures high quality pastoral care for pupils.
- A world class digital strategy where all staff and pupils have their own device making teaching, learning and operations efficient and highly impactful.
- Disruption free learning and a “warm strict” approach to behaviour management so that teachers can teach and pupils can learn.
- An all-through International Baccalaureate curriculum equivalent in quality to some of the best fee-paying schools and grammar schools in the UK and further afield.

In addition, The Leigh Institute - which is part of LAT - is responsible for Kent and Medway Training, one of the region’s biggest initial teacher training organisations, a large teaching school hub called Thames Gateway and an accredited apprenticeship provider. This powerful organisation trains, develops and supports 1,000s of teachers, support staff and leadership teams across the region each year. Our future plans are found in our [Vision 2030](#), available on our website.

Simon Beamish, BA (Hons) MSc PGCE NPQH NLE  
**CHIEF EXECUTIVE**



# Our Benefits

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At Leigh Academies Trust, we believe that our people are our greatest asset. That's why we offer a comprehensive and competitive benefits package designed to support your wellbeing, reward your contribution, and help you thrive both professionally and personally.

From continuous professional development and career progression opportunities to flexible working arrangements, health and wellbeing support, and exclusive staff discounts - you'll find that working with us is about more than just a job.

Explore our full range of benefits here: [latcareers.org.uk/benefits](https://latcareers.org.uk/benefits)

# Our Mission: *Education for a better world*

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At Leigh Academies Trust, our vision is to transform lives through education. We strive to ensure that every young person - regardless of background - has access to an outstanding education and the opportunity to thrive in an ever-changing world.

We are guided by four core values that shape everything we do:

- **We care** – about our pupils and their families through our human scale approach to education, our staff and their well-being and the world around us, driven by our high ideals and strong moral values.
- **We have boundless ambition** – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.
- **We work together** – as one team because we are greater than the sum of our parts. We foster an enterprising culture through global collaboration with partners in business and education.
- **We keep getting better** – using our 'can-do' attitude and research informed approach to continuous improvement and innovation.

This shared vision unites our academies and teams, creating a strong, collaborative environment where staff and students can flourish.



# Job Description

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**Job Title:** Teaching Assistant

**Reports to:** Vice Principal

**Location:** Leigh Academy Halley

Leigh Academies Trust is a highly successful multi-academy trust. Our model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

## Main purpose of role:

- To contribute to facilitating student access to the education system, assessing and supporting achievement and monitoring progress towards EHCP/ILP objectives;
- To provide practical and developmental assistance to the line manager in the Academy in catering for the educational and personal welfare needs of students;
- As much as possible, to ensure a safe working environment for staff and students.

## Key Responsibilities:

- To work with individual and/or groups of students with learning difficulties, both in class and in the learning support base (inclusion), to enable students to access the curriculum;
- To support students' learning needs using a wide range of strategies and methods, according to difficulty, including personal care;
- To contribute to the monitoring and tracking of individual and groups of students, their Individual Learning Plans (ILP) and Annual Review of the supported student(s) as appropriate, and to apply specific strategies as outlined in reviews and assessments in order to support each identified student's learning and progress;
- To liaise with teachers and other Academy staff in the preparation of plans and resources;
- To ensure regular and effective communication with parents/carers to support continued progress towards targets;
- To prepare and adapt resources used in class to ensure that they are accessible to students with special and additional learning needs;
- To attend training days/meetings that support the student(s) or address the needs of the Academy, in accordance with contractual arrangements as appropriate;
- To monitor students in lessons and provide teachers with feedback on participation and progress;
- To oversee SEND students in a year group and complete modular reports on students' progress;
- To attend Academy SEND review days at least twice a year in order to meet with families of the allocated year group to discuss progress and next steps;
- To invigilate examinations and act as a reader or scribe as requested;
- To take part in Academy activities and events as required, accompanying and supporting students on trips from the Academy as necessary;



- To apply the Academy's behaviour management policy consistently and fairly;
- To have due regard to the Health & Safety at Work legislation in all aspects of the post;
- To promote the Academy's Equal Opportunities policy in carrying out all areas of the post;
- Such other duties as may reasonably be required and are commensurate with the post grade
- To take responsibility for personal continuous professional development;
- To take part, as appropriate, in the Academy's professional development programme;
- To engage actively in the Performance Management Review process;
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence;
- Professional Values and Practice;
- To support the Academy's responsibility to provide and monitor opportunities for the personal and academic growth of students;
- To provide a role model through their personal and professional conduct;
- To work as a member of designated teams and contribute positively to effective working relations within the Academy;
- To be proficient in the application of literacy, numeracy and ICT;
- To safeguard the health and safety of all students both on the Academy premises and when engaged in authorised Academy activities elsewhere;
- To contribute to the effective running of the Academy.

### Safeguarding of students and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

### Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Academies Director. This job description does not form part of



the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.



# Person Specification

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As a Trust we seek to recruit talented individuals who can not only help to build the success of our academies but also people who are engaging and passionate about everything they do.

For the role of Teaching Assistant, we would expect candidates to demonstrate:

## Essential

- O'Level/ GCSE A-C pass grade/ new grade Level 4-9 in Mathematics and English

## Desirable

- Basic knowledge of SEND and other barriers to learning, including ASD, Visual Impairments and Physical needs;
- Disabilities and Mental Health;
- Experience working with children and/or young adults;
- Basic knowledge of first aid; e.g. emergency first aid course;
- Ability to work constructively as part of a team;
- Excellent communication and interpersonal skills;
- A firm commitment to own personal and professional development;
- A commitment to equality and diversity;
- The post-holder should have the ability to form and maintain appropriate relationships and personal boundaries with children and young people, in safeguarding and promoting their welfare. They should also hold a passion to reduce the barriers to learning for students.

*The post holder will also be expected to undertake any other tasks as reasonably required by the Principal or Governors to ensure the efficient and effective operation of the academy.*

# Apply

We're delighted that you're considering joining Leigh Academies Trust. To apply for this opportunity, please submit your online application via the job advert on our [current vacancies page](#).

We recommend taking the time to review the job description and person specification in order to also tailor your application to show how your skills and experience align with the role.

You'll need to have the following ready when applying:

- Personal details/contact information
- An up-to-date CV and/or personal statement
- Employment and education history
- Contact details for a minimum of 2 references

## Join our Talent Network

If this is not quite the right opportunity for you, but you would like to stay in touch, you can join one of our Talent Networks today by [clicking here](#).

A member of the Recruitment Team will be in touch to help find the right role for you!

