



BROADLEAF
PARTNERSHIP TRUST

APPLICATION PACK





WELCOME FROM THE DIRECTOR OF PEOPLE & CULTURE

Thank you for your interest in this opportunity. I hope you find this information pack helpful, and that it furthers your aspiration to work with us. Please do take some time to read our values statement, contained within, which very much sets the scene for our work ethic.

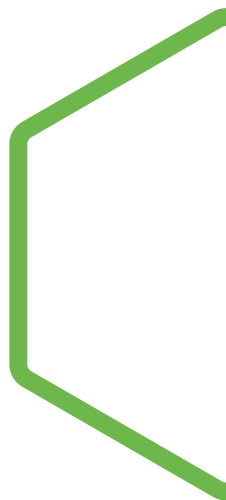
We are a small academy trust with big ambitions. We're here to give children and young people a lifelong love of learning and equip them with the skills they need to realise their personal ambitions. Our schools are places where children flourish, in environments that celebrate success, deliver academic excellence and foster curiosity, inclusivity and creativity.

If you join us, you can expect equal emphasis on your development as a professional. We will support you in continually developing your skills and career, which could take you anywhere within our expanding network of schools. To find out more about what else we have to offer, please see the 'Benefits Beyond the Classroom' information at the end of this pack.

We create exciting futures – both for our learners and our staff, and we'd love to welcome you on board.

I look forward to hearing from you.

Samantha Palmer
Director of People & Culture



JOB DESCRIPTION & SPECIFICATION

Title of Post - Learning Support Assistant - Level 3

Status - 32.5 hours per week , term time only (08:30am-15:30pm with a 30 minute break)

Salary/Grade - Grade 3 Scale point 9-22, £27,254 - £33,699 annually. Pro-rotta £21,310 - £26,349 (depending on experience)

Effective from - January 2026 TBC

Closing Date - 05th January 2026

Interviews - w/c 12th January 2026

Job Purpose

- Deliver Targeted Interventions: Plan, prepare, and deliver high-quality, structured small-group and one-to-one intervention sessions focusing on literacy, numeracy, speech and language development, and emotional well-being, primarily for pupils identified with Special Educational Needs and/or Disabilities (SEND).
- Speech and Language Implementation: Work closely with the school SENDCo and external Speech and Language Therapists (SaLT) to implement tailored programs and strategies, ensuring consistency across all sessions.
- Assessment and Tracking: Accurately assess, record, and track the progress of pupils within intervention groups, using data to inform next steps, adapt teaching strategies, and contribute to termly progress reports and Education, Health and Care Plan (EHCP) reviews.
- Resource Development: Create, adapt, and maintain engaging and appropriate learning resources and visual supports (e.g., visual timetables, communication aids) to facilitate effective teaching and support diverse learning needs.
- Professional Collaboration: Liaise regularly with class teachers, parents/carers, and the wider SEND team to ensure seamless integration of intervention strategies into the classroom and home environment, promoting a holistic approach to pupil development.

Qualifications, Qualities and Skills

- Qualified to NVQ Level 3 Teaching Assistant/ equivalent or working towards. Current awarding bodies and approved qualifications are given on the Ofqual website.
- Experience as a Teaching Assistant
- Ability to work within the existing team under the direction of the Inclusion Leaders and/or using their own initiative to achieve results.
- An empathetic understanding of the needs of children with learning difficulties and/or other special educational needs, as appropriate.
- Imagination, creativity and initiative.
- Good standard of education essential, including the ability to support students in ALL National Curriculum subjects from Year 7 – 11.
- An ability to work with teaching staff developing programmes of work suitable for specific students.
- Provide classroom support for students with specific needs e.g. sensory and/or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.

Further information including an Applicant's Guide, Privacy notices and our Recruitment and Selection Policy can be found on our career site.

If you would like to speak to someone in advance of your application, or arrange an appointment to visit us, please contact the HR team: hr@broadleafpt.co.uk

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check.

We are committed to equality and value diversity, and therefore particularly welcome applications from under-represented groups.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, which means certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers. If they are disclosed, they will not be taken into account.

Closing Date :
05 January 2026

*We reserve the right
to close the advert
early

- Produce a wide variety of good quality modified/adapted curriculum materials as required.
- Liaise closely with other members of the team to ensure that appropriate curriculum materials are available to meet every student's individual need.
- Meet deadlines for the production of curriculum materials and advise when items have been produced.
- Undertake any other duties that are commensurate with the post.
- Experience and knowledge of Microsoft Office programmes.
- Have good literacy and numeracy skills.
- Responsibility for promoting and safeguarding the welfare of children and young persons.

CORE JOB DESCRIPTION

Purpose of job

To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate. To plan and lead intervention sessions (1:1 or small group) and accurately record students progress.

Duties and responsibilities

Support for pupils

1. Support the activities of individuals or groups of children. Participate in the education of children, including contributing to their health and well-being.
2. Support children with special needs (if appropriate to the focus of the role)
 - Sensory and/or physical impairment
 - Cognition or learning difficulties
 - Behavioural, emotional and social development needs
 - Communication and interaction difficulties
 - Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority.
3. Support for Academically More Able pupils.
4. Contribute to the Educational Health Care (EHC) plans for pupils
5. Support SEND pupils during Inclusion lunchtime club.

Support for the teacher(s)


1. Provide support for learning activities by
 - Contributing to the planning and evaluation of learning activities
 - supporting the delivery of learning activities
2. Assist in organising and maintaining effective learning environments
3. Contribute to maintaining appropriate records.
4. Assist in the monitoring and evaluation of pupils' progress
5. Assist in the assessment of individuals
6. Support literacy and numeracy activities in the classroom.
7. Support the maintenance of pupil safety and security.
8. Contribute to the management of pupil behaviour by
 - promoting school policies with regard to pupil behaviour
 - supporting the implementation of strategies to manage pupil behaviour
9. Undertake routine marking in line with school policy.
10. Provide general administrative support, e.g. photocopying.
11. Supervise the whole class for a short time in an emergency or for a short period of planned absence.

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Support for the school

Support the development and effectiveness of team work within the school environment, providing support to colleagues.

Develop and maintain working relationships with other professionals

Liaise with parents as appropriate

Review and develop own professional practice

Work as required across the curriculum and in all Key Stages within the school.

Support for the curriculum

Support the use of information and communication technology in the classroom.

Support the development of effective team work by running meetings/training sessions

Ensure tasks are carried out with due regard for Health and Safety

Participate in appropriate professional development including following the School policy on performance management

Adhere to the ethos of the school

To promote the agreed vision and aims of the school

To set a good example of personal integrity and professionalism

Attendance to staff meetings/training and parents evenings as appropriate, in agreement with the Inclusion Leader. Payment for additional hours will be via TOIL or overtime.

Liaise with parents as directed by the Inclusion Leader

Undertake Transition visits for Year 5/6 pupils as directed by the Inclusion Leader

Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

Reports to: SENDCo and Deputy SENDCo

Principal Contacts: Students, internal staff, parents and outside agencies

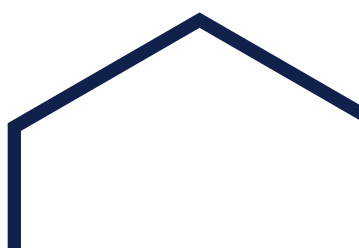
Special Conditions: Grade 3 Teaching Assistants should hold one of the approved qualifications. Current awarding bodies and approved qualifications are given on the Ofqual website.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for the role.

The successful candidate will work under the direction of the Inclusion Leaders. They will be responsible for the integration needs of students as directed by the Inclusion Leaders.

Broadleaf Partnership Trust is committed to the highest standards in protecting and safeguarding the welfare of the children and young people entrusted to its care at all times. All posts are subject to an Enhanced Disclosure check with the Disclosure and Barring Service (DBS), for which proof of identity is required.

This Job Description is current at December 2025 and is representative of the duties/responsibilities expected of the post. These duties and responsibilities are neither static nor exhaustive and, at the discretion of the Headteacher, are liable to variation to reflect any future changes required of this post.



AN INTRODUCTION TO OUR SCHOOL

PERRYFIELDS ACADEMY

I am very proud of the Academy and the progress we continue to make towards becoming an outstanding provider of education.

We are a fully inclusive community that welcomes children with all abilities. Perryfields is a vibrant and caring school that places the students at the centre of each decision we take.

In May 2021, we were delighted for Perryfields to become part of Broadleaf Partnership Trust. We continue to enjoy working collaboratively within a small network of academies, to provide opportunities for both our students and staff to thrive and excel, whilst maintaining our individual flair as an academy.

Whilst at Perryfields, our students are empowered to be aspirational, resilient and independent learners. Our broad and balanced curriculum helps to cultivate the individual, fostering a love of learning and the desire to achieve. It is designed to enhance the development of our students with both subject specific and transferable skills, preparing them for the future and wider-world. This is reflected in our consistently good exam results.

Underpinning our culture of ambition is a strong and supportive pastoral system. The promotion of positive mental health and wellbeing encourages our learners to unlock their potential, within a kind and friendly environment.

We equip our students with the life skills they need to succeed both academically and socially, so they can be well-rounded members of the wider community.

We pride ourselves on working as a united team with our students, staff and families. Together, we strive to achieve excellence.

Clare Harris
Headteacher



PERRYFIELDS
ACADEMY

OFSTED - Good
Pupils - 942
Staff - 100

Oldacre Rd
Oldbury
B68 0RG



AN INTRODUCTION TO BROADLEAF

Thank you for taking an interest in Broadleaf Partnership Trust.

The overarching purpose of growing our partnership of trust schools is to work in alliance with each other in order to ensure that our learners receive an exceptional educational experience.

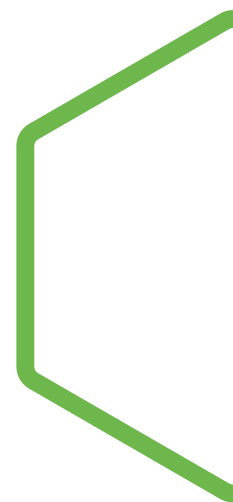
We passionately believe in the power of collaboration and look to ensure all staff across all of our schools benefit from shared expertise, understanding and opportunities for self progression - learning together and supporting each other.

Every academy has its own identity that enables it to best serve their community and I know that should you be successful in your application to join us, your dedication will continue to ensure that your children leave you with high aspirations and your families remain supportive of all that you do.

Thank you for your support and I look forward to seeing, and sharing the results of our new partnership.



Claire Pritchard, CEO



ABOUT OUR TRUST

Our Vision

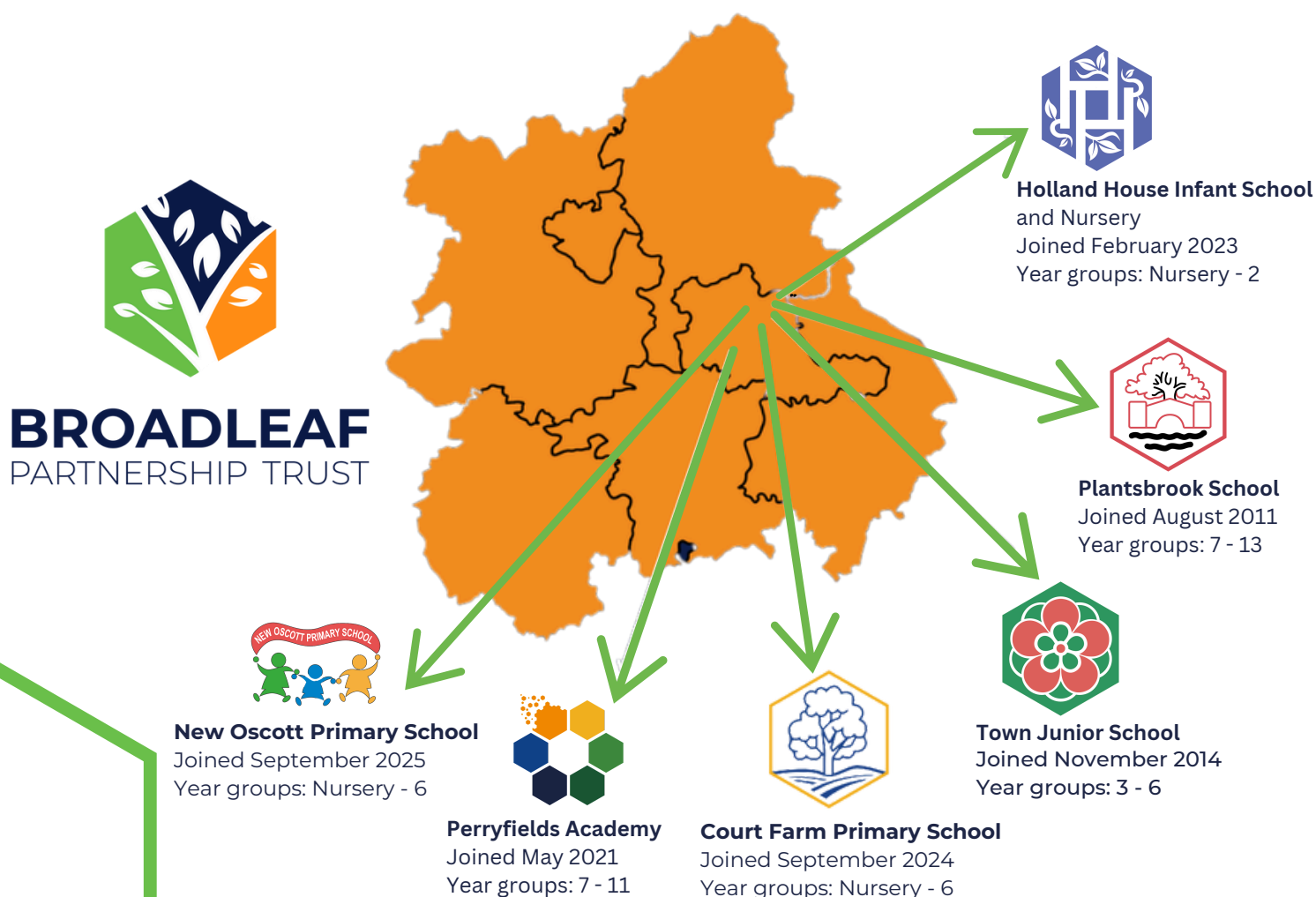
Broadleaf Partnership Trust will lead and enable community centred schools that raise and realise aspirations, celebrate successes, and promote a lifelong love of learning.

Our Values

Aspiration- We celebrate a culture of continuous improvement, where all stakeholders are motivated to achieve the very best for every child. We aspire to create learning environments that foster curiosity, inclusivity, talent and creativity so that every child is encouraged to recognise their potential and develops ambitions that reflect their future goals.

Alliance- Working in partnership across our schools and in affiliation with stakeholders, across the education sector and beyond, we can access information and networks that help to continually develop our people, communities and practice. Our collaborative approach enhances the strength of unity across our Trust whilst simultaneously recognising the uniqueness of our schools. We align many of our operational aspects whilst empowering learning leaders to meet the curriculum needs of their community.

Agility- We are agile in our approach, embracing change, and focused on excellence. We ignite and harness people's passion by encouraging experimentation and innovation to make learning meaningful, build organisational resilience and ensure our approach stays current. We adopt a culture of shared and servant leadership across our Trust that enables action and provides the flexibility to respond and adapt to the ever-changing climate.



BENEFITS BEYOND THE CLASSROOM:



Employee Assistance Programme

This provides 24/7 access to a range of health and wellbeing services either by phone or online, including a helpline operated by trained counsellors to provide 'in the moment' support, wellbeing resources and webinars, structured counselling sessions and financial and legal advice.

24/7 GP service

As a Trust employee you and your immediate family have access to a private GP service available at any time of the day or night worldwide. Telephone or video appointments can be booked at a time to suit you, allowing you easy access to medical diagnosis, reassurance advice, private (payable) prescriptions, fit notes and open referrals.

Cycle to Work Scheme

This salary-sacrifice scheme allows you to purchase up to £1,000 of bicycle and safety equipment tax-free, spreading the cost over either 12 or 18 months.

Health Cash Plan

Our optional health cash plan allows you to reclaim costs related to dental, optical, therapeutic and other health-related expenses, including diagnostic consultations, screening, hearing aids, surgical appliances and NHS prescriptions. Personal accident cover is also included as standard. Contact HR for more detail.

Shopping and Lifestyle Discounts

Wider Wallet is an online discounts platform providing a range of offers and discounts from well-known retailers and high street brands as well as discounts on dining, travel, technology, entertainment and days out.

Pension

Plan for your future with a generous and secure pension scheme for teaching and support staff, ensuring financial wellbeing during retirement. .