



Immanuel College
Church of England Academy

bdot
Bradford Diocesan
Academies Trust



Applicant Information Pack

Learning Support Assistant

Closing Date: Friday 31 January 2025, 9.00am
Interview Date: w/c Monday 3 February 2025
Start Date: As soon as possible

Welcome from the Headteacher

Dear applicant,

Thank you for your initial interest in the position of Learning Support Assistant at Immanuel College. I hope that the information found within this pack and on our website will encourage you to submit an application.

We are an 11-18 Church of England Academy and a member of the Bradford Diocesan Academies Trust (BDAT). Situated in Idle, in the north of Bradford, we have served several large local communities for over twenty years.

Our Christian ethos, build upon the foundations of *perseverance*, *character* and *hope* is central to everything that we do. Immanuel means '*God with us*' and our motto '*All God's Children*' underpins what we believe in and strive for. Our last SIAMS faith inspection confirmed that we are an outstanding church school and reported that "*the positive relationships in place, at all levels, are key to students and adults flourishing*". A strong culture of behaviour is essential for a school to run effectively and we communicate constantly to students about the basic expectations that underpin the '*Immanuel Way*'.

Our most recent Ofsted inspection, in May 2024, resulted in us being judged a *Good* school. We are proud of our enviable record of success in GCSE and A level exams. All students, regardless of academic ability and background, make excellent progress and the majority of students stay on into our fully-inclusive Sixth Form.

All teachers have incredibly high aspirations for all students and are proud to be part of the Immanuel family. Staff work hard in the interests of getting the very best out of every student in their care and so we place a strong emphasis on staff wellbeing and we will always take any opportunity to reduce unnecessary workload. All staff have access to a robust performance management system, through which they can engage with a comprehensive and bespoke CPD package.

Please read the application pack carefully and if you believe that you are the right person to fill the role and that your values are aligned with ours then I welcome an application from you.

With best wishes,



Mr S. Mulligan
Headteacher



Advert

Job title:	Learning Support Assistant
Contract type:	Permanent
Contract type:	Part-Time - 29 hours 35 minutes per week, term time only (5 days a week) 8.15am to 2.55pm each day Actual salary £15,848 - £16,349
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Immanuel College is an 11-18 Church of England Academy and a member of the Bradford Diocesan Academies Trust (BDAT). Situated in Idle, in the north of Bradford, we have served several large local communities for over twenty years. The school has an excellent range of facilities including a suite of brand new classrooms as well as exceptional sports provision.

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Teachers and all other staff have incredibly high aspirations for all students and are proud to be part of the Immanuel family. Staff work hard in the interests of getting the very best out of every student in their care and so we place a strong emphasis on staff wellbeing and we will always take any opportunity to reduce unnecessary workload. All staff have access to a robust performance management system, through which they can engage with a comprehensive and bespoke CPD package.

If you believe that you are the right person to fill the role and that your values are aligned with ours, then we look forward to receiving your application.

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Job Description

Job Title:	Learning Support Assistant
Team/Faculty:	Pastoral
Job Purpose:	To assist students, under the direction of the SENCO or Class Teacher
Salary:	Actual salary £15,848 - £16,349
Accountable to:	SENCO

Prime Objectives of the Post

- To work as directed in meeting the special educational needs of students.
- To assist the students, under the direction of the class teacher in following educational programmes and activities.
- To keep appropriate records of the students' performance and carry out other special needs duties as required by the class teacher.
- To encourage the students, to develop life skills and enable them to develop independent learning skills.
- To respect the confidentiality of information relating to the school and its students.
- To actively promote the Christian ethos of the school.

Range of Duties

- To assist students with special educational needs in following educational programmes and activities designed by the teacher and/or member of appropriate support agencies. This would include further differentiation as required.
- To enable pupils to carry out work under the direction of the class/subject teacher and specialist service staff as appropriate.
- To be firm yet sensitive and responsive to the students' needs.
- To be responsible, when appropriate, for the mobility, medical and hygiene needs of the student within established policies and practices.
- To keep appropriate records of student's performance and support given.
- To enable individuals or small groups of students within the class to carry out tasks set by the teacher.
- To enable pupils to have access to appropriate materials and equipment and their storage.
- To be involved in Action and Annual Reviews as and when required.
- To actively support the Christian ethos of the school.

Supervision and Guidance

- Ultimately responsible to the Headteacher but managed by the SENCO or person with delegated responsibility.
- Working under the direction of the class teacher on a day-to-day basis.
- Use initiative in the pursuance of school policies, procedures and programmes.

Person Specification

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Accountable to:	SENCO

Category	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> GCSE (or equivalent) in English, Mathematics, ICT 	<ul style="list-style-type: none"> Relevant ICT qualification (e.g. CLAIT, word-processing) Qualifications relating to Learning Support, Health Child Care, Youth Work or practical skills
Experience	<ul style="list-style-type: none"> Experience of working with children of similar age 	<ul style="list-style-type: none"> Any additional experience of children with Special Educational Needs
Training	<ul style="list-style-type: none"> Prepared to undertake further job-related training as required Willingness to participate in In-service training 	<ul style="list-style-type: none"> Any training in the area of Learning Support, Health, child Care, Youth Work or relevant practical skills
Special Knowledge	<ul style="list-style-type: none"> Knowledge of children of similar age group An understanding of the needs of children in a multi-cultural society 	<ul style="list-style-type: none"> Knowledge of children with special educational needs Knowledge in the areas of Learning Support, Health Child Care/practical skills (e.g. first Aid) or other relevant skills
Personal Circumstances	<ul style="list-style-type: none"> Must be legally entitled to work in the UK (Asylum and Immigration Act 1996) Will not require holiday leave during term time No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/ finance Good time keeping – must be able to report for work at specific times 	
Disposition and Attitude	<ul style="list-style-type: none"> Approachable, courteous and able to present a positive image of the school at all times Able to work as part of a team, flexible, dependable and loyal, whilst remaining firm and fair. Able to exercise patience, kindness and sense of humour. Able to cope with the challenges of school life, prioritising conflicting demands and pressures Ability to maintain confidentiality in matters relating to the school Able to subscribe to the school's ethos statement Able to work well as part of a team. 	<ul style="list-style-type: none"> A willingness to be involved in the wider community life of the school A willingness to assist with additional supervisory duties e.g. lunchtime duties Able to demonstrate an active Christian commitment

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	<ul style="list-style-type: none"> • Able to relate well to others 	<ul style="list-style-type: none"> • A willingness to help with extra-curriculum activities. • A good level of ICT skills
Practical and Intellectual Skills	<ul style="list-style-type: none"> • Able to understand and carry out Instructions • Able to keep appropriate records • Able to use initiative within school policies and practices • Good standard of written and spoken English • Ability to express oneself clearly • Good numeracy skills 	<ul style="list-style-type: none"> • The ability to speak a second language
Physical and Sensory	<ul style="list-style-type: none"> • Ability to cope with requirements of the post • For posts working with students who have physical difficulties it may be necessary for the postholder to be capable of lifting and carrying students', within school policies and practices (minimum of 18 years of age) 	
Equal Opportunities	<ul style="list-style-type: none"> • Candidates should indicate an acceptance of, and a commitment to, the principles of the College's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to community. 	

How to Apply

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without unbiased. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure form the Disclosure and Barring Service.

Applications

Completed applications must be submitted and returned to Katie Green at Immanuel College via the MyNewTerm website at <https://mynewterm.com/jobs/142590/EDV-2025-IC-43938>.

All applications will be acknowledged within 24 hours. Should you fail to receive a confirmation, please call 01274 425900

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel, at least one of which has completed safer recruitment training. We carefully check all applications for anomalies and we may ask for more information about any gaps at interview.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 5 working days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or most recent employer.

Interview Process

The interviews will be held at Immanuel College. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the first day.

Final Selection

Following the interview process, we will use the person specification as a guide to select the most suitable candidate for our school. In most cases a decision will be made the same day as the interview although occasionally the decision may take longer. We will then telephone each candidate to inform them of the outcome; we will give brief feedback during this telephone conversation.

Offer of Employment

We will normally make a verbal offer of employment by telephone on the day of the interview, and this will be confirmed in writing. Any offer is made subject to:

- Satisfactory references
- A completed DBS check
- Provision of proof of identity and qualifications

Probationary Period

The first school term of your employment will be a probationary period

Timeline

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Questions

If you have any queries on any aspect of the application process please contact Katie Green on 01274 425900 or e-mail katie.green@immanuel.bdat-academies.org

About BDAT

General Information and Background



Bradford Diocesan Academies Trust (BDAT) is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford and is part of the Diocese of Leeds. BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

The mission statement of BDAT

At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable them to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working. We believe this means we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools approach where we are truly able to know, understand and support each other.

Our Christian ethos

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England academies, as well as those within the faith.

ICARE

At BDAT we have considered the importance, effectiveness and sustainability of how we tackle issues like racism and other types of discrimination across all areas of our MAT and within each of our schools. We have led a Trust wide consultation to ensure we understand what we mean by inclusion and to look at what we can do differently centred around the Trust values: "ICARE". To download our ICARE consultation documents please [click here](#)

BDAT People: Our Faculty of Professional and Career Development

BDAT People brings together into a single entity all that we currently do to recruit, develop and retain our staff. It provides the strategic direction to ensure that our professional and career development supports school improvement and drives our vision of BDAT as an employer of choice.

By bringing all our work in this area under 'one umbrella' it ensures our staff know about BDAT's development offers and how they can be accessed. <https://bdat-people.org/>

Contact Details

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