



Stisted
Church of England
Primary Academy

Learning Support Assistant

Candidate Pack

Opportunity | Challenge | Integrity



www.canonium.org

Providing every child with the very best education possible

Welcome Letter

Dear Candidate,

We are delighted that you have taken an interest in our position of Learning Support Assistant at Stisted CE Primary Academy, part of Canonium Learning Trust. This is a fixed term position.

We warmly welcome you to find out more about this position and joining our dedicated team, contributing to our mission of providing every child with the best possible education.

We are seeking a compassionate, experienced and proactive Learning Support Assistant to support a pupil with moderate needs. The role involves working closely with a child who has an Education, Health and Care Plan (EHCP) either on a one to one basis or in small groups. The ideal candidate will provide a key role in helping to deliver the individualised provision outlined in the child's EHCP, supporting their social, emotional, and academic development within a nurturing and inclusive environment.

At Canonium Learning Trust, we are committed to investing in your training and development, providing you with the skills and knowledge needed to excel in this role.

We are looking for an individual who is eager to learn, implement innovative strategies and demonstrate patience and empathy in their practice. If you would like more information, please find enclosed the candidate information pack, which includes details about the role, responsibilities, and qualifications required. We encourage you to review this pack thoroughly and prepare for the next steps in our recruitment process.

Should you have any questions or require further information, please do not hesitate to reach out to our HR team at recruitment@canonium.org. We are here to support you throughout this process and look forward to the possibility of welcoming you to Canonium Learning Trust.

Thank you once again for considering a career with us. We eagerly anticipate the opportunity to meet you and discuss how your skills and experiences align with our trust's goals and values.

Warm regards,

,Martin Hawrylak, Chief Executive Officer



About Canonium

At Canonium, we are a family of schools with a shared purpose **to give every child the very best education possible.**

We enable every child to fulfil their potential and nurture an enthusiasm for learning. Our children leave our schools equipped for future challenges and success so they can make positive choices in life and a genuine contribution to society.

Our Principles:

While our schools are encouraged to have their own distinctive ethos and character, our shared purpose is underpinned by three principles that explain how we work:

Opportunity

We work smartly and make the most of every opportunity to be a team player in delivering an outstanding, inclusive and well-rounded education experience for all.

Challenge

We strike the right balance between autonomy and consistency so we can challenge ourselves to keep getting better at the things that matter most.

Integrity

We have the courage and integrity to do the right thing, resist excuses and treat others with fairness and respect.

Our Schools



Kelvedon
St Mary's
CofE Primary Academy



Tolleshunt D'Arcy
St Nicholas
CofE Primary Academy



Finchingfield
St John the Baptist
CofE Primary Academy



Stisted
Church of England
Primary Academy



St Andrew's
CofE Primary Academy
Marks Tey



Ardleigh
St Mary's
CofE Primary Academy



St Michael's
Church of England
Primary Academy



Stourview
Church of England
Primary Academy



Langham
Primary Academy
The Discoverers



Woodham Walter
Church of England
Primary Academy



St Peter's
CofE Primary Academy
West Hanningfield



East Hanningfield
Church of England
Primary Academy

Job Description

Job Title:	Learning Support Assistant
Location:	Stisted CE Primary Academy
Salary:	Scale 3 (£15,560.21 per annum)
Contract Type:	Fixed term, term time + non pupil days
Hours and Pattern:	26.25 hours per week Mon-Fri (9:30-15:15 with a 30 minute lunch break)
Closing Date:	25 th January 2026
Interviews:	w/c 2 nd February 2026
Start Date:	ASAP

JOB DESCRIPTION

KEY RESPONSIBILITIES

- Provide 1:1 support for a child
- Assist in the implementation of the EHCP outcomes and agreed targets
- Work collaboratively with the SEND team including the class teacher, SENCO, and external professionals
- Promote positive behaviour and inclusion within the whole school setting
- Use strategies such as PECS or Gestalt Language support to support communication where appropriate
- Help the child engage with simple, structured learning activities and build confidence in the school setting
- Monitor progress and contribute to review meetings and reports
- 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
- Support pupils with activities which support literacy and numeracy skills
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- To attend to pupils' personal needs including help with social, welfare, care and health matters.

JOB DESCRIPTION

KEY RESPONSIBILITIES (continued):

- Assist with the development and implementation of IEP/EHCPs.
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher.
- Assist the teacher and other staff in the implementation of care programmes.
- To support learning by selecting appropriate resources/methods to facilitate agreed learning activities.
- Take an active role in the preparation, maintenance and control of stocks of materials and resources.
- To operate, and as appropriate maintain specialist equipment
- Liaise with staff and other relevant professionals 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 physically assist pupils during activities e.g. swimming, PE.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience	Desirable Application
Proven experience working with children in a school/early years environment particularly knowledge/expertise in working with children with special educational needs and challenging behaviour	Essential Application/Interview
Good reading, writing, numeracy and ICT skills	Essential Application
Knowledge or experience using PECS, Gestalt Language Support or other communication methods	Desirable Interview
A calm, patient and flexible approach	Essential Interview
Ability to work independently, manage multiple priorities, and thrive in a busy environment.	Essential Interview
Excellent communication, interpersonal, and organisational skills with the ability to overcome communication barriers with children and adults.	Essential Interview
Ability to understand and support children with developmental difficulty or disability.	Essential Interview
Knowledge of successful strategies to engage pupils with specific and significant needs.	Essential Interview
Attention to detail and a commitment to accuracy and integrity in all aspects of work.	Essential Interview
A commitment to safeguarding and promoting the welfare of children.	Essential Interview

How to apply:

If you would like to discover more about this exciting opportunity or if you need any further information or wish to arrange an informal discussion please contact our HR Officer at:

recruitment@canonium.org or **01376 570744**

All applications must be made online at:

<https://www.essexschoolsjobs.co.uk>

You can read the Trust's Recruitment and Selection procedure **[HERE](#)**



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