



**Triumph
Learning Trust**

Applicant Information Pack



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Job Advert in Brief

Learning Support Assistant

Hours per week: 37.5

Term Time Only

Salary: £24,790 - £26,409 FTE

Rugby Free Secondary School

Anderson Avenue, Rugby, Warwickshire, CV22 5PE

01788 222060

info@rugbyfreesecondary.co.uk

www.rugbyfreesecondary.co.uk

Rugby Free Secondary School is seeking to appoint a Cover Coordinator and Attendance Support to manage the cover within school to support the Senior Leadership Team and Staff Team, so that lessons have appropriate cover, and that staff absence is communicated with the relevant people.

In addition to this, the other aspect of the role is to support the Attendance Officer and the Senior Attendance Champion with ensuring registers are accurate and up-to-date, and that those students on attendance transition plans are supported in returning to school.

There is a strong commitment to support professional development and opportunities for employees to advance their careers ensuring staff can continuously enhance their skills and succeed in their roles.

The Cover Coordinator and Attendance Support application form and supporting documents for this post are available on the School website: www.rugbyfreesecondary.co.uk/vacancies.

Curriculum Vitae (CV) are not accepted.

The school is committed to safeguarding, promoting the welfare of children and to equality of opportunities. **An enhanced DBS will be required for the post.**

Closing Date: Friday 24th January 2025, 12pm



“Coming together is a beginning; staying together is progress; working together is success”

Dear Applicant,

We invite you to come and join Triumph Learning Trust, a community where everyone will flourish and succeed through collaboration, innovation and aspiration. Creating together a place where all belong whilst celebrating the unique identity of each individual.

We're incredibly proud of the work that we do for our pupils and we're proud of how we do it. Our 4 exceptional schools have their own unique identity underpinned by the principle that relationships are at the heart of everything we do.

We exist to transform the life chances of our children and young people. Every decision we make is about the children and young people we serve, their learning experience and their personal development.

Our strength lies in our commitment to collaborate and share excellent practice between all our schools. We believe that the best schools are those that offer the best development opportunities to staff. We believe in the retention of our staff, of developing them through high quality CPD and sustaining them through a wide range of opportunities.

Triumph Learning Trust provides an efficient, effective shared services team who are able to be highly responsive to the needs of our schools. School Improvement is key and we endeavour to ensure the highest proportion of our expenditure is focused on providing highly effective CPD for all of our staff.

We believe that accessing the best training, the best coaching, the latest research, the best practice, locally, nationally and internationally... gives us the best opportunity to succeed now and everyday.

We hope that you will take the opportunity to find out why working for Triumph Trust is a positive career decision for you.



Sarah Malam

Chief Executive Officer, Triumph Learning Trust

About Triumph Learning Trust

Triumph Learning Trust came into existence on 1st September 2024. We uphold the principles of collaboration, innovation and aspiration. We believe that everyone is welcome in our schools with a 'no limits' culture. We are committed and determined to enable all of our learners to be ambitious and optimistic for their future.

Our success is driven by a commitment to relentlessly working to improve standards. The Trust has two partner primary schools in Coventry and a primary and a secondary school in Rugby. We look forward to working with other schools who share our values and ambition.





We believe that an aspirational and inspirational education is the right of every child.

Our Trust was created with one sole aim. For member schools to deliver, through partnership and collaboration, an outstanding learning experience for all children so they flourish and thrive enabling them to achieve their own individual excellence.


We have a strong board of committed and passionate Trustees and Members who work closely with schools and their Local Accountability Boards to challenge and support leaders in all that they do.

We strive to maintain schools which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.



-  Rugby Free Primary School
-  Rugby Free Secondary School
-  Courthouse Green Primary School
-  Alderman's Green Primary School


Triumph Learning Trust: Working with Partners who share our ambition to innovate in an inclusive environment




399+
Employees




4
Schools and Counting



2,728
Students



16
Trustees / Members



3
Resource Provisions for SEND



“ Leaders take action to ensure that pupils who need help, get the support they need. ”

“ All pupils, including those with special educational needs and/or disabilities (SEND), achieve exceptionally well. ”

“ Pupils develop an informed understanding of global issues and show high levels of respect and consideration for others. ”

[Click here for Ofsted Reports to Triumph Learning Trust Schools](#)



Strategic Framework

The Vision, Mission and Values ensure the Trust are aligned and working toward long-term goals and objectives.

Aspiration

Innovation

Collaboration



Mission

Achieving quality and resilience in all that we do.



Vision

Triumph Learning Trust, a community where everyone will flourish and succeed through collaboration, innovation and aspiration. Creating together a place where all belong whilst celebrating the unique identity of our schools.



Values

Aspiration



Innovation



Collaboration





Family Friendly Leave
Enhanced Maternity,
Paternity, Adoption Leave



Lifestyle Discounts
e-vouchers, gift cards, top up
cards, discount codes, local
discounts



Annual Leave
Support Staff, 25 days per
year, plus bank holidays



Home and Electronics Scheme
Salary sacrifice scheme: Buy up to
1000s of items fulfilled by Currys,
Decathlon, John Lewis & Partners
etc.



Cycle to Work Scheme
Salary Sacrifice scheme:
Savings on bike/bike
equipment



Gym Membership
Salary sacrifice scheme: Save
and spread the cost of annual
health club memberships.



Discounted EV Charging
Savings on electricity
charging rates to employees
whilst at the school with these
facilities.



Discounted Use of School Facilities
We work with Community Lettings UK
to manage community use of
facilities at its schools.



Electric Vehicle Scheme
Salary sacrifice scheme: Drive
a brand new fully insured and
maintained electric car.



Private GP Services 24/7 online
private GP services, available to
employees and dependents.
(not partners or spouses)



**Outstanding Pension
Scheme** Auto enrolment
into either the Local
Government or Teacher
Pension Schemes.



Employee Assistance Program
24/7 in the moment support via
telephone helpline.



Eye Tests
Free eye tests for all
employees through
Specsavers Corporate
Voucher Scheme, with £50
credit towards glasses.



**Continuous Professional
Development**
Enhancing employees skills and
knowledge through regular
training, education and learning
opportunities.





Dear Applicant,

Thank you for your interest in joining our school community. At Rugby Free Secondary School, we aim to foster kindness and pride, whilst maximising our academic and personal potential. We believe that all of our students should be happy and safe, whilst demonstrating the limitless endeavour and resilience required to succeed by striving for excellence. To achieve these goals, our school ethos is underpinned by the foundations of mutual respect, positive relationships and genuine curiosity.

This is encompassed in our educational philosophy of creating more articulate, organised and progressive learners, and the desire to create both independent and collaborative learners who are proud to be educated at Rugby Free Secondary School.

Alongside this, we focus on broadening our students' core subject knowledge and understanding of the wider world. As a consequence, quality-first Teaching and Learning is at the centre of our school's ethos, and is the key priority for all staff. Our aim is for teachers to deliver high-quality lessons to all year groups, whilst also being supported to develop through pertinent and purposeful internal and external CPD that is bespoke.

Learning is integral to everything we do at RFSS. We ensure that all of our students, regardless of gender, ethnicity or ability, receive the best possible learning experiences, to enable them to achieve and maximise their potential.

Here at RFSS, we continually support students to develop a love of learning to help them become learners for life, in order to equip them with the knowledge and skills that they will need in the real-world. I hope that the information in this pack gives you a sense of what makes our school special, and I look forward to receiving your application.

Warm regards,



Jaim Green

Headteacher, Rugby Free Secondary School



Rugby Free Secondary School is a unique and special place, underpinned by three core values that represent what we live-and-breathe on a daily basis. As a school and as a Trust, we have worked hard to create a culture of high-expectations that are built on the bedrock of healthy and happy relationships.

Students from over 34 Primary Schools join the RFSS and TLT family every year, all of whom bring their own set of experiences and beliefs. Therefore, we invest heavily in pastoral support to ensure that all students can quickly establish positive relationships, and therefore focus on their learning.

At RFSS, high emphasis is placed on students feeling happy, healthy and safe, so that they can maximise their own personal progress.

Our forward-thinking and wide curriculum offer supports students in reaching their full potential, and helping to nurture each child's talents and ambitions throughout their time with us, whilst preparing them to be 'set for life' outside of school.

Our approach to education not only supports academic success, but promotes the development of strong character within our students, enabling them to be critical thinkers who can communicate effectively.

Staff feel happy in their role

Trust Survey 2022

88%

Staff are proud to be a member of the school

Trust Survey 2022

96%



Job Description



COVER COORDINATOR AND ATTENDANCE SUPPORT

Salary	Proficient - FTE	£24,790 - £26,409	Actual	£21,679 - £23,095
Hours	37.5 hours per week, 39 weeks per year (TTO)			
Reporting to:	Assistant Headteacher			
Liaising with:	Students, Parent/Carers, Visitors, Senior Leaders, Directors of Learning, Heads of Year, Teaching and Associate Staff.			
Start Date	As soon as possible			

Specific Areas of Responsibility

- Receive calls from staff members who are not going to be in work that day and
- make a decision to whether external cover is needed.
- Arrange the cover and update the timetables to reflect the plan for the day, using Bromcom.
- Send out the daily cover list.
- Present to SLT each morning the cover plan and gain approval to circulate to the
- whole school.
- Make judgement on cover needs within a tight timeframe to ensure that cover is
- available on that day.
- Check the absence box to ensure that planned absences are logged and
- recorded.
- Receive calls from staff members to discuss their return to work.
- Support the Attendance Officer with home visits of absent students as needed.
- Work with the Attendance Officer to manage absent students and monitor the
- late door.
- Review registers at the end of Period 1 and Period 4 to ensure statutory
- compliance.
- Work with the Operations Manager to monitor patterns of staff absence.

Professional Development

- To take responsibility for personal continuing professional development.
- To take part, as appropriate, in the Trust professional development programme.
- To engage actively in the Performance Management Review process.
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence.



Safeguarding

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify students who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To consider at all times what is in the best interests of the child
- To protect students from maltreatment; preventing impairment of student's health or development; ensuring that students grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all students to have the best outcomes

Other Specific Duties

- To engage actively in the performance review process
- Establish and maintain effective relationships and communication with staff, parents and students
- Uphold the high standards of the school in all communications.
- Adhere to the schools policies.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to adhere to Rugby Free Secondary School's agreed Code of Conduct
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

Generic Responsibilities of all Rugby Free Secondary School Staff

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or comes into contact with. Part of this responsibility involves the checking of visitor identification at the point of school entry and the issuing of relevant safeguarding information.
- Ensure all tasks are carried out with due regard to Health and Safety
- To remain confidential at all times
- To undertake appropriate professional development including adhering to the principle of appraisal
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity professionalism

Person Specification



Attributes	Essential It is essential candidates can provide evidence of:	Desirable It is desirable candidates can provide evidence of:
Qualifications and Experience	<ul style="list-style-type: none"> • Experience of working in a school environment. • Senior administrative experience. • Strong knowledge of school systems and procedures. • GCSEs in English and Mathematics. 	<ul style="list-style-type: none"> • Experience of managing cover and working with agencies. • Experience with Bromcom or another school MIS and CPOMS. • Experience in safeguarding children within an education setting
Skills	<ul style="list-style-type: none"> • Time management and taking a proactive approach to managing cover needs in tight timeframes to ensure that lessons can go ahead as planned in the school day. • Attendance support will require the broad skills of administration support and excellent people skills when working with pupils and parents. 	
Knowledge	<ul style="list-style-type: none"> • Knowledge of the school environment and school day 	<ul style="list-style-type: none"> • Knowledge of safeguarding practices
Personal Qualities	<ul style="list-style-type: none"> • Excellent time keeping and being able to deliver cover proposals in tight timescales • Effective decision making on cover needs • Personable and caring in approach to working with students and parents 	
Equal Opportunities	<ul style="list-style-type: none"> • A commitment to equal opportunities • Patient, optimistic and resilient • Sense of humour • Hard working, flexible and reliable • Excellent attendance and punctuality particularly at critical times • A genuine commitment to and liking for young people, and high expectations for their progress and welfare • The confidence to manage and supervise effectively whole classes • A commitment to the promotion of equality of opportunity and inclusion in all aspects of school life, practical strategies for achieving this, and an • understanding of the implications of this post • Ability to deal calmly with different situations as they arise 	








If you feel that you could bring further impetus to our drive to improve the provision for our students and have the necessary energy, enthusiasm and sense of humour to take us forward at this exciting time, then please get in touch.




To arrange an informal discussion or visit to the school, please contact:

School Enquiries

-  01788 222060
-  megan.jones@rugbyfreesecondary.co.uk
-  www.rugbyfreesecondary.co.uk/vacancies

Feel free to contact HR if you have any questions regarding the recruitment process, require further information about the position, or need assistance with your application.

HR Enquires

-  02476 688918
-  hr@triumphlearning.org
-  triumphlearning.org

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.





The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date shown but in consultation with the post holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

We reserve the right to withdraw this vacancy at any time.

Triumph Learning Trust is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check. Triumph Learning Trust are always happy to receive speculative applications from excellent teachers and support staff.



Anderson Avenue | Rugby | Warwickshire | CV22 5PE | 02476 688918

 www.triumphlearning.org  facebook.com/TriumphLearningTrust  [triumph-learning-trust](https://linkedin.com/company/triumph-learning-trust)  [triumph_learning_trust](https://instagram.com/triumph_learning_trust)
