



Forest Lodge Academy
A L.E.A.D. Academy



Candidate Information Pack

Level 2 SEND Teaching Assistant

Forest Lodge Academy





Welcome from the Headteacher

I am proud to be the Headteacher of Forest Lodge Academy, a vibrant learning community in the North West of Leicester. It's a privilege to work with enthusiastic children, supportive families, and a dedicated staff team. Our goal is to be the best learning community we can be, striving for excellence.

Forest Lodge Academy is a happy, caring place where each child's uniqueness is valued, and they learn in a safe, positive environment. We believe that a strong partnership between school and home helps our children thrive.

Claire Caldwell, Headteacher



About Forest Lodge Academy

Forest Lodge Academy is a happy, lively and caring school where each child's uniqueness is cherished and where they are encouraged to learn in a safe, positive environment. We provide an exciting, enriched education to prepare children for modern life through collaborative, innovative and creative experiences that inspire pupils and staff to be their very best. This is underpinned by our values of Unique, Resilient, Respected, Nurtured, Inspired and Challenged.

Pupils in Years 1-6 attend school for 32.5 hours per week while Reception pupils attend for 31 hours 40 minutes. Our large site includes a library, kitchen - for school meals and curriculum use - studio/sensory room and practical learning room for Art and Design Technology.

We aim to ensure all pupils are equipped for a bright future socially, emotionally and academically. As part of [L.E.A.D. Academy Trust](#), we are committed to providing the highest quality education, enabling every pupil to reach their full potential.

We welcome you to visit us and see us in action.



Benefits of being part of the Trust



Annual leave

Teachers enjoy up to 13 weeks annual leave during school holidays. This is in addition to any bank holidays or statutory holidays.

Support staff benefit from an enhanced holiday allowance, starting at 26 days up to a maximum of 36 days, pro-rata for term time only staff. The allowance is dependent on the role and amount of service increasing after 5 and 10 years service.



Competitive salary

All Trust roles (except apprentices) offer a minimum hourly rate above National Living Wage, with salary progression.



Pension scheme

Teacher's Pension Scheme or LGPS, with generous minimum employer contribution of 17.4% plus life cover.



Online GP service

24/7 access to online GP consultations, providing advice, diagnosis, referrals, and ongoing support for all staff.



Flu vaccinations

Free seasonal flu vaccinations for employees who are not otherwise eligible, ensuring health and wellbeing.



CPD

Individual development plus high quality professional development through the L.E.A.D. Teaching School Hub for teachers.



Employee Assistance Programme

Free 24/7 support for employees, offering counselling and resources for emotional, financial, and legal issues.



Free eye test

Free eye test every two years for regular computer users, reimbursed through expenses to promote wellbeing.



Occupational Health

FREE services available to support employee well-being and promote a healthy work environment.



Physiotherapy services

Access to free physiotherapy to aid recovery, support physical health, and promote overall employee wellbeing.



Access to discounts

Exclusive discounts and cashback on travel shopping, insurance and utilities through the Blue Light Card, Discounts for Teachers and Teacher Perks.



Travel expenses

Business travel expenses reimbursed at the HMRC maximum mileage rate to support staff travel needs.

Job Description



Enter Job Title Here

Location:	Forest Lodge Academy
Salary:	NJC Point 7-12
Closing date:	Thursday 23 rd October 2025 @ 12.00 Noon
Interview date:	Friday 31 st October 2025
Start date:	As soon as possible

Job purpose:

- To work with children as part of a team under the overall direction of the Headteacher who will be responsible for the policy and educational programme and for matters of control and discipline within National Curriculum Framework.
- To foster the participation of pupils in the social and academic processes of the school by recognising individual pupils' needs and identifying and implementing appropriate responses under the overall management and guidance of the class teacher.
- To work independently in accordance within guidelines in order to encourage pupils to become more independent learners and help to raise the standard of achievement and attainment for all pupils.
- Activities undertaken by colleagues at this level would be monitored by the class teacher or more senior colleagues and the content of learning activities would be planned by the teacher/more senior staff, although there would be an expectation that the post holder would contribute to this process.
- To be aware of your responsibility for promoting and safeguarding the welfare of young persons whom you have contact with during the course of your duties

Duties and Responsibilities: Key Duties

- Assist the class teacher in the planning and evaluation of teaching and learning activities.
- Provide support to individuals and groups on teacher planned activities to enable them to access the curriculum, whilst monitoring progress and dealing with challenges as they arise.
- Through effective learning strategies, support all pupils to participate in learning activities. This will involve being aware of pupils' needs, using appropriate equipment and materials and modifying resources as necessary to support pupils to participate and progress.
- Contribute to the implementation of an effective behaviour management strategy, applying it fairly and consistently within clear boundaries and reinforcing positive aspects of behaviour.
- Develop positive relationships with parents, carers and families by taking a partnership approach, maintaining and sharing accurate information where appropriate.

Job Description



Support for the Pupil

- Support learning activities for all pupils by maintaining awareness of the stages of development and individuals' specific needs and giving positive encouragement and feedback to ensure pupils are reaching their full potential.
- Care and support pupils by providing a safe and secure environment, responding appropriately to accidents, emergencies and following established procedures wherever appropriate.
- Contribute to the health and well-being of pupils through the support of safeguarding for pupils by ensuring a safe environment, and following policies & procedures at all times.
- Develop and promote positive relationships with pupils by communicating effectively, allowing them to feel valued and listened to and encouraging questions and ideas.
- Assist with the personal and intimate care of pupils.
- To support children and young people with SEND, supporting them to actively participate in learning activities. To liaise with parent/carers/outside agencies as required.

Support for the Teacher

- Contribute to the planning and evaluation of teaching and learning activities by being clear of own role in delivery, sharing realistic ideas, offering constructive suggestions and giving feedback where appropriate.
- Support with the delivery of learning activities in the absence of the teacher, e.g. when providing cover supervision or working with pupils outside of the classroom; however learning activities should take place under the direction and supervision of a qualified teacher in accordance with arrangements made by the Headteacher of the school.
- Working alongside the class teacher to ensure that learning resources and materials are ready for use in activities whilst recognising and minimising potential hazards and making adjustments where necessary.
- Escort and supervise pupils on educational visits and out of school activities.

Support for the Curriculum

- Support pupils in activities to develop their literacy and numeracy skills by having an awareness of individual needs, learning targets, and the relevant support required to assist pupils' development, offering encouragement and feedback where appropriate.
- Prepare and effectively use ICT within the classroom environment to support and promote pupils' learning in ways that are stimulating and enjoyable for pupils according to age, needs and abilities. Support for the School ☐ Develop and maintain effective working relationships with other practitioners, drawing on their strengths and expertise in order to best support teaching and learning.
- Support children and young people through transitions that occur in their lives, enabling them to manage them in a positive manner.

Job Description



Influencing and Managing Relationships:

- Headteacher
- L.E.A.D. Central Support
- External agencies
- Parents and carers
- Governors
- Senior Leadership Team

Staff Other Academy Specific Responsibilities:

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so. At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Qualifications and Attainments	Essential criteria	Desirable criteria
	- GCSE pass level or equivalent qualifications in maths/numeracy & English/literacy or significant demonstrable experience in a similar role - Hold a relevant qualification as listed below or significant demonstrable experience in a similar role: Level 3 Certificate and Diploma in Supporting Teaching and Learning (STL) Level 3 NVQ Supporting and Learning (STL) Level 3 NVQ Childcare Learning and Development Level 3 CACHE Diploma in Childcare and Education Open University Certificate in Early Years Practice Relevant Foundation Degree (relating to childcare and education - QTS) Relevant degree in education studies accompanied by demonstrated practical experience as detailed in the person specification above. National Nursery Board Award BTEC National Learning Support Children's Care and Education Diploma NVQ Level 3 in Early Years and Childcare NVQ Level 3 Caring for Children and Young People Open University Specialist Teaching Assistant Certificate Specialist Teaching Assistant Award City and Guilds Certificate in Learning Support combined with NCFE 3563 Special Needs Assistant Qualification NVQ3 Teaching Assistant	

Skills and Knowledge	Essential criteria	Desirable criteria
	- Knowledge of Teaching Assistants' contribution to raising standards by the promotion of independent learning - Understanding and awareness of individual needs and ability to adjust communication methods accordingly - Developed communication skills, both orally and in writing - ability to establish positive relationships with pupils, families and colleagues - Initiative in dealing with day to day issues - Ability to contribute to the planning and delivery of learning activities - Knowledge of stages of child development and individual needs - Knowledge of Health and Safety policies and procedures that contribute to the maintenance of pupil safety and security - Knowledge of safeguarding procedures and protocols Ability to organise classroom resources and assist with the maintenance of pupil records	- An appreciation of the National Curriculum and how this is applied to planning, preparation and delivery of learning activities - Knowledge and understanding of pupil assessment, progress, evaluation and reporting of attainment - Awareness of techniques necessary to support individual learning needs and development - Knowledge of appropriate behaviour management practices

Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Experience	Essential criteria	Desirable criteria
	• Innovative use of resources and materials including ICT software and equipment • Relevant experience of building positive relationships with all stakeholders • Experience of working with children or young people with SEND	• Understanding the role of parents/carers and the wider community in education
Personal Attributes	Essential criteria	Desirable criteria
	• Have an openness to learning and change Have a positive attitude to personal development and training • Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility	

Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Additional Requirements	Essential criteria	Desirable criteria
	• This role is subject to an enhanced DBS • May be required to work out of school hours to support the Academ	



How to apply

Closing date: Thursday 23rd October 2025 at 12.00 noon
Interview date: Friday 31st October 2025
Contact email: office@forestlodge.leicester.sch.uk
Contact number: 01162 871220

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to the email above.

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



About the Trust

L.E.A.D. Academy Trust was established by Diana Owen, CBE in 2011 using her considerable experience as an executive headteacher, National Leader of Education, coach and mentor.

The Trust comprises 24 primary and 3 secondary academies across the East Midlands. All academies strive to achieve the highest standards of behaviour and conduct while providing outstanding teaching and learning.

Our values

The acronym L.E.A.D. embodies the four key principles at the heart of the Trust: strong leadership at every level; empowering everyone to aim high; providing the opportunity for all to achieve and constantly driving for improvement.



Lead



Empower



Achieve



Drive

“We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust’s vision and values and are committed to making a tangible difference to the lives of children and young people.”

Diana Owen, CBE Trustee and Chief Executive of L.E.A.D. Academy Trust.



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Primary
Academies



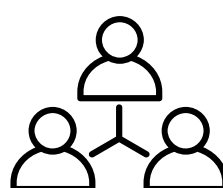
03

Secondary
Academies



05

Geographical
Regions



11,500

Pupils



1,650

Staff



Forest Lodge Academy
A L.E.A.D. Academy

Forest Lodge Academy

Charnor Road
Leicester, LE3 6LH

0116 287 1220



www.forestlodgeacademy.co.uk