

A great place to work

Candidate Pack





Overview of the role

Our Learning Support Assistants in the suite, under the direction of the teacher, provide a vital role supporting the children with their day-to-day routines and their learning. They work closely with our parents and with other professionals who come and support the children in the suite.

You will be a key member of a highly skilled, friendly, supportive and collaborative team of education professionals who are together strengthening our provision at every level and striving to build long-lasting foundations of excellence.

Like us, you believe our students deserve the best possible education, regardless of their background or postcode, and you will share our mission of ensuring "the best for everyone and the best from everyone".

We are open, supportive and flexible with high-quality CPD opportunities through our Teaching School Hubs and Professional Development Institute where we are able to harness the very best practice.

The full job description and person specification are at the end of this pack.



Bright Futures



Bright Futures Educational Trust (The Trust) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best for everyone, the best from everyone. We are an organisation that is underpinned by values of: community, integrity, and passion. In everything we do, we remember that we are accountable to the children, families, and communities that we serve.

Leadership



Integrity



Passion



Community



Equality



Resilience



Our schools have their own identities, form one organisation and have one employer, Bright Futures Educational Trust. Bright Futures' Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive Team, Principals and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Team on our website: [About Us - Bright Futures Educational Trust \(bright-futures.co.uk\)](http://bright-futures.co.uk)

The Central Team includes the Executive Team: John Stephens, CEO; Lisa Fathers, DCEO; Anna Sharpley, Chief Finance Officer; Charlotte Layton, Director of People & Culture.

The focus of these roles is to work with schools, providing high quality and timely guidance, leadership, challenge, and support. In addition to the Executive Team, we have central operations for finance, communications and marketing, HR, educational psychology, and digital technologies. Please see our website brochure which explains our central operations: Why-Join-Bright-Futures

Professional Development Institute

Bright Futures Professional Development Institute is another important outward facing component of our organisation.

Underneath this umbrella we have several hubs. Bright Futures Training which provides school improvement services and CPD to over 700 schools, a North West Maths' Hub NW1 Maths Hub, providing mathematics training and coaching to 500 schools, and a SCITT (School Centred Initial Teacher Training) Bright Futures SCITT, which is the largest in the North West. Within the Development Institute, Bright Futures also has two Teaching School Hubs, serving Manchester, Stockport, Salford, and Trafford. Bright Futures Send Outreach is another service which we provide across the North West. We have also been designated as an Early Years Stronger Practice Hub to work across the North West as the Bright Futures Early Years Hub.



Collaboration and strong relationships form one of the 'commitments' in our Strategy and all components of the Bright Futures' family work closely together. Our Strategy was developed collaboratively and can be found on our website: Our Strategy.

Marton Primary Academy

At our school every child truly matters. We believe passionately in placing their happiness, well-being and achievements at the heart of all we do. We pride ourselves in providing a happy, safe and supportive learning environment in which no child is left behind. We strive to ensure that each child works to the best of their ability and offer a wide range of opportunities to give every child a chance to shine. We aspire to ensure that our children leave us with the best possible foundations on which to build future learning. We are proud of our children and want our children to feel proud of themselves.

We provide high quality teaching and offer a strong, dedicated team of teaching and support staff who are committed to ensuring every child in our care is challenged to be the best they can be. High academic achievement is a priority and we are very proud of the children's academic achievements. We do all that we can, to foster a love of learning through offering a rich, stimulating curriculum and a wide range of extra-curricular activities. Marton Primary Academy and Nursery is a school where teachers love teaching and children love learning.

We are extremely proud to be part of Bright Futures Educational Trust. Being part of the Trust is a truly exciting opportunity for our school to further enhance the opportunities we offer. Bright Futures Educational Trust provides us with outstanding support and expertise from a wide network of leading professionals which helps staff and children alike achieve academic and personal excellence.

We are delighted to be a flagship school for inclusion and this permeates through all that we do. We are fortunate to have our own forest school on site, all children have a weekly forest school lesson and we have recently been awarded the Gold Award by the Woodland Trust. We promote sport through our school community and are proud of our competitive successes. We strive for excellence in all that we do and are proud to have been awarded quality marks in Sport, Science, Music and Art.



Why work for us?

We offer a great opportunity to join an organisation which really lives its values. Our working environment is very inclusive and whilst you can expect to be challenged in your role, you will be supported through professional learning, and treated fairly and with dignity and respect. Please see the Equality, Diversity, and Inclusion statement on our website.

Terms and Conditions

Salary	Bright Futures NJC Grade 3 The actual pay based on the below working pattern commencing £18,195 - £18,776, per annum actual pay.
Holidays	You will be paid for the prorate equivalent of 26 days, plus 8 public holidays. This increases to 31 days plus 8 public holidays after 5 years' service.
Contract	31.25 hours per week over 5 days
Pension	Local Government Pension Scheme
Other	We offer salary sacrifice schemes for purchasing bikes used for travel to work and technology for personal use, through monthly interest free salary deductions. We also offer opportunities for professional development.



A Great Place to Lead

At Bright Futures we offer endless opportunities to lead:

- Leadership coaching
- National Professional Qualifications (NPQ) and Early Career Framework (ECF) facilitation
- System leaders e.g., National Leaders of Education (NLEs)/Specialist Leaders of Education (SLEs)
- Involvement with school-to-school reviews
- Mentoring Early Career Teachers and trainee teachers
- Networks



How to apply

We can only accept completed application forms, rather than CVs. This is because the regulatory guidelines of Keeping Children Safe in Education (2021), require us to check various details of job applicants and an identical application format for each candidate enables us to do this. We use a process that does not identify personal characteristics to the shortlisting panel. This is part of our commitment to equality and diversity.

NO AGENCIES PLEASE.

Our application form is available online, along with the disclosure of criminal background form. The portal link is <https://mynewterm.com/school/Marton-Primary-Academy-and-Nursery/141867>. Alternatively, you can click Apply Now on this role via the current vacancies page of our website. Closing date: Friday 20 February 2026

Keeping Children Safe in Education

Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Data Privacy

You can read the details of how we use the personal data that you provide us with in our Job Applicants' privacy notice on our website: [Applicant Privacy Notice](#).

Job Description

Learning Support Assistant in the Marton Suite (SEND unit for children with autism).

Reporting to: Class Teacher

Support for pupils

- To work with groups of children under the supervision of the teacher including the delivery of therapy and programmes of work and the implementation of Individual Learning Plans.
- Provide pastoral support to pupils.
- Attend to pupils' personal needs, including minor first aid and provide advice to assist in their pastoral, social, health, hygiene development and welfare matters.
- Participate in the comprehensive assessment of pupils to determine specific next steps for the pupils.
- Assist the teacher with the development and implementation of individual Education/Behaviour/Support/Mentoring plans.
- Establish productive working relationships with pupils, being a role model by presenting a positive personal image and responding appropriately to individual needs.
- To form close working relationships with the pupils' parents and communicate effectively and professionally with them at all times.
- To support pupils on integration placement in mainstream school if applicable.
- To assist with the dispensing of medication if required, with appropriate training.
- To assist with the intimate care of pupils if required, following our academy policy.

Support for teachers

- To assist the teacher to ensure a safe classroom and outdoor learning environment, checking materials and personal equipment for defects and implement risk assessments carried out by the teacher according to academy guidelines. This will include cleaning equipment used by pupils and ensuring its accessibility.
- Under the direction of the teacher, prepare classrooms for lessons, including display and also to clear afterwards, as appropriate.
- To liaise with therapists, medical staff, and other personnel working with pupils as required, assisting with the coordinating and planning of programmes of work and to integrate specialist advice and practice into Individual Learning Plans.
- Support pupils' access to learning using appropriate strategies and resources.
- Work with the teacher in planning, evaluating and adjusting learning activities as appropriate.
- Monitor and evaluate pupil responses to learning activities through observation and planned recording of achievement against predetermined learning objectives.
- Be responsible for keeping and updating records.
- Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
- Supervise pupils on educational visits and out of school activities.
- Assist in maintaining high standards of health and safety at all times.
- Maintain good relationships with colleagues and work together as a team.
- Assist in the supervision of classroom and outdoor activities
- Assist the children at lunchtime.

Job Description

Support for the academy

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the academy.
- Always be a positive Ambassador of Marton Primary Academy, Nursery and Specialist Provision.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use of these to advise and support others.

Other

- You will be expected to carry out any other reasonable duties requested by the Head of School or the Leader of the Specialist Provision.
- You will be expected to attend relevant meetings as required, acting as a role model consistently promoting the Trust's vision, values and commitments.
- You will be expected to act as an ambassador ensuring that the Trust's high standards are promoted at all times.
- You will be expected to have a commitment to maintaining confidentiality and discretion inside and outside work.

Person Specification

Category	Essential	Desirable	Means of Identification
Qualifications, Education, training	<p>Numeracy/Literacy skills (at a level equivalent to NQF Level 2)</p> <p>NVQ Level 3 for Teaching Assistants or equivalent qualification or experience</p>		<p>Application form</p> <p>Certificates</p>
Relevant Experience	<ul style="list-style-type: none"> Experience of working with pupils with additional needs. 	<ul style="list-style-type: none"> Worked in a school environment 	<p>Application</p> <p>Interview</p> <p>Tasks</p> <p>References</p>
Knowledge, skills, and abilities	<ul style="list-style-type: none"> Knowledge, skills and abilities Strong verbal and written communication skills. Ability to build strong working relationships with all stakeholders. Ability to preserve confidentiality and discretion. Ability to work as part of a team. An understanding of the role of the Teaching Assistant and other professionals working in the classroom. Ability to use relevant technology e.g. photocopier. Ability to plan effective actions for pupils at risk of underachieving. Ability to self-evaluate learning needs and actively seek learning opportunities. Willingness to undertake first aid training as appropriate. 		<p>Application</p> <p>Interview</p> <p>Tasks</p> <p>References</p>

Safeguarding	<ul style="list-style-type: none">• Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people	<ul style="list-style-type: none">• Knowledge of 'Keeping Children Safe In Education' (KCSIE) and 'Meeting Digital and Technology Standards in Schools and Colleges' government guidelines	<p>Application Form Interview Task</p>
Our Values	<ul style="list-style-type: none">• Leadership• Integrity• Passion• Equality• Community• Resilience		<p>Interview Tasks</p>
Pre-Employment Screening	<ul style="list-style-type: none">• Enhanced DBS check• Two satisfactory employment references, from the last two employers• Evidence of the right to work in the UK• ID Check• Online Screening• Section 128 checks		