Inspires MAT

Kings Ford Academy – SEND Learning Support Assistant

Required ASAP

15 hours per week, term time only. Working pattern Monday - Friday 8.45am - 12.00pm, this includes a 15-minute unpaid morning break. Scale 3 point 6, actual starting salary £9,080 per annum. This position is initially fixed term to August 2027, however there is a high possibility of extension.

Applicants should have experience working with children in a school environment**. It is essential that you have GCSEs (grades A-C) in both Maths and English, or hold equivalent qualifications in this area.**

Successful applicants will join our friendly, caring and highly competent team of learning support staff.

It is essential that the successful candidate can demonstrate the following:

- Enthusiasm to work with children with a variety of different personalities and skill levels.
- Able to engage well with pupils.
- Able to work under your own initiative.
- Smartly presented and with excellent time management skills.

We offer a supportive and enjoyable working environment with a commitment to safeguarding and promoting the welfare of our children.

If you feel that you could be the person we are looking for, we would love to hear from you. Visits to our school are encouraged, please contact the school office on 01206 573807 to arrange an appointment.

Inspires Multi-Academy Trust are committed to:

- Safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;

- Promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs;

and expects all staff, volunteers and other workers to share this commitment.
It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

The appointment will be subject to an enhanced DBS check, medical clearance and satisfactory references.

Closing date: 20th November 2026

Interview date: TBC

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Job Description

Job Title	SEND Learning Support Assistant
Grade	Scale 3
Reports to	Headteacher, Class Teacher, SENDCo, CEO
Responsible for	N/a
Liaison with	Teaching staff, support staff, Headteacher, CEO, pupils and Other Trust Staff
Job Purpose	To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.
Principal Accountabilities	• Working on a one to one/group basis supporting pupils with SEND needs.
Duties	• Working with individual pupil with sensory needs and Autism • Support pupils with activities which support literacy and numeracy • Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour • Monitor and record pupil activities as appropriate writing records and reports as required • Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group • Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate • Establish positive relationships with pupils supported • Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher • To be involved in planning, organising and implementing EHCPs. • Establish positive relationships with pupils supported. • Support pupil with general learning on a day to day basis • Support with pupils medical needs as required • Support pupils with activities which support literacy and numeracy skills • Support pupils with speech and language

	• Promote positive pupil behaviour in line with school policies and help keep pupils on task • Interact with, and support pupils, according to individual needs and skills • Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources • Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour • Monitor and record pupil activities as appropriate writing records and reports as required • Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher • To support learning by arranging/providing resources for lessons/activities under the direction of the teacher • To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid and toileting. • To assist with the preparation, maintenance and control of stocks of materials and resources. • Assist with the development and implementation of pupil support as required • Liaise with other staff and provide information about pupils as appropriate • To assist with the display and presentation of pupils' work • To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities • To assist with escorting pupils on educational visits. • To follow the schools procedures in relation to safeguarding and report any concerns regarding an individual or group of children to the relevant School Safeguarding Lead.
General	• Assist with pupils personal and intimate care needs where required • To understand and apply school policies in relation to health, safety and welfare • Attend relevant training and take responsibility for own development

	• Attend relevant school meetings as required • To respect confidentiality at all times • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • To abide by the Inspires MAT Staff Dress Code at all times. • The Inspires MAT Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • As part of the Inspires MAT you may be required to work or attend at any of the other schools in the trust. The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher/CEO to carry out appropriate duties within the context of the job, skills and grade.