

The people behind  
the magic.



JOIN OUR TEAM



# Learning Support Assistant (Level 1)

**Salary:** Band C (Point 4 - 6) Term Time only plus 2 days

**Actual Salary:** £14,668 - £15,162 (inclusive of the NJC uplift April 2023)

**Hours:** 27.5 hours per week (negotiable)

**Closing Date:** Friday 1st September 2023

**Interview:** tbc

**Start Date:** Depending on notice period



JOB PACK 2023

Together  
Learning Trust

THE SCHOOL

# CHARACTER BUILDING SINCE 1712



Welcome to The Brooksbank School, where we have a rich and long history of serving the community of Elland. We are proud to be the second largest comprehensive high school in Calderdale, with 1700 students who are at the heart of everything we do. Our school has maintained its own sixth form centre, providing our students with continuity and the opportunity to achieve their full potential.

At Brooksbank, we are fully committed to academic excellence and strive to provide the best possible education for our students. Our school consistently ranks highly among the top non-selective schools in Calderdale. However, we also believe that true accomplishment goes beyond academic success. That's why we encourage our students to pursue their passions in the arts, sports, media, and community work, which will shape them into future leaders.

We are excited to share that 2022 marks a new chapter in our school's journey as we joined the Together Learning Trust. This move provides us with the opportunity to further improve our school and continue our mission of providing an excellent education for every student, every day. As part of a committed and supportive staff team, you'll find opportunities here to shine and represent the #spiritofbbs.

We invite you to become a part of our school community, where you will be welcomed with open arms. At The Brooksbank School, you'll find a warm and nurturing environment that encourages personal growth and fosters a sense of belonging. Join us on this exciting journey and be a part of something truly special.



*There are increasing numbers of 'success stories' for pupils who now engage successfully with their learning as a result of the support they receive*

**- OFSTED REPORT 2022**

## EXPLORE MORE



[www.bbs.calderdale.sch.uk](http://www.bbs.calderdale.sch.uk)



[thebrooksbankschool](https://www.facebook.com/thebrooksbankschool)



[@thebrooksbank](https://twitter.com/thebrooksbank)



# 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

# Learning Support Assistant (Level 1)

The Brooksbank School is entering an exciting new chapter as it starts its journey with the Together Learning Trust, a highly respected local multi-academy trust; a close family of local schools with one aim – to deliver extraordinary education for every child, every day. As a result, a new opportunity has arisen for a confident, organised and committed Learning Support Assistant to join our strong Learning Support Team.

This is a fantastic opportunity for someone with experience of enhancing opportunities for young people. Providing care and guidance as directed to meet the needs of our students and the school, supporting the Pastoral team, senior leadership team and colleagues across the wider school and Trust.

We are looking for someone who has:

- Excellent organisational skills who can plan and manage their own workload, whilst working as part of a team.
- The ability to communicate effectively to a range of audiences.
- Previous experience of working within a school and/or with young people
- A good general education
- Has an aptitude to adapt to ever changing situation
- Has a caring, empathetic nature and can see things from a range of perspectives.

In addition to the above, we're looking for someone who is self-driven and wants to deliver the best service. It's important that you can demonstrate a solution's focused attitude, maintaining a positive outlook and work well in a team.

What you'll get in return?

You'll be joining a school and Trust which is all about putting staff first – with numerous wellbeing initiatives and social events to enjoy each term!

In addition to this you will benefit from:

- West Yorkshire Pension Fund – one of the best pension schemes in the country.
- Cycle to work scheme
- Free Parking
- Employee assistance programme
- Collaboration with Trust colleagues in similar roles
- Working as part of a creative and supportive team who want the best for all of our students

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

# Learning Support Assistant (Level 1)

<b>Responsible to:</b>	Assistant SENDSO
<b>Scale/Salary</b>	Grade C (4-6) – 27.5 hours - term time only plus 2 days
<b>Main Purpose of the role</b>	<p><b>In the role of Learning Support Assistant (Level 2) you will:</b></p> <ul style="list-style-type: none"><li>• Work under the direction, guidance and direct supervision of the SENCO and classroom teacher to support access to learning.</li><li>• Responsible for some learning activities within the overall teaching plan to enable access to learning.</li></ul>
<b>Main Duties &amp; deliverables</b>	<p>You will support teaching and learning within the classroom by:</p> <ul style="list-style-type: none"><li>• Providing support to class teachers in targeted curriculum areas.</li><li>• Working under the direction, guidance and direct supervision of the SENDCO and classroom teacher to support access to learning.</li><li>• Helping subject teachers prepare adapted materials for use in the classroom,</li><li>• Prepare adapted materials and teaching aids under the guidance of the SENDCO, Assistant SENDSO or teacher.</li><li>• Preparing Pen Portraits as required by the SENDCO.</li><li>• Supporting teaching staff in carrying out aspects of the school behaviour policy and to reinforce the behaviour policy as part of the professional role.</li><li>• Maintaining an up-to-date provision map for key students.</li><li>• Providing written feedback to inform the annual review.</li><li>• Ensuring staff and students are working towards targets identified in annual reviews.</li><li>• Being interested and enthusiastic in the delivery of subject specific learning materials and resources.</li><li>• Attend departmental meetings, where appropriate.</li><li>• Liaising with the Heads of Department/Assistant Heads of Department</li><li>• Working with departments to offer modified activities where appropriate, e.g. P.E, Drama</li><li>• Assisting in adapting work both for lower and higher ability students – examples of this are:<ul style="list-style-type: none"><li>○ simplifying/extending subject specific vocabulary</li><li>○ explaining and interpreting work given by the teacher</li><li>○ suggesting ways of tackling the task</li><li>○ providing simplified/extended versions of work (needs advance planning with teacher)</li><li>○ breaking down tasks into appropriate chunks</li><li>○ assisting students in recording homework</li></ul></li></ul> <p>You will support student progress by:</p> <ul style="list-style-type: none"><li>• Establishing positive and productive working relationships with students, and actively.</li><li>• Promoting the inclusion of all students.</li><li>• Supporting students in their work as directed by the class teacher and the SENDCO</li><li>• Encouraging and supporting:<ul style="list-style-type: none"><li>○ Development of appropriate strategies for learning</li><li>○ Development of independent study skills</li><li>○ Appropriate standards of behaviour</li></ul></li><li>• Be a key worker for identified students or specific groups of students.</li></ul>

	<ul style="list-style-type: none"> <li>• Helping students access practical activities safely and successfully.</li> <li>• Assisting with care needs (NB: where these additional responsibilities include intimate care of student's guidance will be provided).</li> <li>• Having sound knowledge of the SEND code of practice and keep up to date with areas relating to risk assessments for SEND students</li> </ul>
<p><b>Expected Behaviours</b></p>	<ul style="list-style-type: none"> <li>• Support the ethos, vision, principles and values of the school.</li> <li>• Treat colleagues, students and all members of the community with respect and consideration.</li> <li>• Treat all students fairly, consistently and without prejudice.</li> <li>• Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.</li> <li>• Support the ethos of the school by upholding the code of conduct, uniform rules, etc.</li> <li>• 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.</li> <li>• 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.</li> <li>• Read and adhere to School policies and implement School improvement plans.</li> <li>• Participate in the development and management of the school by attending various team and staff meetings.</li> <li>• Undertake duties as prescribed within the school's policies.</li> <li>• Undertake professional duties reasonably assigned to them by the Headteacher.</li> <li>• Be proactive and take responsibility for matters relating to health and safety.</li> <li>• 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.</li> </ul>
<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 and 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 or 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 <b>it is an offence to apply for the role</b> if you are barred from engaging in regulated activity relevant to children.</p>	

## JOB DESCRIPTION

# Learning Support Assistant (Level 1)

To be assessed through application, reference, interview and certificate

Criteria	Essential	Desirable
<b>Qualifications</b>		
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	✓	
<b>Experience</b>		
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		✓
<b>Skills and Abilities</b>		
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	✓	
<b>Personal Attributes</b>		
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, or a chance to visit the school ahead of making a formal application, we'd be delighted to hear from you. Please contact Helen Shenton via [hshenton@bbs.calderdale.sch.uk](mailto:hshenton@bbs.calderdale.sch.uk)

If you would like to express your interest in the role, please complete an internal expression of interest form and return this to [hshenton@bbs.calderdale.sch.uk](mailto:hshenton@bbs.calderdale.sch.uk) 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 2022.