

**Vacancy - Higher Level Learning Support Assistant (Part Time 0.6)  
Grade 6 (SCP 12 to 18) – Full Time Equivalent to £27,711 - £30,559**

**Actual Salary – Term time only £14,558 - £16,054  
Term time only, 22.5 hours per week**

**About us**

WMG Academy Solihull is a thriving 'business like, business led' academy for aspiring young Engineers in key stage 4 and 5, emphasising science, technology, engineering and maths, offering GCSEs including core subjects and A Levels or Technical qualifications or both. The career-based education on offer engages students, helping them find their niche, reach their potential and kickstart a career in the real world.

From the business dress to the structure of days, as well as opportunities to work with companies on real-life projects, parents see their child's confidence grow and their employment potential soar.

**Who we're looking for**

The role involves working with the Assistant Principal, Family Support Worker and SENCo to provide support for students, teachers and the Academy in order to raise standards of achievement for students within the Learning Support Centre. The post holder will undertake the duties of a Teaching Assistant Level 3 to support all activities for students to ensure they have equality of access to educational opportunities at WMG Academy., including teaching to small groups.

**Support for Learners**

- Carry out specific small group and individual teaching for students who have been out of education or missed significant amounts of time from school, including assessing students' progress;
- Use a wide range of specialist skills to meet the academic learning needs of pupils including diagnostic's and developing bespoke intervention activity;
- In accordance with arrangements made by the Assistant Principal, progress pupils' learning in a range of classroom settings, including working with individuals, small groups in the Learning Support Centre,

**Support for Teachers**

- Provide information and reports as required on the achievement, attendance and progress of students;
- Record the outcome of student assessments of progress on a regular basis so that records are always up to date;
- Assess the needs of students and contribute to the planning, development, recording and assessing of Inclusion Passports.
- To liaise with the SEMH Practitioner and Counsellor as appropriate

### **Support for the Curriculum**

- Take and keep accurate records of minutes of meetings;
- Ensure that student files and records are kept up to date;
- Be responsible for the preparation, maintenance and control of stocks of materials and resources for the Learning Support Centre

### **Support for the Academy**

- Communicate regularly and effectively with the parents of students by holding meetings, writing letters & emails, conducting surveys and making telephone calls;
- Communicate regularly and effectively with staff to collect information and disseminate data and up to date information about students;
- Contact external agencies to support students as appropriate and to attend multi-agency meetings as appropriate;
- Be aware of and support difference and ensure all learners have equal access to opportunities to learn and develop;
- Contribute to the overall ethos/work/aims of the Academy;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Assist with the supervision of learners out of lesson times;
- Accompany teaching staff and learners on visits and out of school activities as required and take responsibility for a group under the supervision of the teacher;
- Participate in training and other learning activities and performance development as required;
- Show a duty of care and take appropriate action to comply with Health & Safety requirements, safeguarding, security, confidentiality and data protection at all times reporting all concerns to an appropriate person;
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory;
- Acts as a role model to learners and provide guidance and personal support when required.

### **Pastoral Duties**

- To be involved in the pastoral life of the Academy, fulfilling mentoring and pastoral roles in which your status as a role model within the academy is used to raise learners' aspirations and signpost effective personal development opportunities;
- Assist with enrichment activities, e.g. small sports activities, engineering projects, creative or learning support groups.

### **What we can do**

Professional development is key to our ongoing success, so we continually invest in our employees through our learning and development opportunities, mentoring and progression opportunities across academies and engaging with our team of leading education experts.

We can also offer you a range of benefits, including competitive salaries, hybrid working where this is appropriate, flexible working, pension scheme and generous holiday entitlements.

## **Key Dates**

Application Closing Date & Time: **Tuesday 15<sup>th</sup> July 2025**

Interview Date(s): **Thursday 17<sup>th</sup> July 2025**

Proposed Start Date: ASAP: **September 2025**

## **Application Process**

To apply for this vacancy please use the completed the Application Form fully and return this to:

J Bird at [solihullrecruitment@wmgacademy.org.uk](mailto:solihullrecruitment@wmgacademy.org.uk)

Please note that we do not accept CVs and applications in this form will not be considered.

You should ensure your application form and supporting statement address all elements of the person specification. We will only consider candidates who meet the vast majority of the essential criteria outlined in the person specification.

## **Our Commitment**

WMG Academy is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks. You will be required to provide evidence of identity, right to work in the UK, complete an enhanced DBS clearance and provide proof of professional qualifications. Online searches will be carried out as part of the recruitment process.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected. We oppose all forms of unlawful and unfair discrimination.