

**Achieve
+ Learn
Trust.**

Better, together.

CANDIDATE
RECRUITMENT PACK

Learning Support Assistant



RESPECT ASPIRATION DETERMINATION INDEPENDENCE



MESSAGE FROM THE CEO

Welcome to the Achieve and Learn Trust

“Ensuring the best outcomes for children and young people”

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Our Vision

At the heart of the Trust’s vision is a belief that students deserve the best educational experience with aspirational curriculum provision and enrichment opportunities. We strive for personal and academic achievement within a safe, inclusive and enriched learning environment: opening minds, opening doors to learning opportunities and opening up pathways to successful futures.

Our Aims

Our aim is to ensure that all schools within the Trust aspire to be ‘Outstanding’ and, with our support, hold a minimum of a ‘Good Provider’ rating from Ofsted.

Our Future

We have an appetite for continuous improvement and development, with an overall ambition of expanding the Trust to develop a local partnership of schools, covering both primary and secondary phases. This will enable us to foster true partnership and collaborative work that both supports and challenges member schools.



Ms Kim Earle, CEO
Achieve and Learn Trust

MESSAGE FROM THE HEADTEACHER

Welcome to Reddish Vale High School

‘Positively Changing Lives - through personal growth academic excellence’

I am very proud as Acting Headteacher to welcome and introduce you to Reddish Vale High School (RVHS). Our school is emerging from a turbulent time of late and has already gone through an exciting period of transition and improvement. Through values driven leadership, which is underpinned by dedicated teaching and support staff, the school is on an exciting pathway in ensuring that all its learners are enabled in realising their full potential. This is my mission. Here at RVHS, we are dedicated to ensuring our vision to **‘Positively Changing Lives - through personal growth academic excellence’** becomes a reality for the entire school community.

High quality, committed staff, provide a positive, disciplined and nurturing environment that inspires a passion for learning so that every learner progresses and can thrive. Our learners are encouraged to achieve their best personally, academically and socially. As a result, we are seeing improved levels of academic attainment and progress throughout the school. High expectations and standards are driven through teamwork and underpinned through the school’s core values of; Respect, Aspiration, Determination and Independence.

This provides only a brief introduction to our school community and a flavour of our ethos and values.

We are experiencing a period of significant growth and investment, allowing us to further enhance our school facilities, teaching resources, and staff development programs. As part of our continued growth and commitment to providing the best possible education for our students, we are seeking to appoint a number of talented and motivated individuals to join our dedicated team. Thank you for your interest in Reddish Vale High School, the learners, staff and I, look forward to welcoming you.



Mr Darren Moroney,
Headteacher
Reddish Vale High School

ROLE OVERVIEW

Learning Support Assistant

CONTRACT TERM:

Permanent, – term time only (39 weeks in total)

HOURS:

36.25 hours per week (08:00 – 16:00)

PAY SCALE:

NJC Band 5 Points 19-22
(Actual Salary £27,576 - £28,985)

LOCATION:

Reddish Vale High School, Reddish Vale Road, Stockport SK5 7HD

START DATE:

January 2026

If you would like to apply to be part of our school at this exciting time, please visit the 'Job Vacancies' page on our school websites - [Reddish Vale High School](#) where you will find an application form and more information about our school.

Please send your completed application form to recruitment@reddish.stockport.sch.uk

CLOSING DATE:

Wednesday 6th May 2026, 08:00 am

INTERVIEW DATE:

w/c 11th May 2026

We are seeking to appoint enthusiastic, hard-working and flexible members of staff to support the needs of pupils who require particular help in overcoming barriers to learning, in order to promote the integration of all pupils.

Reddish Vale High School is part of the Achieve and Learn Trust, which expressed simply, the trust is committed to personal growth and academic excellence for all pupils.

At Reddish Vale High School, committed staff provide a positive and nurturing environment that inspires a passion for learning, so that every pupil progresses and thrives. Our pupils are encouraged to achieve to their best personally, academically, physically and socially.

As a school, we believe in building strong and effective working relationships to bring out the best in our pupils. The successful candidates could be working on a one-to-one basis with individuals, with small groups of pupils or within a classroom supporting the work of the teacher.

The successful candidate should have experience of supporting pupils with Social, emotional and mental health needs that may display challenging behaviour.

In return we can offer:

- A friendly, supportive and hugely talented whole staff team
- Outstanding and supportive leadership at all levels
- An inclusive learning ethos

JOB DESCRIPTION

JOB TITLE: Learning Support Assistant

JOB PURPOSE: To support students in school with SEN, enabling them to integrate with mainstream school life.

ACCOUNTABLE TO: SENDCo

SCALE: Band 5 points 19-22

Duties and Responsibilities:

The Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Main Duties/Responsibilities

- Facilitate integration of pupils with Special Educational Needs and/or Disability (SEND), into mainstream school. With a particular focus on pupils with Social, emotional and mental health needs that may display challenging behavior
- Promote the inclusion and acceptance of all students into the classroom.
- Have a good understanding of the four broad areas of special educational needs.
- Know a range of strategies to establish a purposeful learning environment and to promote good behaviour.
- Have the ability to acquire further knowledge to contribute effectively and with confidence to the classes with which they are involved.
- Select and prepare resources necessary to lead learning activities, taking account of students' interests, language and cultural backgrounds.
- Work with pupils with an Education, Health and Care Plan (EHCP) on an individual basis.
- Enable students to access the curriculum.
- Develop students' basic skills and enhance students' self-esteem and self-confidence.
- Comply with policies and procedures relating to Child Protection, Confidentiality and Data Protection, reporting all concerns to an appropriate person.
- Develop students' independence and life skills, encouraging them to interact and work cooperatively with others.
- Provide feedback to students and teachers in relation to progress and achievement.

- Work with students in class or in small groups and occasionally on an individual basis to support, motivate, clarify and explain instructions in lessons, where necessary
- Differentiate work for students with SEND.
- Give support to students, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement.
- Plan and prepare learning programs for additional literacy and numeracy sessions with students who are identified following internal assessment, evaluating and adjusting as appropriate.
- Support students in their social and emotional wellbeing by implementing related programs, such as emotional coaching and use of social stories.
- Supply the necessary information to the SENDCo to assist with the writing and implementation of Individual Education Plans (IEPs) and additional support programs.
- Keep and update records on as agreed with the SENDCo and contributing to reviews of IEPs.
- Supply the necessary information to the SENDCo for EHCP Annual Reviews.
- Carry out lunchtime duties to support the more vulnerable students who find social integration difficult.
- Take on responsibility within the Department for specific areas of development.
- When requested by the SENDCo, accompany teaching staff and students on visits, trips and out of school activities. This may include college placements.
- Attend meetings in school including Parents' Evenings and take minutes as required.
- Supervise and provide access arrangements for students sitting internal and external examinations ensuring all Examination Board Regulations are met.
- Pay due regard to professional boundaries maintaining appropriate levels of confidentiality.

General Requirements

All staff are expected to:

- Work towards and support the academy vision and current objectives outlined in the Academy Improvement Plan.
- Contribute to the school's programme of extra-curricular activities e.g helping at Open Evening.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the Trust's School's Equality Objectives to promote equality of opportunity for all students and staff, both current and prospective.

- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents/carers and colleagues.
- Adhere to policies and circulars.
- To undertake any other duties commensurate with the grading of the post as directed by the Headteacher.

Review:

This job description is not necessarily a comprehensive definition. It will be reviewed as and when deemed appropriate in line with the needs of The Achieve and Learn Trust. It may be subject to change or modification at any time following consultation.

Name of Postholder: _____

Signed: _____ **Date:** _____

Name of Line Manage: _____

Signed: _____ **Date:** _____

PERSON SPECIFICATION

	METHOD OF ASSESSMENT	ESSENTIAL / DESIRABLE
1. Qualifications/Training etc.		
English and Maths GCSE (Grade C or above)	A/C/I	Essential
Relevant professional qualification	A/C/I	Essential
2. Experience		
2-3 years' relevant experience working with young people.	A/I	Essential
The ability to manage and disseminate information in a range of different media.	A/I	Essential
ICT literate.	A/I	Essential
Ability to communicate effectively with people at all levels, both in writing and orally, and present/interpret information to a wide range of people.	A/I	Essential
Ability to have successful working relationships with young people.	A/I	Essential
An understanding of what constitutes good professional relationships for sound classroom management.	A/I	Essential
3. Knowledge		
Microsoft Office Packages	A/I	Essential
Understanding and respect for confidentiality in relation to all issues connected with the role	A/I	Essential
4. Skills & Abilities		
Ability to enthuse young people to produce work to high standards.	A/I	Essential
Self-motivated, with proven ability to work on own initiative and to organise/prioritise tasks.	A/I	Essential
Ability to work as part of a team, a willingness to adapt to a changing environment and meet differing challenges.	A/I	Essential

Highly organised person, who pays good attention to deal and works accurately.	A/I	Essential
Ability to offer some flexibility in working hours where necessary and be available for occasional out of hours work.	A/I	Essential
Willingness to undertake training and keep abreast of current issues relevant to own areas of work through networks, conferences and other meetings.	A/I	Essential
5. Attitude and Approach		
Smart, professional appearance.	I	Essential
Positive and proactive approach to continuous improvement.	A/I	Essential

*** Method of Assessment**

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation.



ADDITIONAL INFORMATION

BENEFITS

- ❖ An engaging, creative and welcoming environment.
- ❖ Holiday entitlement of 26 days, plus Bank Holidays, increasing to 31 days after five years of service.
- ❖ Membership of Greater Manchester Pension Scheme, with excellent employer contributions.
- ❖ Free on-site parking.
- ❖ On-site canteen facilities.
- ❖ Staff room with free refreshments.
- ❖ Employee Assistance Programme.
- ❖ Occupational Health and Counselling services available.
- ❖ Supported by a talented, highly motivated, committed and professional team of colleagues.
- ❖ Active and supportive Governing Bodies and Senior Leadership Teams.
- ❖ CPD opportunities for all staff.
- ❖ A great place to work.

APPOINTMENT TERMS

The Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We fully support staff professional development and expect staff to be proactive in this area.

To be considered for this position, your application form should be completed in full by 08:00 AM on **Wednesday 6th May 2026**. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications we receive, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

If your application is successful, employment with the Trust is conditional upon the completion a DBS Disclosure Application, receipt of two satisfactory employment references and a satisfactory pre-placement medical assessment. Any criminal record information that is disclosed to the Trust will be handled in the strictest confidence. Persons barred from working with children will not be considered for this post.

The Achieve and Learn Trust is committed to Equity and Equality of Opportunity and welcomes applications from all sections of the community.

CONTRACTUAL MATTERS

- ❖ The successful candidate will be expected to take up the appointment as soon as possible
- ❖ The position will be based at Reddish Vale High School, Stockport.
- ❖ The post is based on **36.25** hours per week. The post is a salaried position and overtime is not paid unless due to exceptional circumstances.
- ❖ All our schools operate a no-smoking policy on the whole of its sites.

Thank you for your interest in a position within the Achieve and Learn Trust. We believe that applying for a new role should always be seen as a two-way process, you have to be right for us, but the school also has to be right for you. So, if you are interested and would like any more information about the role or our Trust, please email recruitment@reddish.stockport.sch.uk.