



APPLICATION PACK

| <u>Vacancy Details</u> | |
|--------------------------------|---|
| Post: | Learning Support Assistant Level 2 |
| Grade | Grade 5: 6-11 – FTE £25,183-£27,269 Pro rota £21,808 - £23,614 |
| Terms: | Term time only + 2 weeks - 46.41 weeks payable |
| Hours: | 36 hours per week - 8.30am – 4pm flexibility to suit needs of the Academy |
| Start Date: | 1 st September 2026 |
| Closing Date for applications: | Friday 3 rd July 2026 |
| Interview Date: | Tuesday 7 th July 2026 |
| Contact Details: | 01772 646101 m.hall@lostockhallacademy.org |

CONTENTS

| Details | Page |
|-----------------------------|-------------|
| Lostock Hall Academy Vision | 3 |
| Welcome Letter | 4 |
| Vacancy Details | 5 |
| Job Description | 6 |
| Person Specification | 7 |
| DBS Information | 8 |
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Lostock Hall Academy Vision

LHA will be the local secondary provider of choice. We will equip all our learners through our core values with the knowledge, skills, and behaviours to achieve their full potential in a safe, stimulating and supportive environment. *“Educating the future”*, Academy students will be aspirational and proud to achieve a successful career path through transition into work or training in all walks of adult life.

“Educating the future”

Academy Key Priorities

- To ensure the highest standards of **leadership and management** through research based reflective governance and the provision of developmental opportunities for staff at all levels.
- To provide a **safe and secure** learning environment, that nurtures the social and emotional **wellbeing** of all students and staff.
- To raise aspirations, build resilience, ensure enjoyment and independence in **learning** through challenge and metacognition for all students.
- To continually develop, teach and review a high quality, engaging broad and balanced **curriculum** through a **research-based** approach to **teaching** and learning in an inclusive and dynamic environment.
- To work collaboratively as part of a professional learning community and in partnership with parents/carers to ensure all students **achieve** through cultural capital, personalised learning, **relationship** and **health** programmes and **pastoral support**.
- To maintain high levels of **punctuality** and **attendance** of students ensuring excellence for all.
- To ensure a positive image based on the strengths of the Academy is shared across the community to maintain student and staff **recruitment**.
- To provide a range of meaningful curriculum experiences linked to the labour market and knowledge of vocational, technical and academic pathways.

Dear Applicant

The school is situated in a very pleasant area of South Ribble close to the motorway networks including the M6, M61, M65 and M55. The immediate area is semi-rural and lies between Leyland to the south and Preston to the north.

Lostock Hall Academy is first and foremost a happy school. Students enjoy lessons and the relationships between staff and students are excellent, this has been frequently noted by visitors and is mentioned as a strength of the school in the recent Ofsted report. Students behave well and have a good attitude to learning in the classroom.

We offer a broad and balanced curriculum with a wide range of extra-curricular activities in many subject areas. There are also several residential visits to the UK and abroad to further extend the learning opportunities for our students.

The school has invested heavily in improving the quality of the accommodation and will continue to do so in the future. Recent works include refurbishment of all science laboratories new roofing, new visitor and student reception areas as well as fencing around the perimeter of the grounds as part of the safeguarding project. With our state of the art Penketh Building, creating a teaching environment for the standard of 21st Century learning.

For the successful candidate a commitment to raising standards and a passion for developing young adults is essential. Encompassing this is a commitment to all learners, excellence for all and a firm belief that a good school can and does make a significant difference to learners' life chances and levels of attainment.

Your application should consist of a completed academy application form, which includes a statement in which you should outline your experience to date, the reasons for your interest in the post and your suitability for it taking account of the person specification. Applications, including the names and email addresses of two referees should be returned to m.hall@lostockhallacademy.org at the school.

Please do not hesitate to contact me personally should you wish further details or would like to visit the school.

Thank you once again for your interest in the post and I look forward to receiving your application.

Yours sincerely



Mrs J Butterworth
Principal

VACANCY DETAILS

| Post title: Learning Support Assistant – Level 3 | | | |
|--|---|------------------------------|--|
| Team | Global Faculty | Line Manager: | SENDCo |
| Grade: | Grade 5: 6-11 – FTE £25,183-£27,269 Pro rota £21,808 - £23,614 | Staff responsibility: | Not applicable |
| Contracted Hours | 36 – TTO + 2 weeks | Hours worked | 8.30am – 4pm flexibility to suit needs of the Academy ½hr unpaid lunch to be flexible with the needs of the Academy |

Lostock Hall Academy is an inclusive school where all children are valued and supported to achieve their full potential. We believe in a 'Growth Mindset' approach to learning and nurture 'can do' attitudes in our students and staff. Our dedicated team is committed to providing the best possible education for all our students and works together to ensure successful outcomes for all.

Are you passionate about ensuring every child reaches their potential whatever their personal circumstances? Are you looking to use your skills and knowledge to really make a difference to all our students? Would you like to work in a school where behaviour is good? Well don't just take our word for it, listen to what Ofsted had to say in our recent inspection:

"The students in this school are a delight to teach. They are responsive, respectful and reliable. They are excellent ambassadors for their school. "

Do you have the energy and commitment to help young people overcome obstacles to learning? Would you like to work in a supportive environment with a community ethos? If so, then our students would like to meet you and we would like you to join our team, working together for the good of all students.

Joanne, has this to say:

"I have thoroughly enjoyed working with the Lostock Hall Academy team. Despite having no previous experience in education, I have been welcomed, supported and trained to do my job to a high standard. I am excited to continue my career development at the Academy and love working with their students."

Further details of the post and application procedure are available on the academy's website (www.lostockhallacademy.org) Mrs Michelle Hall, Personnel Manager (01772 646101 / m.hall@lostockhallacademy.org).

Lostock Hall Academy is an Equal Opportunities Employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment is subject to a successful DBS Enhanced Check and other relevant employment checks.

LOSTOCK HALL ACADEMY TRUST, COMPANY NUMBER 07657427, AN EXEMPT CHARITABLE COMPANY REGISTERED WITH THE DfE

Job Purpose:

Under the general supervision and direction of the teacher, assist with the planning and implementation of learning activities, adapting teaching and learning for individuals and groups. The postholder will undertake monitoring and recording of student progress and provide feedback to the class teacher, establishing supportive and constructive relationships with students, parents and carers. The Learning Support Assistant will also provide short term cover for classes to which the Learning Support Assistant is normally assigned, when the class teacher is unexpectedly unavailable.

Accountabilities/Responsibilities – appropriate for this post:

- To work with the SENDCo in the planning, development, implementation and evaluation of the effectiveness of the intervention requirements needed for any students within the Academy;
- Under the general supervision and direction of teacher, assist with the planning and implementation of teaching and learning activities to individuals and groups;
- To be proactive in advising teaching staff on appropriate adaptations for the individual and their needs;
- To support the production of bespoke high-quality learning resources to support specific learning needs;
- To share data and diagnostic information arising from interventions with the SENDCO and relevant teachers;
- To stay abreast in development of assistive technologies and proactively support the use of these in the classroom;
- Establish supportive and constructive relationships with students, parents, carers and the wider community, and liaise with outside agencies, where appropriate;
- Take small group support/intervention sessions;
- Recording of achievements;
- Assist the teacher with the managing the behaviour of students, dealing with any immediate problems, collecting any completed work and reporting back as appropriate using the school's Behaviour Management Policy;
- Ensure students have access to adequate resources while working independently to carry out the work set or required;
- Supervise the afterschool homework club and any catch up clubs;
- Supervise students during break and lunchtimes;
- Assist in monitoring the personal, social and emotional needs of students;
- To support in the planning and development of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of student(s);
- To assist in the student's individual language and literacy targets, their monitoring and review;
- To support students as part of a planned inclusion programme;
- To develop positive relationships with students and staff to assist student progress and attainment;
- To monitor and record student progress on a regular basis and to report back on students' needs, achievements and concerns as required;
- Support students across the Academy with a variety of needs:
- Take part in small group / intervention work;
- Liaise with teaching and staff within the Behaviour for Learning Faculty regarding students' progress and development;
- Liaise with parents and promote positive relationships with the academy;
- Have awareness of changes in student behaviour that may or may not be accounted for;
- Encouraging high standards of manners and good behaviour at all times;
- Act as a good role model for students;
- Through ongoing research develop skills that will enhance student learning;
- Engage with CPD and actively seek to develop professional expertise in ASD and ADHD learners.
- Assist in the supervision of students on trips and visits;
- Administer tests and assist in the invigilation of exams;
- Work within the school's policies and procedures.

Individuals in this role may also:

- Be expected to demonstrate flexibility within the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile, but which is within the remit of the duties and responsibilities;
- Provide in class support, intervention or be used as cover for classes in which you normally support when required.

To undertake any reasonable task as directed by the Head of Faculty or Principal.

NOTE TO APPLICANTS

DISCLOSURE AND BARRING SERVICE

You will be aware that the post you are applying for involves you working with either children or vulnerable adults, it is therefore a post covered by the Rehabilitation of offenders (Exceptions) Act 1975 and is a post regulated by the Disclosure and Barring Service.

If you are successful, you will be required to apply to the Disclosure and Barring Service for an enhanced check, to confirm any records held prior to any final appointment decision being made by the Academy. You will be provided with details of how the check is applied for should an offer of employment be made to you.

The Disclosure and Barring Service will undertake a check which will include:

- Details of convictions, including those 'spent' under the Act stated above.
- Cautions, etc whether included on List 99, Protection of Children Act list. Protection of Vulnerable Adults list.
- Where appropriate, information from local Police records, including any relevant non conviction information.

NB. A conviction is not necessarily a bar to recruitment, unless the Academy considers that the conviction renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, how long ago it occurred and what age you were when it was committed and any other factors which may be relevant.

It is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position. An individual is disqualified from working with children if he/she is included under Section 142 of the Education Act 2002 (formerly known as List 99) or POCA/POVA list of disqualified from working with children or vulnerable adults as part of a sentence.