

Learning Support Assistant

Candidate Pack

Opportunity | Challenge | Integrity

Welcome Letter

Dear Candidate,

We are delighted that you have taken interest in our position of Learning Support Assistant within Canonium Learning Trust. 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.

At Canonium Learning Trust, we uphold values of **Opportunity**, **Challenge**, and **Integrity**, ensuring that every member of our community thrives. As a Learning Support Assistant, you will work in partnership with class teachers to support social, emotional, educational and welfare needs of our KS2 children working collaboratively with other stakeholders in line with the School vision and values, and Canonium Learning Trust's purpose and principles.

In this role, you will have the opportunity to work in our high performing team where you will play a crucial role in supporting our Class Teachers to deliver lessons that reach all pupils' enabling children of all abilities to flourish. Your dedication and expertise will directly impact our ability to fulfill our mission and continue nurturing the potential and enthusiasm for learning in every child.

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,

Lois Osborne, 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.

Job Description

Job Title: Learning Support Assistant (KS2)

Location: Kelvedon St. Mary's Primary Academy

Hours per Week: Part Time, 20 hour per week

Weeks per Year: Term-Time (43.5 weeks)

Range: LG Scale 3 (points 5-6)

Salary: Full-time Equivalent £24,790

Contract Type: Permanent, part-time, term-time only

Reporting to: Headteacher

Closing Date: 30th June 2025

Interview Date: 4th July 2025

Start Date: 2nd September 2025

A young boy with short brown hair and green-rimmed glasses is shown from the side, focused on playing a dark wood piano. He is wearing a blue school uniform with a white collar. His hands are positioned on the white and black keys of the keyboard. The background is slightly blurred, showing a window and part of another person.

JOB DESCRIPTION

JOB PURPOSE

Kelvedon St Mary's CofE Primary Academy is seeking a committed and enthusiastic Learning Support Assistant who can meet the requirements of the Teaching Assistant Standards. The successful candidate will work collaboratively with teachers and other professionals to support the learning needs of pupils', in line with the School vision and values, and Canonium Learning Trust's purpose and principles.

JOB DESCRIPTION

KEY RESPONSIBILITIES

Pupil Support:

- Develop a deep understanding of the needs of the pupils they work with and establish positive relationships with them.
- Work collaboratively with the teacher and other professionals to deliver outstanding, inclusive, and well-rounded education experience for all.
- Provide feedback to the teacher, following activities that may be used to inform planning and assessment.
- Adhere to the school's policies and procedures to foster positive behaviour under the direction of the class teacher.
- Provide feedback to pupils in relation to their attainment and progress under the guidance of the teacher.
- Assist with the development and implementation of One Plans/EHCPs and provision mapping, where appropriate.
- Support pupils on educational visits as required and ensure their safety and behaviour during playtimes.
- Prepare resources and support learning as directed by the class teacher.
- Attend to pupils' personal needs, including help with social, personal hygiene, welfare, and health matters, including minor first aid.
- Supervise pupils' work and offer support where necessary.
- Monitor the needs and behaviour of pupils and report these to teaching staff where appropriate.





JOB DESCRIPTION

KEY RESPONSIBILITIES (continued):

Pupil Support (continued):

- Assist teaching staff and other TAs with creating and maintaining displays throughout the school.
- Provide new and ongoing support for individuals or groups of pupils who need extra interventions to achieve their potential.
- Work collaboratively with teaching staff, other TAs, and the SENCO to close the attainment gap between individual pupils, groups.

Teaching and Learning:

- Develop a secure knowledge of the learning support needs of individual pupils.
- Identify where pupils are struggling, e.g. engaging with a particular topic, and support them in understanding the information and complete the work.
- Support the use of ICT and computing in learning activities, and develop pupils' competence and independence in its use.
- Undertake activities set by teaching staff with individuals, or groups of pupils, to support pupils' learning.
- Assist teaching staff to implement a variety of teaching strategies that support pupils in achieving their learning goals.
- Assist teaching staff and the SENCO with the creation of individual learning plans for pupils.



JOB DESCRIPTION

KEY RESPONSIBILITIES (continued):

General Duties:

- Assist teaching staff to prepare classrooms for lessons and activities.
- Assist with school trips, events, and activities.
- Encourage pupils to interact with others and engage in activities led by teaching staff.
- Attend relevant school meetings as requested by the Head Teacher.
- Respect confidentiality at all times and contribute to the overall ethos and aims of the school.
- Comply with all relevant legislation and school policies, including those relating to safeguarding, health and safety, and data protection.
- Promote inclusion and acceptance of all pupils.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Undertake pupil record keeping as requested, e.g. taking registers.
- Establish and maintain constructive relationships with pupils' parents and deliver pastoral support as required.
- Be a good role model to pupils in terms of behaviour and attitude.
- Provide administrative and clerical support to teaching staff and other TAs regarding lesson planning and resources.

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	Essential Application
Proven experience working with children in a school/early years environment	Essential Application
Good reading, writing, numeracy and ICT skills	Essential Application
Ability to write basic reports	Essential Interview
Understanding of the school curriculum	Essential Interview
Ability to implement the school's behaviour management policy	Essential Interview
Excellent communication, interpersonal, and organisational skills with the ability to overcome communication barriers with children and adults.	Essential Interview
Ability to work independently, manage multiple priorities, and thrive in a busy environment.	Essential Interview
Attention to detail and a commitment to accuracy and integrity in all aspects of work.	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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