



Application Pack

SEND LEARNING SUPPORT ASSISTANT - Level 2



EMMAUS
CATHOLIC ACADEMY TRUST



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 Christopher's RC Primary & Nursery 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 Learning Support Assistant re very much looking forward to recruiting a highly effective Learning Support Assistant. The successfully appointed candidate will join the SCHOOL NAME'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



MISSION

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- 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.

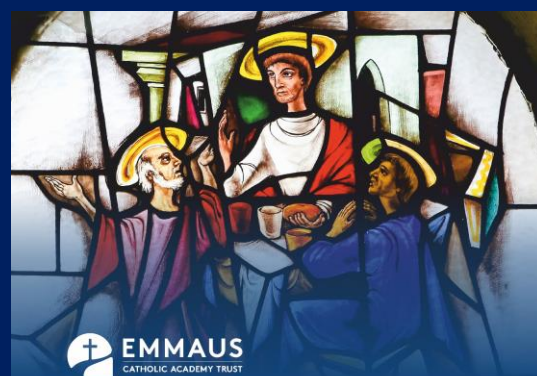
The Emmaus Catholic Academy Trust Prayer

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.



SALFORD
CATHEDRAL



St Christopher's RC Primary & Nursery School
St Christopher's Road, Ashton-under-Lyne, Tameside, OL6 9DP
T: 0161 330 5880
E: admin@st-christophers.tameside.sch.uk

Welcome to St Christopher's RC Primary & Nursery School. We are a warm, friendly and ambitious Catholic school serving the families and children of Ashton-under-Lyne within the Diocese of Salford. We have high expectations of our pupils and staff and are proud of the high-quality education we provide.

Our school is built upon four core values: Faith, Friendship, Kindness and Courage. These values underpin all aspects of school life and shape the way we work together as a community. We encourage our children to develop their faith, learn from the Gospel and live out Christ's message through kindness, generosity and respect for others.

We are fortunate to have a dedicated, skilled and committed team of staff who share our vision and uphold exceptionally high standards. Staff at St Christopher's are supported to develop professionally and are united in their commitment to ensuring every child achieves their full potential. While strong academic outcomes are important to us, we place equal value on pupils' emotional wellbeing and personal development.

St Christopher's is a school where children are known, valued and nurtured, and where staff are encouraged to contribute, grow and make a positive difference. We are proud of our welcoming, supportive culture and strong sense of community.

We warmly welcome prospective employees to visit our school and experience the strong sense of community at St Christopher's. Please contact the school office to arrange a visit.

Together in Faith, Friendship, Kindness and Courage.



SEND LEARNING SUPPORT ASSISTANT

Salary: approx. £9,709 - £10,183 per annum



The Emmaus Catholic Academy Trust and local governing body of St Christopher's RC Primary & Nursery 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.

The Role

We are looking for an enthusiastic and motivated individual to work under the direction of the SENDCo and class teacher. The role involves supporting a pupil to integrate as fully as possible into classroom activities, promoting progress and achievement, while upholding the Christian and caring ethos of the school.

Could this be you?

If so, would you:

- Work 1:1 supporting a pupil with SEND, including lunchtimes and break times
- Demonstrate flexibility in approach, undertake training as required, and provide support to staff and pupils within the department as needed.
- Comply with policies and procedures and uphold confidentiality at all times.

If so, we can offer you:

- A welcoming and friendly work environment.
- Access to CPD and training opportunities.
- A supportive leadership team who are committed to ensuring the safety and wellbeing of our pupils.

Please contact the School Office 0161 330 5880 or email admin@st-christophers.tameside.sch.uk for further details and application form or to arrange a visit.

Contract Information

Hours of work:

- 15 hours per week 11.00am to 2.00pm Mon-Fri
- Fixed Term Contract ending July 2026
- Term Time only plus INSET days

Salary:

- NJC Scale Grade 4, SCP 7-10
- Annual Salary approx. £9,709-£10,183 per annum

Location:

- St Christopher's RC Primary & Nursery School
St Christopher's Road, Ashton-Under-Lyne,
Tameside, OL6 9DP

We are committed to safeguarding and promoting the welfare of our children and expect all staff to share this commitment. This post is subject to an enhanced DBS and two satisfactory references. Evidence of ID for the successful candidate will be retained on file.

All shortlisted candidates will be subject to an online check, as part of our due-diligence in line with Keeping Children Safe in Education 2025.

**Closing Date for applications: Friday 6th February 2026
Interviews: Week commencing 09/02/2026
Start Date: ASAP**



LEARNING SUPPORT ASSISTANT

Job Description

The post holder will report directly to work under the instruction/guidance of teaching/senior staff, to undertake work/care/ support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Key responsibilities:

The following is typical of duties the post holder will perform; however, it is not necessarily exhaustive and other duties of a similar level and nature may be required from time to time.

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities within the main school and/or inclusion areas.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Required to provide support to pupil(s) in a wheelchair
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress and problems.

Additional responsibilities.

- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
- Provide clerical/admin support, for example, photocopying, basic typing, filing, money, administer coursework.
- Deliver structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Deliver programmes linked to local and national strategies, for example, literacy, numeracy, KS3 and early years, recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use those resources required to meet the relevant learning activity and assist pupils in their use.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as may be reasonably directed.
- Participate in training, other learning activities and performance management as may be reasonably directed.
- Assist with the supervision of pupils out of lesson times, including before and after lessons as may be reasonably directed.
- Accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.

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).
- Occasional travel between different sites of Emmaus CAT as required (all schools are within the Salford Diocese covering Manchester, Stockport, Trafford, Tameside and Oldham).
- 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
NVQ 2 or evidence of the equivalent QCF credit value, or equivalent qualification, or experience in teaching assistance.	E
Training in the relevant learning strategies, eg literacy.	D
Requirement to complete DfEs Teacher Assistant Induction Programme.	E
Experience	
Experience with a similar role in an education setting.	D
Use of relevant equipment/resources.	E
General understanding of the national/foundation stage curriculum and other basic learning programmes/strategies.	E
Basic understanding of child development and learning.	E
Understanding of relevant policies, codes of practice and awareness of relevant legislation. Knowledge of guidance and requirements around safeguarding children.	E
Skills and Aptitudes	
Good numeracy/literacy skills.	E
Effective use of ICT to support learning.	E
Ability to self-evaluate learning needs and actively seek learning opportunities.	E
Ability to relate well to children and adult's.	E
Able to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	E
Able to demonstrate self-awareness and empathy and understanding for others, always maintaining the highest standards of personal and professional ethics.	E
Innovative; with the imagination and courage to propose radical change, maintaining learning and well-being of pupils as their first priority.	E

Solution focussed; with the resilience to overcome setbacks and the creativity to find ways forward and constantly seeking opportunities to develop their own knowledge, understanding and skills.	E
Strategic; capable of acting on their own initiative, making decisions and taking responsibility for them.	E
Visible; a role model who will embody the values of the school to staff, students and the wider community.	E
A team player; striving to improve the life changes of our pupils.	E
Special Requirements	
The flexibility to adapt to changing workload demands and new organisational challenges.	E
To contribute to the Catholic ethos of the school.	E
Satisfactory enhanced clearance with the Disclosure and Barring Service (DBS)	E
Pre-Employment Health Check	E
Willingness to undergo minor first aid training.	E

HOW TO APPLY



EMMAUS Catholic Academy Trust
Jackson House, Sibson Road, Sale, M33 7RR

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 application form, available from the school website

Closing date: Friday 6th February 2026

Interviews: Week commencing 9th February 2026

Please return completed application forms and supporting documents to: admin@st-christophers.tameside.sch.uk



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