



**LEARNING**  
ACADEMIES TRUST

**BREAKFAST CLUB  
ASSISTANT  
RECRUITMENT PACK  
FORD PRIMARY SCHOOL**

**BELIEVE YOU CAN, TOGETHER WE WILL**

[www.learningat.uk](http://www.learningat.uk) 01752 914160 @ hr@learningat.uk

## About the Learning Academies Trust

The Learning Academies Trust was originally formed by three Plymouth primary schools in November 2016 and has grown from there. In terms of pupil numbers, the Trust is now the largest primary school MAT, or Multi Academy Trust in the city of Plymouth.

The Learning Academies Trust is a family of schools dedicated to delivering outstanding education to all our children, whatever their starting point or background. Our Trust's mission is:

**Together we will...** work with our children, families, and communities to provide exceptional learning opportunities for all our children

All of our schools are committed to the following values:

**Aspiration   Excellence   Collaboration   Inclusivity   Kindness   Respect**



We know that with great leadership, inspirational teaching, caring pastoral support and hard work, every child in every one of our schools can succeed. By joining our Trust, you will become part of an inspiring group of people, committed to shaping a great future for our city's children.

The Learning Academies Trust is comprised of 18 Primary Schools across the city of Plymouth and delivers exceptional education to approximately 5000 children and employs over 900 members of staff. Each school has a unique identity and set of values but are joined together in their aspirations for their communities. For more information about the Trust, our schools and what we do, check out our website [www.learningat.uk](http://www.learningat.uk)

## A message from our Chair of the Trust Board...

Thank you for your interest in joining Learning Academies Trust. Whether you are at the beginning of your career or bringing years of experience, we are delighted that you are considering becoming part of our community.



At Learning Academies Trust we are committed to providing outstanding education that prioritises our children's needs. Our Trust is proudly made up of 18 primary schools, each united by a shared belief in the power of education to transform lives. Central to our mission is a deep and enduring commitment to improving the life chances of disadvantaged children, and this shapes our strategic decisions and every aspect of our culture. We know that when a child is given the right support, challenge and care, there is no limit to what they can achieve—and every member of staff plays a vital role in making this a reality.

Our values— **Collaboration, inclusivity, kindness, and respect**—are at the heart of who we are. They guide how we work with one another, how we engage with our children, families, and communities, and how we face challenges and opportunities together. These values are grounded in our shared sense of **purpose, ambition, and care**, driving us to strive for excellence while nurturing a culture where every individual is seen, heard, and supported.

As a Trust, we believe in investing in our people. When you join us, you join a team that celebrates professional growth, encourages innovation, and places strong relationships at the centre of its work. We want every colleague to feel valued and empowered to make a meaningful difference.

If you share our ambition and feel inspired by our mission, we look forward to welcoming you. Together, we can continue to create exceptional schools where all children—and all staff—can thrive.

Mrs Debbie Taylor

## A message from our CEO...

This is an exciting time to be considering a career with us at the Learning Academies Trust. As a Primary phase family of local schools, we have high expectations to deliver the very best for our children.



If you are passionate about working with us and the children in our schools, we'd love to hear from you. Information about the role and the school you are applying for are detailed in this pack and for wider Trust wide news and information, please check out our website or Twitter feed [@learningatceo](#).

If you would like any further information or a conversation about the Trust, then there is no better way than to do this in person.

Please contact our Trust HR Team to arrange a time to talk [hr@learningat.uk](mailto:hr@learningat.uk)

Mr Simon Spry

## About Ford Primary School

Executive Headteacher: Mr David Sammels

Location: Cambridge Road, Ford, Plymouth, PL2 1PU

Approximate number of students: 210

Approximate number of staff: 40



## Message from the Executive Headteacher

Ford Primary School is a very popular, one form entry in the heart of Plymouth. With around 210 children from Nursery to Year 6, we pride ourselves on being a family centred school, with many of parents and grandparents having attended.

The older part of the building, built in 1895, is home to our Key Stage 2 classes, our two halls and our amazing library! This is joined to our newer building, which is home to our Foundation and Key Stage 1 classes, by our entrance and office block.

Plymouth is our main focus, our curriculum is designed to inspire and engage our children, supporting them through music, art, PE and many other subject areas. We strive to ensure our children have a number of core values, such as to be caring and respectful, all of which will help them in their future lives.

With a fantastic team, great children and an engaging community, we aim to ensure every child can achieve their potential and reach for the stars!

David Sammels, Executive Headteacher

## Breakfast Club Assistant Job Description

|                                |  |
|--------------------------------|--|
| <b>Location</b>                | Ford Primary School                        |
| <b>Grade</b>                   | A3   |
| <b>Terms of contract</b>       | Temporary until 22 <sup>nd</sup> July 2027 |
| <b>Salary FTE</b>              | £2,937                                     |
| <b>Actual annual salary</b>    | £25,948                                    |
| <b>Hours/weeks OR FTE</b>      | 2 x 5 hours per week 38 weeks per year     |
| <b>Closing date</b>            | 19 <sup>th</sup> June 2026                 |
| <b>Proposed interview date</b> | TBC  |
| <b>Anticipated start date</b>  | 1 <sup>st</sup> September 2026             |

### Job Summary

To support high quality and varied activities within a safe and caring environment and provide a high standard of physical, emotional, social and intellectual care for the children placed in the Club, including those with special needs. To support the Breakfast Club Manager with the delivery of activities within the provision.

### Key Roles and Responsibilities

- To support the delivery of a varied programme of high quality play opportunities in a safe environment
- To uphold Safeguarding and Health and Safety policies and procedures as directed by the Breakfast Club Manager
- To support the development of independent social skills
- To undertake duties such as preparing breakfast, cleaning club room and toys, reporting any damages and tidying up etc
- To liaise with parents to enable the effective operation of the Club
- To take care for their own and other people's health and safety.
- To support the promotion of positive relationships with parents and outside agencies, including communicating effectively with parents on a regular basis
- To ensure confidentiality is maintained where appropriate
- To follow safeguarding policies and procedures at all times
- To administer basic/pediatric first aid where appropriately trained
- To assist in the specific medical/care needs of pupils when specific training has been undertaken

### PERSON SPECIFICATION

|                  |                          |
|------------------|--------------------------|
| <b>Job Title</b> | Breakfast Club Assistant |
| <b>Location</b>  | Ford Primary School      |
| <b>Grade</b>     | A3                       |

| <b>Attributes</b>                    | <b>Essential</b>  | <b>Desirable</b>   |
|--------------------------------------|---|--|
| <b>Education/<br/>Qualifications</b> | NVQ2 or equivalent qualification in relevant discipline<br><br>A minimum of Grade C in GCSE Maths and English or equivalent qualification | Achieved or training for an NVQ 3 or equivalent qualification in relevant discipline.<br><br>First Aid qualification<br><br>Food Hygiene Level 1 |
| <b>Experience</b>                    | Experience working with children with additional needs e.g. SEND, EAL, pupil premium children   |  |

|                                   |   |   |
|-----------------------------------|---|---|
|                                   | <p>Experience working with or caring for primary aged children</p> <p>Experience in undertaking administrative tasks</p>  |   |
| <b>Skills/Knowledge/Aptitude/</b> | <p>Ability to encourage positive and appropriate behaviour from children with additional needs</p> <p>Ability to relate to children</p> <p>Ability to work as part of a team</p> <p>Have excellent written and verbal communication skills.</p> <p>Ability to maintain confidentiality</p> <p>Ability to make effective use of ICT (e.g. Word, Excel)</p> <p>Knowledge of safeguarding requirements</p> | <p>Experience across EYFS, KS1, KS2</p> <p>Flexible attitude to work</p> <p>Be able to create and maintain effective partnerships with staff, parents, carers, children and the wider school community.</p> |
| <b>Motivation</b>                 | <p>Evidence of an ongoing positive and enthusiastic approach to motivating the children and to supporting colleagues.</p> <p>Be a good team player</p>  |   |
| <b>Other</b>                      | <p>Commitment to Equality and Diversity</p> <p>Commitment to Health and Safety</p>  |   |

## Working for our Trust

By working within our Trust, you will be part of a team of people who want to make a difference in the lives of the children and communities we serve. Whether you are joining us in a teaching capacity or a support service position, you will become vital in helping to shape the futures of the next generation for our city.

The Learning Academies Trust strives to be an employer of choice in the southwest. We are committed to developing our employees to their full potential and take great pride in the availability of learning and development resources for our staff. From training days to an extensive package of e-learning courses, you will have a wealth of opportunities available to develop your skills and experience.

## Employee benefits



In January 2020, the Learning Academies Trust became the first education employer in Plymouth to achieve the Livewell Southwest Wellbeing at Work Bronze Award. The Trust is committed to supporting the wellbeing of all staff and is proud to work closely with official bodies to ensure we have a holistic approach to staff wellbeing.

As a Learning Academies Trust employee, you will have access to a growing list of benefits to support you both professionally and personally. Our benefit package includes:

- Free counselling services for personal or professional support
- Cycle Scheme
- Employee Newsletter
- Regular recognition awards
- DSE Eyecare scheme
- iHASCO online training courses
- Annual flu vaccination
- Annual health check
- Discounted gym membership

## How to apply

If you believe you can demonstrate the dedication, skills and passion required, we look forward to receiving your application. Please click the link to submit your application form. Please note – we do not accept CVs. Completed applications should be submitted prior to the closing date.

Please note, the closing date is for guidance only. Successful applicants will be invited to interview at the earliest available opportunity. Learning Academies Trust reserves the right to close the vacancy early if a suitable candidate is found.

With 18 schools, we are regularly looking for passionate people to join our teams. If there are no vacancies currently, but you would like to register your interest for future vacancies, please join our talent pool and we will be in touch as soon as we have a suitable position.