

Application Pack

Learning Support Assistant

EMMAUS
CATHOLIC ACADEMY TRUST

Welcome from the
Emmaus Catholic Academy Trust

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CATHOLIC ACADEMY TRUST

DIOCESE OF SALFORD













Welcome from the Emmaus Catholic Academy Trust

We would like to take this opportunity to thank you for your interest in the advertised role of a Learning Support Assistant at St Antony's RC School. Emmaus CAT (Diocese of Salford) is a growing Catholic Academy Trust with a footprint covering Manchester, Oldham, Stockport, Tameside and Trafford.

We believe that the Learning Support Assistant will contribute significantly to the individual journey of the school, and the CAT as a whole over the coming months and years, and we are excited for the future of the Emmaus Catholic family of schools.

Emmaus Catholic Academy Trust is one of three Catholic Academy Trusts serving the Diocese of Salford. The Diocese of Salford provides Catholic Academy Trusts, schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society.

The LGB, leadership team and community of St Antony's RC School are very much looking forward to recruiting a highly effective Learning Support Assistant. The successfully appointed candidate will join the St Antony's RC School's community, ensuring that children and pupils get the very best Catholic education and formation for years to come.

Emmaus CAT is an integral part of The Right Rev John Arnold, Bishop of Salford's vision for the Diocese of Salford to 'Rebuild the Church, fit for future generations'. We look forward to working collaboratively with the successful candidate, ensuring that a wide range of support is in place to enable the provision of great schools, strong in faith, serving society.

Yours sincerely

Catherine Anderson
Chair of Directors

Daniel Copley
CSEL/CEO

EMMAUS Catholic Academy Trust
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0161 470 4115
enquiries@emmauscat.com
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MISSION

The Diocese provides schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of
- their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society

VISION

Our aim is simple; to ensure we have great schools, strong in faith, serving society.

We will enable our schools to provide great Catholic education across Greater Manchester.

As one Catholic Academy Trust we will work collegially to ensure that children get the very best Catholic education and faith formation.

STRATEGY

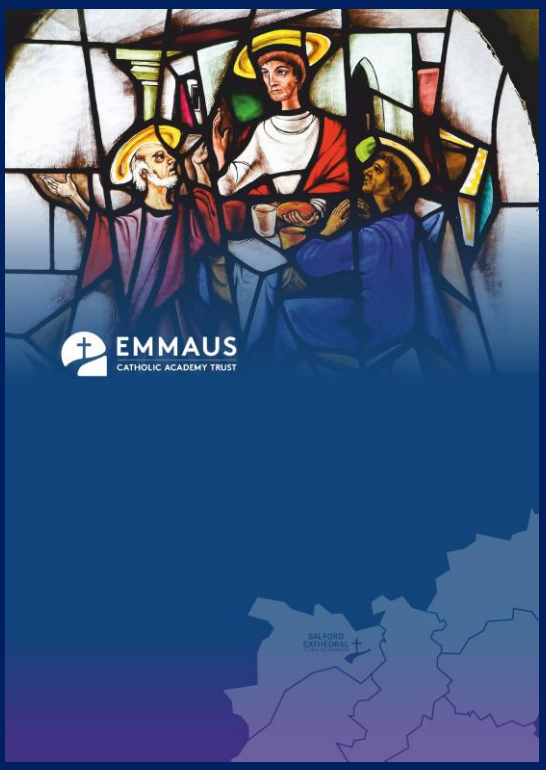
Strategic Focus 1
Mission. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be Strong in Faith.

Strategic Focus 2
Quality of Education. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and Serve Society.

Strategic Focus 3
Academy Improvement. To build strong and sustainable infrastructure, making effect use of resources, enabling the Emmaus CAT school communities to Serve Society.

The Emmaus Catholic Academy Trust Prayer

Meet us, Lord, on the road to Emmaus,
Guide us on the path toward our destination,
and renew our strength as we continue to walk and commune with you.
Open our eyes, so we see the signs of your presence around us;
open our hearts, so we may receive your peace
and love; and empower us to pass on to others
the grace you have shared with us so freely.
Amen.



St Antony's RC School
Bradfield Road, Urmston. Manchester. M41 9PD
Tel: 0161 546 9050
Email: admin@st-antonys.com

Welcome to St Antony's Roman Catholic School.

As Headteacher, I am proud to lead a vibrant, forward-thinking and over-subscribed 11–16 school at the heart of the Trafford community. We are driven by a clear moral purpose: to enable every young person to flourish, achieve and grow into the very best version of themselves. Our success is built on an ambitious, carefully sequenced curriculum, high-quality teaching and a strong culture of pastoral care, ensuring that all students are supported to thrive both academically and personally. We set high expectations in all aspects of school life, underpinned by a shared commitment to excellence, respect and personal responsibility.

What truly makes St Antony's special is our strong sense of community. We are a welcoming and inclusive school where relationships matter, and where staff work closely with families to provide the right support at the right time. Rooted in our Catholic faith, our values are guided by the teachings of Jesus Christ, with respect at the centre of everything we do. We celebrate diversity, promote resilience and place great importance on students' personal development and wellbeing. For colleagues joining us, this means becoming part of a dedicated, supportive team committed to making a real difference—working in a school where young people are enthusiastic, respectful and eager to learn, and where staff are valued as professionals and individuals.

Yours faithfully,

Mr A. Campbell
Headteacher



Learning Support Assistant

Salary: Band 2-3 SCP 4-11 (£25,184 - £28,141) Pro-rata

TTO plus 2 days (38.4 weeks)



The Emmaus Catholic Academy Trust and local governing body of St Antony's RC School are dedicated to providing an outstanding Catholic education to our children and pupils. We are seeking to appoint an enthusiastic and committed Learning Support Assistant to join our friendly team.

We are looking for a highly motivated individual who is committed to providing a supportive and nurturing environment and help support the learning and development of our pupils.

Skills and Qualifications:

- Good communication skills both with children and adults
- Patience, empathy, and understanding towards students' needs
- Ability to follow instructions carefully from teaching staff
- Willingness to learn new skills related to supporting pupil development
- Basic literacy and numeracy skills

No prior experience is necessary as full training will be provided. If you are passionate about making a difference in children's education by offering valuable support within the classroom setting, we would love to hear from you.

In return we will offer you:

- A supportive and welcoming school community.
- Opportunities for professional development and training.
- A dedicated and collaborative staff team.
- A rewarding role where you can make a real difference to students' lives.

Contract: Full Time/ Fixed Term until July 2027

Hours of work: 8.30am-3.15pm (31.25hpw)

Salary: NJC Band 2-3, SCP 4-11 pro-rata

TTO plus 2 days (38.4 weeks)

Location: St Antony's RC School
Bradfield Road
Urmston
Manchester
M41 9PD

Start Date: ASAP

Please contact Karen Rothwell, Headteachers PA on 0161 546 9050. Email: head@st-antonys.com for further details.

Closing date for applications: Monday 16th November at 12 noon
Interviews will take place the same week

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Learning Support Assistant Job Description

Main Responsibilities

- To assist in the support and inclusion of SEND pupils within the school by supporting the work of the SEND team, subject teachers and other support staff.
- To work with designated pupils, providing appropriate one-to-one support for an individual pupil, or support for a small group of pupils of any ability and in any curriculum area.

Supporting Teachers

1. Work effectively as part of the SEND team and with other teaching staff in addressing the special educational needs of pupils, and contributing in a more general manner to the quality of teaching and learning. This includes attending various meetings where there are relevant items on the agenda – especially SEND annual review meetings.
2. Support and complement the work of other teachers by:

- Preparing resources for the lessons such as differentiated worksheets.
- Responding to individual needs by personalising resources for an individual or a small group.
- Supporting the teacher in behaviour management and reinforcing agreed rules in working with pupils.
- Assisting with assessing, recording and reporting (including verbal feedback to teacher and parents) on pupil progress and attainment. N.B. Work should always be marked against set criteria.
- Planning with a teacher specific strategies and targets for improvement, e.g. assist in the compilation, implementation and review of Pupil Profiles.

3. Be familiar with a range of resources suitable for individual or small group needs, and use them to ensure pupil motivation.
4. Work with and act upon guidance provided by members of the SEND team, and other professionals such as Speech Therapists and Educational Psychologists.
5. Liaise with the SEND team and class teachers regarding progress made, problems arising, and any difficulties with accessing work and/or resources.
6. Be punctual and begin and end withdrawal lessons on time.
7. Set a good example in terms of personal presentation, attendance and punctuality.
8. Take appropriate action related to any problems or emergencies that occur during the lesson in accordance with the school's policies and procedures.
9. Comply with all school policies – particularly those on child protection, health and safety, confidentiality and data protection.

Supporting Pupils - Learning

1. Assist in the promotion of development and learning (physical, emotional and behavioural).
2. Work to develop inclusion of all pupils within a lesson. This may be done by encouraging pupils to work collaboratively, by ensuring equitable access to resources or by further developing the use of ICT in lessons.
3. Be familiar with a range of teaching resources and strategies suitable for the needs of individuals or small groups and use them effectively, e.g.

- Develop pupils' cognitive skills by reinforcing concepts or terminology or discussing a query raised by a pupil – thus enabling pupils to understand the subject matter and task at hand.
- Develop pupils' problem solving skills by providing opportunities for developing investigative skills, and encouraging pupils to use a variety of information sources and to seek a range of solutions.
- Assist in the development of skills which aid pupils' learning, e.g. time management.
- Give assistance by means of prompts, suggestions and hints to enable the learner to solve the problem/complete the task.
- Translate tasks at pupil level by restructuring the task into graded, achievable steps and provide appropriate resources to enable the pupil to turn potential into success.
- Encourage pupils to explain and understand their thought processes.
- Encourage pupils to work independently when appropriate, so they take responsibility more for their own learning and develop greater self-confidence, independence and pride in their own work.
- Enable pupils to become effective members of a group by ensuring they understand and follow the roles expected in group situations.
- Encourage pupils to build on existing effective relationships in order to share ideas and opinions with peers and adults.

Supporting Pupils - Pastoral

1. Support members of staff in providing a safe learning environment.
2. Provide support for pupils with emotional, social and behavioural problems, e.g. by giving time to listen to their concerns, to enable pupils to feel valued and respected.
3. Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.
4. Report to the teacher any incidents of disruptive or unacceptable behaviour of pupils during the lesson that may be unknown to the teacher.
5. Assist in the personal and social care of the pupils.
6. Assist identified pupils on arrival, during movement time and departure from school.
7. Act in accordance with the school's policies and procedures, in particular those relating to SEND and Child Protection.

Exam Invigilation

Carry out exam invigilation during examination season according to the published timetable.

Other Responsibilities

- Adhere to all CAT-wide policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities or attending events outside of normal working hours, with notice and upon agreement).
- Actively participate in performance reviews at regular intervals in accordance with CAT-wide procedures.
- Undertake training courses organised by the CAT where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Demonstrate consistently high standards of personal and professional conduct as defined in the Emmaus CAT Code of Conduct Policy.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting any and all concerns to an appropriate person as soon as they arise.
- Attend and participate in relevant meetings as required.
- Participate and take an active role in training and other learning activities and performance development as required.
- Support the profile of the CAT with key stakeholders, local, national and international bodies and professional sectors.
- Work as part of a team to support colleagues and contribute to the vision and mission of the CAT.

Safeguarding

- Draw attention to best practice in Emmaus CAT to support other schools and encourage links with local agencies that may deliver additional resources to the schools or families.
- Assist with and ensure that all schools comply with safer recruitment procedures and that induction includes a specific focus on safeguarding.
- Emmaus CAT is committed to safeguarding and promoting the welfare of children and young people at all times. You will be responsible for promoting and safeguarding the welfare of all children with whom you come into contact, in accordance with the CAT's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure and Barring Service (DBS).

Equality, Diversity and Inclusion

- Assist with ensuring that schools implement the equality, diversity and inclusion strategy ensuring that every learner in the CAT has a positive experience.
- Look outward to other education settings in seeking to ensure best practice is maintained in all Emmaus CAT schools and settings.
- To support, recruit, manage, develop and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning.

To ensure the development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.







General

- Actively contribute to and promote the overall ethos and values of each school and the wider CAT.
- Maintain consistently high standards of professional conduct, tact and diplomacy at all times in dealing with pupils, parents, staff and colleagues, external agencies and any other visitors to the school or Emmaus CAT.
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the CAT's business at all times.
- Act as an ambassador for the Diocese, schools and the wider CAT within the local community and beyond, ensure that the ethos and values of Emmaus CAT are promoted and upheld at all times.
- Undertake any other reasonable tasks and responsibilities requested by the Emmaus CAT Board, CEO or Trust Central Executive team which fall within the scope of the post.
- Display resilience, motivation and commitment to support Emmaus CAT schools and being of service to the Diocese of Salford and its Catholic Community.
- Be flexible and proactive in meeting the needs of the CAT.
- Emmaus CAT and its employees are expected to support the Catholic aims and visions of the CAT, however, there is no requirement to be a practicing Catholic.

Other

The above list is not exclusive or exhaustive, and Emmaus CAT may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Emmaus CAT's responsibilities towards safeguarding.

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

Method of Working

Emmaus Catholic Academy Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires a clear appreciation of the Catholic faith, our special ethos and commitment to serving society, dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Catholic Education Service and the Emmaus CAT's Code of Conduct and reflecting the Diocesan values. You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction, ongoing performance reviews and through Emmaus CAT communications. All staff are required to maintain confidentiality as required.

Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Emmaus CAT staff.

It is a prime objective therefore that staff will at all times project to the public the image of the Emmaus CAT as keen to assist wherever possible, and positively promote the work that is carried out.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. Appointment is subject to the current conditions of employment in the Joint National Council Agreement on Pay and Conditions of Service Handbook (the Green Book)







Person Specification

Qualifications	Essential/Desirable
Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths.	**E**
Sound knowledge of the code of practice for SEN	**D**
NVQ 1/2 for Teaching Assistants or equivalent qualification or experience or CACHE L2	**D**
To have attended basic TA training at an FE college (e.g. NCFE L1)	**D**
To have attended significant INSET relevant to the role	**D**
Completion of DCSF Teaching Assistant Induction Programme	**D**
Training in relevant learning strategies e.g. literacy	**D**
Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT	**D**
Training in the relevant strategies e.g. SEN, CACHE etc	**D**
Appropriate first aid training	**D**
Experience	
Understanding of principles of child development and learning processes. Understanding of statutory frameworks related to supporting pupils with SEN	**E**
Ability to self-evaluate learning needs and actively seek learning opportunities.	**E**
Ability to relate well to children and adults.	**E**
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	**E**
Experience of working with children with SEN	**D**
Specific SEN experience. Experience of working in a learning support unit, supporting a SENCO	**D**
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.	**D**
Working knowledge of key stage curriculum and other relevant learning programmes/strategies.	**D**

Skills and Aptitudes	
To have some knowledge of SEN requirements	**E**
Knowledge of how children learn and how to create and maximise learning opportunities	**E**
To have become skilled in dealing with particular areas of special need through attending LA and other providers of specialist training	**D**
Special Requirements	
Satisfactory enhanced clearance with the Disclosure and Barring Service (DBS)	**E**
Pre-Employment Health Check	**E**
An appropriate understanding of child protection and data protection	**E**
Willingness to Undertake Further Training	**E**



HOW TO APPLY

EMMAUS Catholic Academy Trust
2ND Floor Crossgate House, 47-55 Cross Street.
Sale
M33 7FT

0161 470 5114

CSEL/CEO - Daniel Copley

enquiries@emmauscat.com
Company No. 12206105

www.emmauscat.com

@EmmausCAT

Applications need to be made using the CES Support Staff application form, available from the school website: https://st-antonys.com/

Closing date: Monday 16th November 2026 at 12 noon

Interviews will take place: The same week

Please return completed application forms and supporting documents to head@st-antonys.com