

The people behind  
the magic.



JOIN OUR TEAM



# Primary Learning Support Assistant

**Salary:** Band B NJC 3. **Full time:** £22,737 **Actual:** £9,888 per annum (inclusive of the NJC April 2023 uplift)

**Contract:** Fixed Term Contract until 31<sup>st</sup> August 2024 (funding at this stage is limited to academic year 2023-24).

**Hours:** 18 hours 45minutes per week term time only.

**Closing Date:** Monday 16<sup>th</sup> October 2023

**Interview:** Tuesday 24<sup>th</sup> October 2023

**Start Date:** As soon as your notice period allows





# 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](http://www.boltonbrow.com/welcome)



*"My children are challenged and supported. I cannot speak highly enough of the team at Bolton Brow."*

- PARENT COMMENT 2022

EXPLORE MORE



[www.boltonbrow.com](http://www.boltonbrow.com)



@Proud2bBrow



# When schools collaborate, incredible things happen.

**Together Learning Trust** is a thriving local group of six schools, three secondary and three primary, inspiring over 5300 young people in Calderdale and Kirklees. 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](http://www.togetherlearningtrust.co.uk)

**Together**  
Learning Trust

## THE JOB

# Primary Learning Support Assistant

Are you a passionate, friendly and dedicated when it comes to providing excellent care and educational support to students with additional needs? Do you recognize 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.

### What will you get in return?

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. This is a 1 year fixed term contract initially, however there may be an opportunity for the role to become permanent.

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.
- To work in classrooms where children are encouraged to be creative, driven and encouraged to reach their full potential.
- To be actively involved in all aspects of school life.

### Benefits

- Automatic enrolment to the West Yorkshire Pension Fund
- Employee Assistance Programme
- Regular wellbeing activities
- Regular social activities and sports
- Access to Teachers Pension

If our school sounds like a place in which you could really make a difference, then we'd love to show you around and tell you more about our wonderful school.

## JOB DESCRIPTION

# Primary Learning Support Assistant

<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	N/A
<b>Main purpose of the role:</b>	To provide dedicated 1:1 support for children diagnosed with additional needs.
<b>Main roles and responsibilities</b>	<ul style="list-style-type: none"><li>To be creative, driven and understand how children learn and make progress.</li><li>To achieve a high standard of education for individual pupils.</li></ul> <p><b>Teacher Support</b></p> <ul style="list-style-type: none"><li>To help teachers prepare individualised materials for use in the classroom.</li><li>To support teaching staff in ensuring a calm classroom atmosphere.</li><li>To deliver identified support and intervention under the direction of the SENDCO.</li><li>To monitor and communicate progress of child to the teacher and SENDCO</li><li>Maintain an up-to-date provision map for your child.</li><li>Provide written feedback to inform the annual review</li></ul> <p><b>Student Support</b></p> <ul style="list-style-type: none"><li>Establish positive and productive working relationships with students, and actively promote the inclusion of all students</li><li>To support children in their work as directed by the class teacher and the SENDCO</li><li>To encourage and support:<ul style="list-style-type: none"><li>Development of appropriate strategies for learning</li><li>Development of independent learning skills</li><li>Appropriate standards of behaviour</li></ul></li><li>Help children access practical activities safely and successfully</li><li>Undertake moving and handling as required.</li><li>Assist with care needs (NB: where these additional responsibilities include intimate care of students guidance will be provided)</li></ul>
<b>Professional Standards</b>	<ul style="list-style-type: none"><li>Complying with policies and procedures relating to Safeguarding, Child Protection, Health and Safety, Confidentiality and Data Protection. Reporting all concerns to the Delegated Safeguarding Lead</li><li>Be able to work collaboratively as part of a team</li><li>Develop positive working relationships with colleagues</li><li>Communicate clearly, respectfully and professionally with pupils, parents, colleagues and visitors</li><li>Work with his or her line manager to develop and implement a professional development plan</li><li>Use feedback and personal reflection to improve his or her own working practices</li><li>Where relevant, maintain first aid accreditation</li><li>Understand how the role supports the quality of teaching and learning</li><li>Understand the roles of external agencies and how to work with them as required</li><li>Be familiar with all policies and procedures that are relevant for the role</li><li>Know where to get help and support</li></ul>

	<ul style="list-style-type: none"> <li>• Know the limits of the role and when to refer people or issues elsewhere</li> <li>• Maintain confidentiality at all times</li> </ul> <p>Maintain a safe working environment for his or herself and others including the completion of risk assessments</p>
<p><b>Other specific duties</b></p>	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Officer/ Headteacher to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Chief Executive Officer / Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>
<p>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.</p>	





# Primary Learning Support Assistant

To be assessed through application, reference and interview.

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>		
GCSE grade C or equivalent in Maths & English	✓	
Qualified Manual Handler		✓
<b>Experience</b>		
Have cared for and nurtured young children in a school environment	✓	
Experience of supporting teachers in providing high standards of teaching, learning and play	✓	
Experience of supporting students with specific learning difficulties	✓	
Experience of supporting students with Social, emotional and behavioral difficulties		✓
Experience of supporting students with sensory/physical impairments		✓
Understands how young children learn and make progress	✓	
<b>Practical Skills</b>		
Demonstrate good judgement and decision-making skills	✓	
Effective communication and interpersonal skills with both adults and children	✓	
Ability to work with and motivate young children	✓	
Ability to communicate effectively both verbally and in writing	✓	
Ability to see a situation through to conclusion	✓	
Ability to remain calm under pressure	✓	
Good ICT skills to aid students learning	✓	
A good standard of literacy and numeracy	✓	
Good organization skills	✓	
Good motivation skills	✓	
<b>Skills, Qualities &amp; Abilities: professional and personal attributes</b>		
Initiative, flexibility and ability to work independently	✓	
Commitment to equal opportunities	✓	
Commitment to Safeguarding	✓	
Caring and positive	✓	
Reflect on and develop professional practice	✓	
Interacting professionally with colleagues and parents	✓	
Excellent rapport building with young children	✓	
Interest in and willingness to contribute to Special Educational Needs department meetings when reviewing the progress of individual students	✓	
Ability to work as part of a team	✓	
Smart appearance	✓	
Willingness to contribute to extra-curricular activities within and outside the department	✓	
Clean driving license		✓

## 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, or a chance to visit the school ahead of making a formal application, we'd be delighted to hear from you. Please contact our Senior Administrator, Gail Fawcett via [g.fawcett@boltonbrow.calderdale.sch.uk](mailto:g.fawcett@boltonbrow.calderdale.sch.uk).

If you're ready to take the plunge and apply, please complete our application form and return it to [recruitment@tlt.school](mailto:recruitment@tlt.school) by 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 2023.