



Immanuel College
Church of England Academy



Applicant Information Pack

Part-time Learning Support Assistant (11.83 hours per week/ 2 days)

Closing Date: Monday 23 February 2026, 9.00am

Start Date: Easter 2026

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.

Immanuel College is an 11–18 Church of England Academy, proud to be part of the Bradford Diocesan Academies Trust (BDAT). Situated in Idle, in the north of Bradford, we have been serving our local communities for over twenty years.

Our Christian ethos, rooted in *perseverance, character, and hope*, shapes everything we do. “Immanuel” means *God with us*, and our motto *All God’s Children* reflects our belief that every student deserves to flourish. Our most recent SIAMS inspection recognised us as an *outstanding church school*, highlighting the “positive relationships at all levels” that enable both students and staff to thrive.

In May 2024, Ofsted judged us to be a *Good* school. We are proud of our strong record of GCSE and A level success, with excellent progress made by students of all abilities and backgrounds. Most of our students choose to continue their journey with us into our inclusive and supportive Sixth Form.

To further enhance our provision, we were delighted to open a state-of-the-art post-16 building in September 2025. This new facility provides modern, purpose-built spaces for learning, collaboration, and personal development, and reflects our commitment to offering an outstanding Sixth Form experience for our students.

Our staff are at the heart of our success. Teachers and support staff at Immanuel College have high aspirations for every student and are deeply committed to helping them reach their potential. In return, we place great value on staff wellbeing, actively reducing unnecessary workload wherever possible. We offer a robust performance management system, alongside a comprehensive and bespoke programme of CPD, to ensure colleagues feel supported in their professional growth.

If your passion for teaching matches our commitment to developing young people, and if you feel your values align with ours, then I warmly encourage you to apply.

With best wishes,



Mr S. Mulligan
Headteacher



Advert

Job title:	Learning Support Assistant
Contract type:	Permanent
Contract type:	Part-Time - 11 hours 50 minutes per week, term time only (2 days a week) 8.15am to 2.55pm each day Actual salary £6,541.06 - £6,747.90
Closing Date:	Monday 23 February 2026, 9.00am
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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.

Closing Date:	Monday 23 February 2026, 9.00am
Interview Date:	TBC

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 £6,541.06 - £6,747.90
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-2026-IC-96918>.

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

Closing Date: Monday 23 February 2026, 9.00am
Interview Date: TBC

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 21 schools in Bradford. We are a Trust which prides ourselves in delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other and share great practice. As importantly we know from working our way through the COVID pandemic, that a problem shared really can be a problem halved, and by working together we can save ourselves time, money and lots of duplication of work.

We are a Trust which is value-led, and we know it is important that we consistently live these values. The Trust's mission is "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."

Our core Trust values are inclusion, compassion, aspiration, resilience, excellence (I.C.A.R.E.). We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values believing these are as appropriate and important to staff and students of all faiths (and to those without faith) as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family, and we all have the same motivation – to see our children succeed. For more information about us follow us on twitter @WeAreBDAT or visit www.bdat-academies.org

BDAT's Mission, Vision and Values

Our mission:

"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."

Our vision is:

"We will provide schools that develop student competence, confidence and character, driven by local community context and inclusive Christian values, ensuring every student achieves their

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academic potential and leaves our Trust prepared for the next stage of their life journey. We want BDAT schools to be schools of choice for the diverse and special communities we serve. We will recruit, develop and retain highly skilled staff dedicated to making sure our children and young people have every chance to succeed.

Our values are:



Contact Details

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