

## Inspires Multi Academy Trust

### Cherry Tree Academy – Learning Support Assistant

#### Required September 2026

We are looking to appoint a Learning Support Assistant to join Cherry Tree Academy in Colchester to start on 2<sup>nd</sup> September 2026.

The working hours for this position are 25 hours per week, term time only. Working pattern Monday - Friday 8.45am – 3.00pm, this includes a 15-minute unpaid morning break. Scale 3 point 6, actual starting salary £14,650 per annum.

This also includes an additional 2.5 hours per week, ( $\frac{1}{2}$  an hour per day), lunchtime support. (Scale 2 point 4, £1,419 per annum).

#### **Total working hours – 27.5 hours per week, total salary £16,069 per annum**

Applicants should have experience working with children in a school environment as well as children with educational needs. 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 575224 to arrange an appointment.

At Cherry Tree Academy, we believe that education is about far more than academic achievement alone. It is about nurturing confidence, resilience, communication and emotional wellbeing, ensuring that every child feels safe, valued and supported. Our inclusive ethos is underpinned by our commitment to the Thrive Approach, which supports children's emotional development and helps them to build positive relationships and a strong sense of self.

Our dedicated and compassionate staff team works collaboratively to deliver a broad, balanced and ambitious curriculum that inspires curiosity and a love of learning. We are proud to offer a specialist Speech and Language Provision, enabling us to meet a wide range of needs and ensure that all pupils are supported to communicate effectively and reach their full potential.

Alongside high expectations for learning, we place great importance on personal development, behaviour and wellbeing. We aim to nurture confident, reflective learners who are well prepared for the next stage of their education and equipped with the skills, values and attitudes needed for life beyond primary school.

Strong partnerships with families are central to our success, and we value the trust and collaboration that exist between home and school. By working together, we ensure that every child receives the care, guidance and opportunities they deserve.

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: 12th June 2026**

## Inspires MAT

### Learning Support Assistant

#### Job Description

<b>Job Title</b>	Learning Support Assistant
<b>Grade</b>	Scale 3
<b>Reports to</b>	Headteacher/Head of School, CEO, Class Teacher
<b>Responsible for</b>	N/A
<b>Liaison with</b>	Teaching staff, support staff, Headteacher/Head of School, pupils, COO, and other Trust Staff.
<b>Job Purpose</b>	To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.
<b>Principal Accountabilities</b>	<ul style="list-style-type: none"> <li>• Working with individuals or small groups of children under the direction of teaching staff</li> <li>• Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Establish positive relationships with pupils supported.</li> <li>• Support pupils with activities which support literacy and numeracy skills</li> <li>• Support the use of ICT in the classroom and develop pupils' competence and independence in its use</li> <li>• Promote positive pupil behaviour in line with school policies and help keep pupils on task</li> <li>• Interact with, and support pupils, according to individual needs and skills</li> <li>• 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</li> <li>• Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour</li> <li>• Monitor and record pupil activities as appropriate writing records and reports as required</li> <li>• Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher</li> <li>• To support learning by arranging/providing resources for lessons/activities under the direction of the teacher</li> </ul>

	<ul style="list-style-type: none"> <li>• To attend to pupils’ personal needs including help with social, welfare and health matters, including minor first aid.</li> <li>• To assist with the preparation, maintenance and control of stocks of materials and resources.</li> <li>• Assist with the development and implementation of IEP/EHCPs</li> <li>• Liaise with other staff and provide information about pupils as appropriate</li> <li>• To assist with the display and presentation of pupils’ work</li> <li>• To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities</li> <li>• To assist with escorting pupils on educational visits.</li> <li>• 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.</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• To understand and apply school policies in relation to health, safety and welfare</li> <li>• Attend relevant training and take responsibility for own development</li> <li>• Attend relevant school meetings as required</li> <li>• To respect confidentiality at all times</li> <li>• 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.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy</li> <li>• To abide by the Inspires MAT Staff Dress Code at all times.</li> <li>• 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.</li> <li>• As part of the Inspires MAT you may be required to work or attend at any of the other schools in the trust.</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher/Head of School/CEO to carry out appropriate duties within the context of the job, skills and grade.</p>

**LEARNING SUPPORT ASSISTANT**

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Successful experience working with children in a school/early years environment  Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience  Completion of DCSF induction programme
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and understanding of the School
	Literacy	English Grade A-C or Equivalent. Good reading and writing skills
	Numeracy	Maths Grade A-C or Equivalent. Good numeracy skills
	Technology	Knowledge of basic ICT to support learning
<b>Communication</b>	Written	Ability to write basic reports
	Verbal	Ability to use clear language to communicate information unambiguously  Ability to listen effectively
	Languages	Overcome communication barriers with children and adults
	Negotiating	Consult with children and their families and carers and other adults
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Ability to understand and support children with developmental difficulty or disability
	Curriculum	Good understanding of the school curriculum

		Knowledge of literacy/numeracy strategies
	Child Development	Good understanding of the general aspect of child development Ability to assess progress and performance
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the school Understand and value the role of parents and carers in supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information Ability to follow instructions accurately
<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to support the work of volunteers and other teaching assistants in the classroom
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve routine problems independently
<b>General</b>	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety

	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role