

The people behind  
the magic.



JOIN OUR TEAM



# Learning Support Assistant & After School Club Leader

**Salary:** Band C (NJC point 4) £18,923.

**Contract:** Permanent, term time only.

**Hours:** 32 hours per week **in total** (Monday to Friday 8.30am – 3.00pm plus 2 days per week 3.00pm-4.00pm After School Club Leader).

**Closing Date:** Wednesday 13<sup>th</sup> May at 9am.

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

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.



Together  
Learning Trust

# Roots to grow, wings to fly.

Scout Road Academy is a happy school with the right balance of challenge and fun; a safe place where good behaviour is expected and restorative practices are used to teach self-discipline; an inclusive place where we celebrate our differences and encourage parental involvement; and a place with strong family values, where every teacher knows every child individually and where every child is recognised and treated as an equal. At Scout Road Academy we believe in a holistic approach to teaching and learning where all areas of a child's development are nurtured. We support every child to achieve not just their potential but their wider potential and actively encourage individual thought and expression. We are a close community, supporting and challenging each other to 'have a go and keep going when the going gets tough.' That's how we achieve the high expectations we set for others and ourselves.



*"Scout Road Academy is welcoming and friendly. Positive relationships between staff and pupils are evident throughout the school."*

- OFSTED 2023

### EXPLORE MORE

 [www.scoutroadacademy.org.uk](http://www.scoutroadacademy.org.uk)

 [@Scoutroadacademy](https://www.facebook.com/Scoutroadacademy)



# When schools collaborate, incredible things happen.

Together Learning Trust is a thriving local family of schools. By this autumn we will comprise of three secondary schools, two school sixth forms, five primary schools and a special school, inspiring 5800 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 & After School Club Leader

Are you an enthusiastic, friendly and dedicated individual with a passion for providing excellent care and educational support to pupils? Do you have strong communication skills, along with patience and understanding? Are you a team player who is committed to helping secure outstanding outcomes for all pupils in a safe, vibrant and happy school environment? If so, we would love to hear from you.

This is a fantastic opportunity to join a dedicated and friendly team. Your role will include supporting the teacher and pupils in a Year 5/6 class as a Learning Support Assistant, as well as undertaking Midday Supervisor duties during the lunchtime period. In addition, on 2 days each week, you will take on the role of After School Club Leader from 3:00pm to 4:00pm.

You will also benefit from fantastic support and development opportunities to enable you to do what you do best and thrive at this wonderful school. At Scout Road Academy you'll find a strong foundation where you can make a real difference to the lives of our children.

See our Role profiles later in the pack for more details.

### 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:

- Automatic enrolment to the West Yorkshire Pension Fund.
- A Supportive and forward-thinking Leadership Team.
- Staff development through proactive personal and professional development.
- Working as part of a creative and supportive team who want the best for all of our students.
- Free Parking.
- Additional holidays linked to service
- Cycle to Work scheme.
- Eye Care.
- Annual Flu Vaccines.
- Home & Technology Scheme.
- Rewards and discounts.
- GP Online and Prescription Service.
- Your Care Wellbeing Platform & EAP
- Lifestyle benefits & discounts.

Diverse perspectives and experiences are critical to our success, and we welcome applications from all people from all backgrounds with the experience and skills needed to perform this role.

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.

A **tour of the school** will be available on **Tuesday 5<sup>th</sup> May at 3.15pm**, please contact the school office to confirm your attendance.

# ROLE PROFILE | Learning Support Assistant (Primary)

<b>Accountable to:</b>	Headteacher
<b>Accountable for:</b>	N/A
<b>Job Family:</b>	Core Support
<b>Salary:</b>	Band C (NJC 4)
<b>Hours:</b>	25 hours per week, Monday to Friday, Term Time Only

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## CORE PURPOSE

The postholder is committed to delivering high-quality performance each day to ensure students and schools thrive. They act as an ambassador for the Trust, modelling its values and expected behaviours. They maintain credibility by consistently applying the technical expertise and professional standards required for the role.

The Teaching Assistant plays a key role in the classroom to support access to learning for students. The role supports the delivery of high-quality teaching by adapting materials, reinforcing learning, promoting inclusion and helping students develop independence, confidence and appropriate behaviours. The postholder works closely with teaching staff, pastoral teams, and parents/carers to ensure students are supported to achieve their targets and access the curriculum safely and effectively.

## KEY DUTIES AND OUTCOMES

Each individual task will not be identified within the role profile; Employees will be expected to comply with all reasonable requests to ensure the role delivers the expected outcomes linked to its core purpose and accountabilities.

### Support for Teaching and Learning

- ✓ Deliver targeted in-class support under the direction of the Class Teacher and SENDCO to enable students to access the curriculum.
- ✓ Prepare and adapt learning materials, including simplified or extended resources, teaching aids and tasks under the direction of the SENDCO or the Teacher.
- ✓ Assist in adapting work for both lower and higher ability students by explaining subject-specific vocabulary, assisting students in recording homework, and suggesting appropriate approaches to learning tasks.

### Support for Student Progress and Inclusion

- ✓ Establish positive, professional working relationships with students and promote inclusion at all times.
- ✓ Act as a key worker for identified students or groups of students.
- ✓ Maintain up-to-date provision maps and prepare pen portraits as required.
- ✓ Provide written feedback contributing to annual reviews and target setting.
- ✓ Support the development of independent learning strategies, study skills and appropriate standards of behaviour.

### Behaviour, Safeguarding and Wellbeing

- ✓ Support the implementation of the school behaviour policy and reinforce expectations consistently.
- ✓ Escalate safeguarding concerns in line with school policies and procedures.
- ✓ Support students in accessing practical activities safely, including PE and other practical subjects.
- ✓ Assist with care needs where required, following guidance and training.
- ✓ Maintain up-to-date knowledge of the SEND Code of Practice and relevant risk assessment procedures.

## EXPECTED BEHAVIOURS

All employees are expected to conduct themselves in line with the essential behavioural competencies, including any additional leadership competencies related to their job family level. These competencies are designed to support high performance and provide clear behavioural expectations at every level. Through active engagement with our personal and professional development offering we expect everyone to develop their skills and knowledge in line with our competency framework and the technical competencies outlined in the role profile. For more information on the behavioural competency framework please click here - [Competency Framework](#)

## PERSON SPECIFICATION

Experience and Qualifications Required	Essential	Desired
Educated to GCSE Grade C/4 or above (or equivalent) in English and Maths	✓	
Willingness to work towards Level 2 QCF in Teaching and Learning	✓	
Willingness to work towards paediatric First Aid certification	✓	
Experience working with children or young people	✓	
Experience working in a school environment	✓	
Experience of supporting teachers in at least one curriculum area	✓	
Knowledge of the Year 5/6 curriculum		✓
Experience supporting students with specific learning difficulties		✓
Experience in supporting students with social, emotional and behavioural difficulties		✓
Experience supporting students with physical or sensory impairments		✓
Technical Skills Required		
Strong written and verbal communication skills	✓	
Good understanding of literacy and numeracy	✓	
Ability to prioritise workload and manage competing demands	✓	
Ability to build positive relationships with students, staff and parents/carers	✓	
Ability to recognise safeguarding concerns and act appropriately	✓	
Proficiency in Microsoft Word and Outlook	✓	
Ability to remain calm under pressure	✓	
Demonstrates effective mentoring/support techniques to improve student outcomes	✓	
Knowledge of SEND Code of Practice and provision mapping processes		✓

# ROLE PROFILE | Mid-Day Supervisor

<b>Accountable to:</b>	Headteacher
<b>Accountable for:</b>	n/a
<b>Job Family:</b>	Lunchtime Support
<b>Salary:</b>	Band C (NJC 4)
<b>Hours:</b>	5 hours per week – Monday to Friday 11:45 – 12:45. Term Time Only

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## CORE PURPOSE

To provide safe, positive and well-supervised, quality, lunchtime experiences for pupils by preparing and maintaining eating, play and social areas, supporting pupils' behaviour and wellbeing, and promoting calm, purposeful play. This role ensures that pupils return to learning ready for the afternoon session by delivering high-quality supervision, interaction and care.

Be committed to delivering high quality performance each day to ensure our students and schools thrive. Be an ambassador for our Trust, its schools and students, always living by our values and expected behaviours and leading by example. Demonstrate credibility by consistently applying the technical expertise required for the role.

## KEY DUTIES AND OUTCOMES

Each individual task will not be identified within the role profile; Employees will be expected to comply with all reasonable requests to ensure the role delivers the expected outcomes linked to its core purpose and accountabilities.

- ✓ Play and Social Supervision: Support purposeful indoor/outdoor play, organise games, and interact positively to maintain calm play.
- ✓ Lunchtime Dining Support: Prepare dining areas, supervise queues and eating, clear and clean spaces ensuring efficiency and safety.
- ✓ Pupil Care and Wellbeing: Provide personal care, support feeding where needed, and attend to pupil wellbeing.
- ✓ Health, Safety and Hygiene: Check and clean toilets, promote good hygiene and guide pupils safely between areas.
- ✓ Safeguarding and Incident Management: Report accidents, concerns or safeguarding issues immediately following procedures.
- ✓ Flexibility and Team Contribution: Work collaboratively and undertake reasonable duties to support lunchtime operations.

## EXPECTED BEHAVIOURS

All employees are expected to conduct themselves in line with the essential behavioural competencies, including any additional leadership competencies related to their job family level. These competencies are designed to support high performance and provide clear behavioural expectations at every level. Through active engagement with our personal and professional development offering we expect everyone to develop their skills and knowledge in line with our competency framework and the technical competencies outlined in the role profile. For more information on the behavioural competency framework please visit [Competency Framework](#).

## PERSON SPECIFICATION

Experience and Qualifications Required	Essential	Desired
A good general education with pass grades (C/4) in English and Maths.		✓
Experience supervising children in a school setting.		✓
Experience working with children and supporting their wellbeing, with an understanding of safeguarding, Health & Safety and confidentiality/GDPR.		✓
Reliable, approachable and able to respond sensitively to pupil needs.	✓	
Willingness to undertake paediatric or emergency first aid training.	✓	
Technical Skills Required		
Ability to maintain a safe and orderly lunchtime environment, ensuring dining and play areas remain calm, safe and well-supervised.	✓	
Ability to communicate effectively with pupils and colleagues, ensuring communications are consistently clear.	✓	
Ability to supervise groups of pupils safely across different areas with minimal disruptions and incidents.	✓	
Ability to work collaboratively and independently, communicating clearly and using good judgement.	✓	

# ROLE PROFILE | After School Club Leader

<b>Accountable to:</b>	Principal
<b>Accountable for:</b>	N/A
<b>Job Family:</b>	Core Support
<b>Salary:</b>	Band C (NJC 4)
<b>Hours:</b>	2 Hours, 2 days per week 3pm – 4pm. Term Time Only

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## CORE PURPOSE

To provide high-quality, stimulating care for pupils attending the after-school club by creating a safe, welcoming, and enjoyable environment that supports children's wellbeing and development.

The postholder is committed to delivering high-quality performance each day to ensure pupils and schools thrive. They act as an ambassador for the Trust, modelling its values and expected behaviours. They maintain credibility by consistently applying the technical expertise and professional standards required for the role.

## KEY DUTIES AND OUTCOMES

Each individual task will not be identified within the role profile; Employees will be expected to comply with all reasonable requests to ensure the role delivers the expected outcomes linked to its core purpose and accountabilities.

### Care & Activities

- ✓ Provide safe, creative and inclusive play opportunities to meet the needs of individual children with differing needs, cultures, and stages of development.
- ✓ Plan, prepare, set up and deliver a wide range of engaging activities, for primary-aged pupils.
- ✓ Involve children in planning activities and promote independence, confidence and positive relationships.
- ✓ Encourage good behaviour in line with the school's behaviour policy.
- ✓ Prepare and clear away equipment and resources before and after each session.
- ✓ Maintain accurate attendance registers and records.
- ✓ Communicate effectively with parents/carers and school staff.

### Health and Safety & Safeguarding

- ✓ Follow all safeguarding and child protection policies and procedures.
- ✓ Report safeguarding concerns promptly in line with school procedures.
- ✓ Ensure activities are carried out safely and undertake appropriate risk assessment.
- ✓ Maintain high standards of hygiene, health and safety at all times.
- ✓ Prepare and supervise food and snacks in line with Food Safety Act 1990 requirements.
- ✓ Deal appropriately with minor injuries and emergencies, following school procedures.
- ✓ Ensure every child is collected safely by an authorised adult.

## EXPECTED BEHAVIOURS

All employees are expected to conduct themselves in line with the essential behavioural competencies, including any additional leadership competencies related to their job family level. These competencies are designed to support high performance and provide clear behavioural expectations at every level. Through active engagement with our personal and professional development offering we expect everyone to develop their skills and knowledge in line with our competency framework and the technical competencies outlined in the role profile. For more information on the behavioural competency framework please visit [URL].

## PERSON SPECIFICATION

Experience and Qualifications Required	Essential	Desired
A good general education with pass grades (C/4) in English and Maths.		✓
Experience working with primary-aged children.		✓
Understanding of Safeguarding, Health & Safety and Confidentiality (GDPR)		✓
Reliable, calm, patient and approachable manner	✓	
Technical Skills Required		
Ability to maintain a safe and orderly after school club environment, ensuring the area remains calm, safe and well-supervised.	✓	
Ability to communicate effectively with pupils and colleagues, ensuring communications are consistently clear.	✓	
Ability to supervise groups of pupils safely across different areas with minimal disruptions and incidents.	✓	
Ability to work collaboratively and independently, communicating clearly and using good judgement.	✓	



## 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 Office via [admin@scoutroad.TLT.school](mailto:admin@scoutroad.TLT.school) or 01422 883327

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 2025.