

The people behind
the magic.



JOIN OUR TEAM

Primary Learning Support Assistant (Level 1)

Salary: Band C (NJC point 4-6) **Actual Salary:** £16,659 - £17,190 per annum
Hours: 30 hours per week Term Time only Monday to Friday 8.45am -3.15pm.
Contract: Fixed Term in the first instance until 31st August 2026
Closing Date: Tuesday 25th March 2025 at 12noon
Interview: Monday 31st March 2025
Start Date: Tuesday 22nd April 2025



Together
Learning Trust

THE SCHOOL

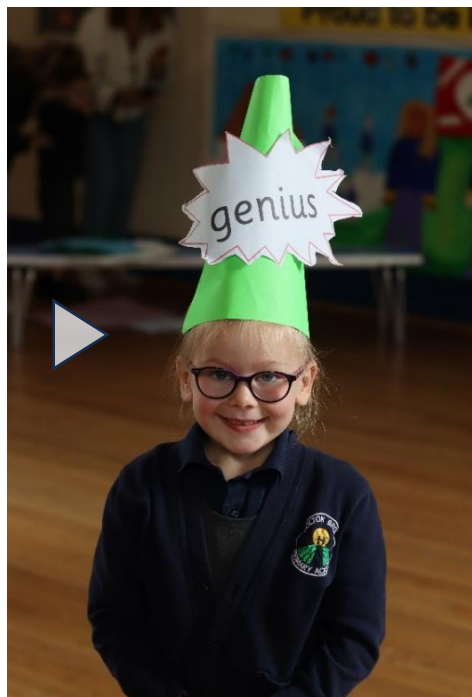


Proud to be Brow!

Visitors often comment that they can feel there's something special about our school from the moment they walk in the door. Bolton Brow is primarily a family school. Generations of our families have attended this school, and they remain 'Proud to be Brow' for the rest of their lives. We are proud to class ourselves as a true school of our community. Our children are truly special, enthusiastic, caring and passionate about their school. They constantly tell us that they love coming to school every day and it was our children who came up with the slogan '**Proud to be Brow!**' which they enjoy shouting at the top of their voices.

Our staff work hard, nurture our children and create an environment which is enjoyable to work in. Just like our children they too are '**Proud to be Brow!**' Our parents and carers are incredibly supportive and appreciative of the work of the school. They also enjoy coming into our school and they are integral in the development of the academy. Our Governing Body are an incredible group of people. They give us all 100% commitment and support. They are extremely ambitious for the children we teach and for the future of our academy.

Watch our welcome video www.boltonbrow.com/welcome



"Leaders, staff and parents are united in their vision that every pupil will succeed at this inclusive and welcoming school. Working together, they ensure that this vision is realised. The community is 'Proud to be Brow'. Leaders' high ambitions ensure that pupils are ready for their next steps in education."

EXPLORE MORE



www.boltonbrow.com



@Proud2bBrow

**- OFSTED REPORT NOVEMBER 2022
BOLTON BROW PRIMARY ACADEMY**



When schools collaborate, incredible things happen.

Together Learning Trust is a thriving group local family of schools. We have three secondary schools, two school sixth forms, five primary schools and a special school, inspiring 5800 young people. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

DAVID LORD, CHIEF EXECUTIVE OFFICER



"I believe that the support that schools can provide each other cannot be underestimated. Being part of the Together Learning Trust enables our schools to continue to flourish and develop within a supportive school focused community, where the expertise of those who have a hands-on understanding of our children will lead the way forward."

**- LIZ WOODFIELD, HEADTEACHER,
MELTHAM MOOR PRIMARY SCHOOL**

EXPLORE MORE



www.togetherlearningtrust.co.uk

Together
Learning Trust

THE JOB

Learning Support Assistant (Level 1)

Are you a passionate, friendly and dedicated when it comes to providing excellent care and educational support to students with additional needs? Do you recognise yourself as having strong communication skills, patience and understanding? Are you a strong team player who can help to secure outstanding outcomes for all students in a safe, vibrant, and happy school? If this sounds like you, we'd love to hear from you.

This is a fantastic opportunity to work as part of a passionate and friendly team under the direction and with the support of the SENDCO and Headteacher. You will also benefit from fantastic support and development opportunities to enable you to do what you do best at this wonderful school. At Bolton Brow you'll find a strong foundation where you can make a real difference to the lives of our children.

What the role involves in a nutshell:

- To provide dedicated 1:1 support for a child / children diagnosed with additional needs who require individual support to develop their communication and interaction and cognition and learning skills as well as being able to nurture the child's social and emotional needs.
- Responsible for some learning activities within the overall teaching plan to enable access to learning.
- To be actively involved in all aspects of school life.

What will you get in return?

- Automatic enrolment to the West Yorkshire Pension Fund
- A supportive and forward-thinking Leadership Team
- Fabulous children who are polite, enthusiastic, and eager to learn
- Supportive and committed Staff, Governors, and Parents
- Excellent professional development opportunities
- Cycle to Work Scheme
- Employee Assistance Programme offering 24/7 Financial, legal and Wellbeing Support
- Face to Face Counselling
- Occupational Health
- Eye Tests *DSE/VDU users only
- £49 towards glasses and lenses * DSE/VDU users only
- Annual Flu Vaccines
- Home & Technology Purchase Scheme
- Lifestyle benefits (discount platform)
- Working as part of a creative and supportive team who want the best for all our students.

If our school sounds like a place in which you could really make a difference, then we'd love to hear from you.

A tour of the school will be available, please contact Mrs Fawcett in the office to make the request. If you have any questions, please do not hesitate to contact us.

JOB DESCRIPTION

Learning Support Assistant (Level 1)

Responsible to:	SENDCo and Headteacher
Scale/Salary	Grade C (4-6)
Main Purpose of the role	<p>In the role of Learning Support Assistant (Level 1) you will:</p> <ul style="list-style-type: none">• Work under the direction, guidance and direct supervision of the SENCO and classroom teacher to support access to learning.• Responsible for some learning activities within the overall teaching plan to enable access to learning.
Main Duties & deliverables	<p>You will support teaching and learning within the classroom by:</p> <ul style="list-style-type: none">• Providing support to class teachers in targeted curriculum areas.• Working under the direction, guidance and direct supervision of the SENDCO and classroom teacher to support access to learning.• Helping subject teachers prepare adapted materials for use in the classroom,• Prepare adapted materials and teaching aids under the guidance of the SENDCO, Assistant SENDSO or teacher.• Preparing Pen Portraits as required by the SENDCO.• Supporting teaching staff in carrying out aspects of the school behaviour policy and to reinforce the behaviour policy as part of the professional role.• Maintaining an up-to-date provision map for key students.• Providing written feedback to inform the annual review.• Ensuring staff and students are working towards targets identified in annual reviews.• Being interested and enthusiastic in the delivery of subject specific learning materials and resources.• Attend departmental meetings, where appropriate.• Liaising with the Heads of Department/Assistant Heads of Department• Working with departments to offer modified activities where appropriate, e.g. P.E, Drama• Assisting in adapting work both for lower and higher ability students – examples of this are:<ul style="list-style-type: none">○ simplifying/extending subject specific vocabulary○ explaining and interpreting work given by the teacher○ suggesting ways of tackling the task○ providing simplified/extended versions of work (needs advance planning with teacher)○ breaking down tasks into appropriate chunks○ assisting students in recording homework <p>You will support student progress by:</p> <ul style="list-style-type: none">• Establishing positive and productive working relationships with

	<p>students, and actively.</p> <ul style="list-style-type: none"> • Promoting the inclusion of all students. • Supporting students in their work as directed by the class teacher and the SENDCO • Encouraging and supporting: <ul style="list-style-type: none"> ○ Development of appropriate strategies for learning ○ Development of independent study skills ○ Appropriate standards of behaviour • Be a key worker for identified students or specific groups of students. • Helping students access practical activities safely and successfully. • Assisting with care needs (NB: where these additional responsibilities include intimate care of student's guidance will be provided). • Having sound knowledge of the SEND code of practice and keep up to date with areas relating to risk assessments for SEND students <p>• The successful candidate will be required to carry out Intimate Care Needs and administer medication</p>
<p>Expected Behaviours</p>	<ul style="list-style-type: none"> • Support the ethos, vision, principles and values of the school. • Treat colleagues, students and all members of the community with respect and consideration. • Treat all students fairly, consistently and without prejudice. • Set a good example to students in terms of appropriate dress, standards of punctuality and attendance. • Support the ethos of the school by upholding the code of conduct, uniform rules, etc. • Take responsibility for own professional development and participate in arrangements adopted by the school for the assessment of his/her performance and that of other teachers. • Reflect on our own practice as well as the practices of the school with the aim of improving all that we do and achieving excellence. • Read and adhere to School polices and implement School improvement plans. • Participate in the development and management of the school by attending various team and staff meetings. • Undertake duties as prescribed within the school's policies. • Undertake professional duties reasonably assigned to them by the Headteacher. • Be proactive and take responsibility for matters relating to health and safety. • To play a full part in the life of the school community, to support its distinctive values and ethos and to encourage and ensure staff and students follow this example.

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that **it is an offence to apply for the role** if you are barred from engaging in regulated activity relevant to children.

Learning Support Assistant (Level 1)

To be assessed through application, reference and interview.

Criteria	Essential	Desirable
Qualifications		
Educated to GCSE Grade C/4 or above (or equivalent) in English and Maths	✓	
To have or to be willing to work towards Level 2 QCF in Teaching and Learning	✓	
To have or to be willing to work towards a full or emergency pediatrics first aid certificate	✓	
Experience		
Working with children/young people		✓
Working in a school environment		✓
Experience of support teachers in at least one curriculum area		✓
Experience of supporting children with specific learning difficulties	✓	
Experience of supporting children with physical/sensory impairments		✓
Skills and Abilities		
Excellent written and communication skills	✓	
A good understanding of literacy and numeracy	✓	
Ability to efficiently manage and prioritise workloads	✓	
Ability to build positive relationships with all stakeholders, especially parents/carers	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise child safeguarding issues	✓	
Good level of proficiency in Microsoft Word, Excel and Outlook	✓	
Ability to remain calm under pressure	✓	
Excellent communicator with strong interpersonal skills	✓	
Well organised, pro-active and able to thrive under the pressure	✓	
Personal Attributes		
Self-driven, results-orientated with a positive outlook	✓	
A natural forward planner who critically assesses their own performance	✓	
Mature, credible with excellent interpersonal skills	✓	
Reliable, tolerant and determined	✓	
Empathetic - able to see things from another person's point of view	✓	
Able to motivate and persuade, negotiate and influence others	✓	
Well-presented and professional	✓	
Keen for new experiences, responsibility and accountability	✓	

Able to get on with others and be a team player	✓	
Ability to evaluate own learning needs and actively seek learning opportunities	✓	
Integrity and exercises confidentiality	✓	
A commitment to inclusive education	✓	
Good sense of humour	✓	
Integrity and exercises confidentiality	✓	
Ability to think pragmatically and be solutions focused	✓	



HOW TO APPLY

Say yes to new adventures.

Could we be a good fit for each other? If you'd like a chat about the role, ahead of making a formal application, we'd be delighted to hear from you. Please contact our School Administrator Gail Fawcett via g.fawcett@boltonbrow.tl.school

If you're ready to apply, please complete our online application fully by clicking [here](#) before the deadline.

SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2024.