



Learning Support Practitioner Recruitment Pack



Closing Date and Shortlisting

Wednesday 10th June 2026

Interview Date:

Thursday 18th June 2026

Start date:

1st September 2026





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About Oakhill Primary School

Oakhill Primary School is a larger than average, growing, urban primary school with 452 pupils (April 2026) with above average disadvantaged levels (47% April 2026). The pupils are predominantly White British, however there are a growing number of pupils with English as an additional language (EAL) joining the school (EAL 28% - April 2026). We have an almost equal number of boys and girls (BOYS – 49.8% / GIRLS 50.2%).

We are a forward-thinking school with a strong commitment to digital learning. Pupils in Years 2 to 6 have 1:1 iPads, enabling technology to be seamlessly integrated across the curriculum to enhance teaching, accessibility, engagement and outcomes. Staff are supported to use iPads effectively to enrich learning, develop creativity and build essential digital skills for the future.

Our experienced, and skilled staff truly love working at Oakhill. In a recent survey, 100% of staff stated that they felt proud to work at Oakhill. Comments like these were common:

'Oakhill is a very special school that is going places, all the children and staff are lucky to be there and we truly make a positive impact on the lives of so many.'

We had our most recent section 5 Ofsted inspection in October 2023. We received an overall grade of 'Good' with Behaviour and Attitudes and Personal Development graded as 'Outstanding'. We were extremely pleased with this judgement and felt that the report summed up our school really well with comments including the following:

'Pupils thrive on their curriculum experiences...Behaviour in school is exemplary and Pupils are motivated learners and they show respect for one another. The curriculum is ambitious for pupils with SEND, which supports them to do their very best.'

Please visit our website: <https://www.oakhillprimaryschool.co.uk/> and watch our video <https://www.youtube.com/watch?v=sacu18ZXhmc>

Although our website and the video above will give you a flavour of our school, we strongly encourage any interested applicants to contact school to arrange a visit. Please email Mr S Smith (Headteacher) at vacancy@oakhill.orchardct.org.uk to arrange this.





WELCOME LETTER FROM THE CHIEF EXECUTIVE OFFICER



Dear Applicant,

Thank you for taking the time to download our recruitment pack and expressing your interest in the post of Learning Support Practitioner at Oakhill Primary School.

At Orchard Community Trust, we work closely together to ensure that our schools feel supported to help them develop and improve. Through discussion and shared planning, together with bespoke visits, we strive for the very best outcomes across all our schools.

We are very aspirational and ambitious for our schools and are fully committed to ensuring the best education for all our pupils. Our Headteachers work closely together as a group to support and challenge each other and they are passionate about their own schools and individual contexts, as well as supporting the Trust community as a whole.

As a Trust, we believe in working collaboratively to share ideas and effective practice, whilst ensuring each of our schools retains its commitment to its own community and surroundings. In this way, our schools can ensure that the curriculum, wider opportunities and experiences engage and motivate all our pupils and are relevant to their individual needs.

Our Trust consists of five primary schools, two special schools and two associate schools. The successful applicant will join a close-knit and collaborative team and is expected to contribute to the wider group of schools. This is an excellent and very exciting opportunity to join a growing Trust and be able to help to shape the future of both Oakhill Primary School and Orchard Community Trust overall.

If you would like to discuss aspects of the role further, then please do not hesitate to contact me for an informal conversation.

This pack has been developed to provide you with a summary of the information you need to consider when applying for this job at Oakhill Primary School and with Orchard Community Trust.

Within this pack, you will find a job description, a person specification, an overview of the Trust and details of how to apply for this post, should you choose to make an application.

You can find further information about us:

- on our website at www.orchardct.org.uk
- or by contacting us direct at info@orchardct.org.uk
- or calling 01782 883788

I wish you every success with your application and look forward to meeting you in the near future.

Mr S Thomson
Chief Executive Officer





Job details

Salary: L4 - 5 (Pt 4-12) £25,185 - £28,598 FTE (dependent on experience)

Hours: 32.5 hrs term-time

Contract type: Permanent

Reporting to: Headteacher/Deputy Headteacher

Job Purpose

- To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum, age range or additional needs
- To provide classroom cover of up to 3 days during any short-term absence.

Key Duties / Responsibilities

1. Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils
2. Assess, record and report on development, progress and attainment as agreed with the teacher
3. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
4. Plan and evaluate specialist learning activities with the teacher, writing reports and records as required
5. Select and adapt appropriate resources/methods to facilitate agreed learning activities
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
7. Establish and maintain relationships with families, carers and other adults, e.g. speech therapists
8. Provide short term cover supervision of classes
9. Be responsible for the preparation, maintenance and control of stocks of materials and resources
10. Invigilate exams and tests
11. Escort and supervise pupils on educational and out of school activities
12. Guide and support pupils in their personal, emotional and social development
13. Prepare and present displays
14. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
15. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
16. To assist the SENCO and be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews
17. Work with pupils not working to the normal timetable.





TEACHING AND LEARNING ASSISTANT: PERSON SPECIFICATION

A= Application Form, B= Observation, C= Interview

Professional Qualifications	A	B	C
Level 3 or above qualification in teaching and learning	x		
GCSE or equivalent in maths and English (4/C)	x		
Competencies and experience			
Experience of working in a primary school	x		x
Good knowledge of the primary curriculum	x	x	x
Good knowledge of assessment	x	x	x
Understanding of effective teaching and learning practices	x	x	x
Effective behaviour management	x	x	x
Awareness of cultural diversity	x		x
Experience of working with groups of children and ideally whole class delivery	x	x	x
Develops relationships between home and school enabling parents and carers to be co-educators	x		x
Personal qualities			
An excellent team player	x		x
Flexible and willing to go the extra mile	x		x
Resilient, hardworking and a “can do” attitude	x		x
Sense of humour	x	x	x
Caring, compassionate and enjoys working with children	x	x	x
Has high expectations of all children, themselves and their colleagues	x		x
Friendly, approachable and passionate	x	x	x
Demonstrates a concern for the pastoral and spiritual welfare of everyone in the school	x		x
Additional Factors			
Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	x	x	x
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	x		x
Ability to work under pressure, prioritise effectively and meet deadlines	x		x
Commitment to safeguarding and equality	x	x	x





THE SELECTION PROCESS

Applications

Application forms must be completed on our Every system. The link for this can be found on our website and on Stoke Jobs and WM Jobs. This must be accompanied by a covering letter (emailed to Mr S Smith (Headteacher): Vacancy@oakhill.orchardct.org.uk when you apply.

This letter needs to include the following:

- An outline of why you feel you are suitable for the post and what has attracted you to it.
- CVs will not be accepted.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors.

Candidates who best meet the person specification will be invited to an interview. We will notify you by e-mail confirmation.

References

We request references for all candidates who are invited to interview. **Requests will be made at the time candidates are invited to interview.** Your first referee should be your current or last employer.

Interview Process

The interviews will be held on Thursday 18th June at Oakhill Primary School.

Short-listed candidates will be asked to complete a short task with a group of pupils and attend a panel interview.

You will be asked to bring proof of qualifications and identity on the day.

Final Selection

Following the formal interview process, we will use the selection activities as a guide to select the most suitable candidate for our Trust. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

- Satisfactory references
- Suitable DBS check
- Proof of identity and qualification

Timeline

Closing Date: 9am Wednesday 10th June 2026

Interview Date: Thursday 18th June 2026

Please complete your application form via Every and return your completed covering letter via email to Mr S Smith (Headteacher): Vacancy@oakhill.orchardct.org.uk when you apply.





ORCHARD
—Community Trust—
Courage - Unity - Equity

*Committed to improving the life chances
of all children, wherever they may be*

The post is considered to be a regulated activity and as such is subject to an Enhanced Disclosure and Barring check. Additionally, applicants are to be aware that an overseas criminal record check, or certificate of good behaviour, will be required before appointment, from candidates who have lived overseas for a period of 3 months (including aggregated time) over the age of 16 in the previous 10 years.

In line with the Keeping Children Safe in Education (KCSIE) guidance which outlines that schools should carry out online searches on shortlisted candidates. I can confirm that the online check will be carried out on all shortlisted candidates only as part of the process of assessing your suitability to work with children.

Orchard Community Trust is committed to safeguarding and promoting the welfare of young people and requires all staff and volunteers to share this commitment.

