



Pennine Academies Yorkshire

RECRUITMENT BROCHURE





WELCOME FROM THE CEO

Welcome to Pennine Academies Yorkshire and may I start by expressing my thanks for taking an interest in our academies and what we are trying to achieve.

Formed in 2018, Pennine Academies Yorkshire now comprises seven successful primary schools and considers every one that is part of the Trust a family member.

DIVERSITY AND UNIQUENESS

Our schools are diverse - from a small rural school of fewer than 100 pupils nestled high up in the Dales, to a 720-place inner city school with a 24-place resource provision. All schools are in control of their own pedagogy, uniform, school day, curriculum, and staffing structures. Our central team provides extensive support services in finance, estates, people and culture, IT, governance, policy, SEND and school improvement support - the best of both worlds!

WE ARE ETHICALLY DRIVEN

We want to be the employer of choice; this means we support our staff with their Continued Professional Development and career aspirations. Working for us will afford you many different opportunities both within the school you work in and in supporting other schools. We regularly offer out and

encourage people to take secondments or to support other schools in a variety of guises. This has led to fantastic promotion opportunities for many.

Our strength comes from our ability to support one another across the schools.

WE VALUE ALL CHILDREN

Pennine schools are there to serve their local communities. We believe we should be there to support all children irrespective of background, disability or special educational need. We have three Resourced Provisions across the Trust supporting children with SEMH, Communication and Interaction Difficulties and Visual Impairment. This means we have access to a team of specialist teachers who also support our mainstream teachers. We work with integrity and inclusivity.

Pennine really is a different kind of Trust, one that has the value of people and relationships at its heart. Come visit us to see for yourself!

Michael Thorp CEO



WELCOME FROM THE HEADTEACHER

Dear Candidate

Thank you for expressing an interest in our vacancy.

We are seeking to appoint dedicated, honest, and creative professionals who genuinely want to enjoy making a positive difference to the children in our community. We would welcome applications from newly qualified candidates and more experienced practitioners and encourage you to come and look around our lovely school to find out more.

At Grove House Primary School, we want to develop teams which promote high aspirations, enthusiasm and a commitment to providing a high-quality education for all pupils. You will be joining our school at an exciting point in our journey to drive school improvement. As a highly inclusive school, we pride ourselves on our positive culture to create happy, safe high-quality learning environments that nurture all our children and staff.

Our recent development of a complex needs provision is essential to ensure our school can support a range of additional needs within our mainstream setting. This is in addition to our resourced provision for visually impaired children. At Grove House Primary we strive to ensure that all children have equal opportunities to the curriculum without boundaries.

Our curriculum makes learning at Grove House incredibly special. We focus on the whole child, including their wellbeing, enabling our children to be happy, confident, curious students, who have excellent learning behaviours and high expectations of what they can give the world and what the world can give them.

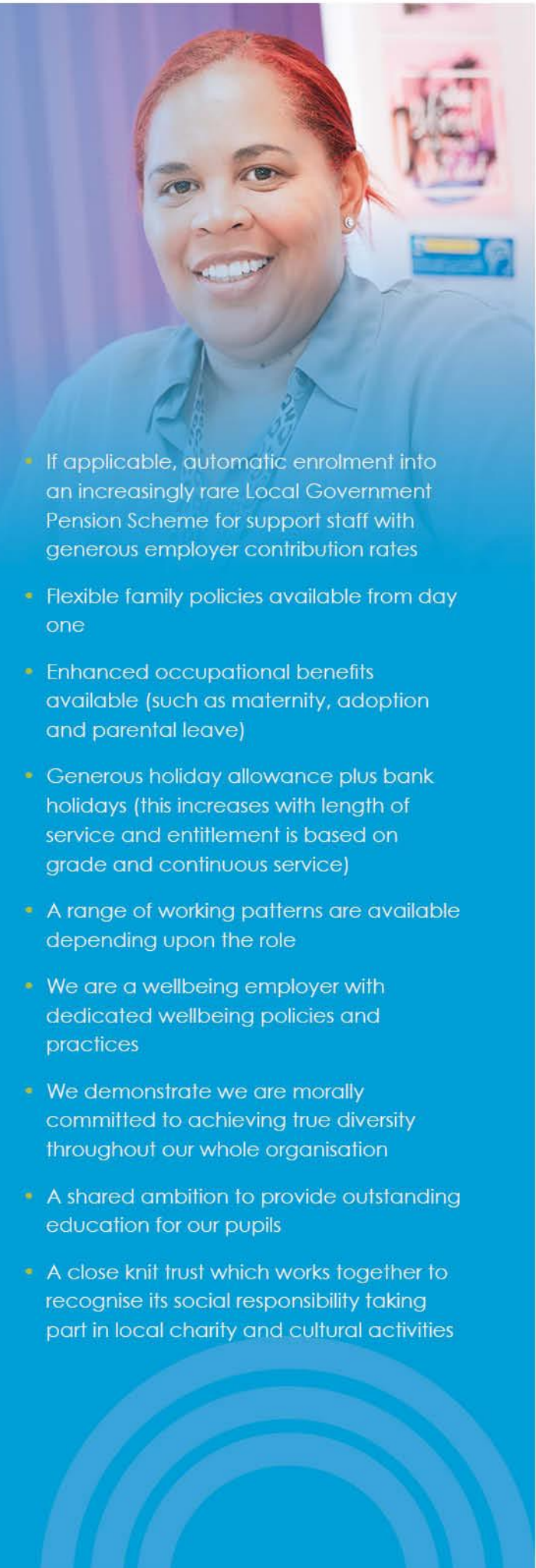
Visits to the school are highly recommended. We look forward to receiving your application and would recommend that your supporting statement is presented on no more than 2 sides of A4 paper, using size 12 font, stating your strengths, relevant experience, personal qualities and values. In addition to this information pack, our school website also holds a wealth of information about us. <https://grovehouseprimary.co.uk> . All applications to be made via The Every Candidate Portal.

We wish you every success in your application and look forward to meeting you.

Yours sincerely

Alexandre Summerscales
Executive Headteacher, Grove House Primary School





EMPLOYEE BENEFITS

WHAT WE OFFER

- Holistic Employee Assistance Programme: We provide comprehensive support through our Employee Assistance Programme (EAP), offering various services to help staff manage personal and work-related challenges. Services include:
 - Counselling Services
 - Mindfulness Services
 - Weight Management
 - Physiotherapy
 - GP Helpline
 - Cancer & Chronic Illness Support
 - Menopause Support
 - Nurse Support
 - Whole School & Leadership Support
 - Private Medical Operations
- A robust People and Culture strategy encompassing wellbeing and workload charters - please see the website for further details
- A full induction programme offering a welcoming, friendly and outstanding network of support
- Excellent opportunities for personal and career development within the Trust
- Effective, supportive and dynamic leadership
- If applicable, automatic enrolment into the national Teacher Pension Scheme with generous employer contribution rates
- If applicable, automatic enrolment into an increasingly rare Local Government Pension Scheme for support staff with generous employer contribution rates
- Flexible family policies available from day one
- Enhanced occupational benefits available (such as maternity, adoption and parental leave)
- Generous holiday allowance plus bank holidays (this increases with length of service and entitlement is based on grade and continuous service)
- A range of working patterns are available depending upon the role
- We are a wellbeing employer with dedicated wellbeing policies and practices
- We demonstrate we are morally committed to achieving true diversity throughout our whole organisation
- A shared ambition to provide outstanding education for our pupils
- A close knit trust which works together to recognise its social responsibility taking part in local charity and cultural activities



WHY JOIN US?

Pennine Academies Yorkshire was formed to bring clear, tangible and inspiring benefits to children, families, carers and all staff. We have expanded from three founding schools to a family of seven schools.

SO WHY WOULD YOU JOIN PENNINE?



1

WE PROVIDE HIGH QUALITY GOVERNANCE

The Board of Trustees are highly effective, transparent and are a skilled group of professionals who work with the executive team to set the vision and values. They hold the executive team to firm account and delegate the correct duties to scrutiny committees without giving their responsibility for standards away.



2

WE HAVE A PROVEN ABILITY TO PERFORM AND IMPROVE SCHOOLS

All schools in the Trust are high performing and understand good teaching and learning. We work effectively with one another across networks to raise standards and improve outcomes for pupils. We have a highly-skilled school improvement team that spans the Trust, who meet regularly to plan collaborative work, challenging and supporting each other in equal measure.

3

PENNINE VALUES AND DEVELOPS LEADERSHIP AT ALL LEVELS

Pennine Academies Yorkshire has ethical leadership at its core. As such the Trust provides key non-negotiables for its staff, which are an expectation whichever site you are working at:

- Be employed professionally, with equity and equality
- To be able to access flexible working arrangements when circumstances change
- To work in a safe environment and to be treated with respect
- To be developed professionally
- To have a reasonable work-life balance
- To have the opportunity to have career pathways opened
- To contribute to the strategic vision for the Trust and school

4

WHY WOULDN'T YOU WANT TO BE PART OF SOMETHING BIGGER?

At Pennine we want to put in place all the advantages of being part of a bigger organisation without losing any of the character of the individual schools. Each school has a great deal of autonomy and freedom to make changes designing their own curriculums, pedagogy and ethos - this means they all have a part to play in developing the Trust.

5

TO IMPROVE OUTCOMES FOR PUPILS WITHIN THE SYSTEM

It's not just about what our Trust can offer you. What can you offer to the Trust? We need great support staff, great teachers and great leaders - all with a great mindset!

LEARNING SUPPORT ASSISTANTS

1 x SEND

1 x EARLY YEARS

REQUIRED FROM SEPTEMBER 2025



Grove House Primary School | T 01274 636921
Headteacher: Alexandre Summerscales

CLOSING DATE:

Monday 5th May 2025 at 9.00am

INTERVIEWS:

Thursday 8th May 2025

30 hours per week, TTO, Band 5 SCP 4-6

Grove House Primary School are looking for Learning Support Assistants to join our team from September 2025. The successful applicants will be someone with a dedication to improving pupil outcomes. You will be passionate, resilient and hardworking and have the highest of expectations of our pupils as well as the ability to work as part of a flexible, happy team.

As a Learning Support Assistant at Grove House Primary School, we will offer you:

- **Children who are motivated to learn**
- **Weekly Staff Development Meetings**
- **The support of working alongside other experienced educators**

Visits to school are encouraged. To arrange a visit to school, please contact the school office on 01274 636921 or email office@grovehouseprimary.co.uk

Ready for the challenge?

Pennine Academies Yorkshire Trust is committed to safeguarding and promoting the welfare of young people and we expect all staff to share this commitment. All posts are subject to the safer recruitment process including an enhanced Disclosure and Barring Service Check. The post includes engaging in regulated activity with children and young people. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children

Please visit our website to view our Safeguarding Policy.

Shortlisted applicants will need to provide evidence of their eligibility to work in the UK.

All applications to be made through Every.

What Ofsted say (October 2023)

'This is not just a good school. This is a school where children receive an outstanding start to their education, with staff and leaders who have high expectations and aspirations to enable their future success and happiness'

JOB DESCRIPTION



JOB TITLE/POST:

LEARNING SUPPORT ASSISTANT

SALARY:

BAND 5 SCP 4-6

RESPONSIBLE TO:

SENIOR LEADERSHIP TEAM (SLT)

DATE:

SEPTEMBER 2025

GENERIC INTRODUCTION:

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

- Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
- Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
- Pennine Academies Yorkshire is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Pennine Academies Yorkshire is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



PRIME OBJECTIVES OF THE POST:

- To complement, appreciate and support the role of teachers and other professionals by undertaking work/care/support programmes which enable access to learning in the community as part of a teacher planned approach.
- To support the class teacher and other senior staff on a range of teaching and learning experiences which deliver an appropriately differentiated and suitably challenging creative curriculum for all pupils whilst meeting statutory requirements.
- Work within school policies and procedures under the direction and guidance of senior staff and within an agreed system of supervision.
- May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

KNOWLEDGE AND SKILLS:

(See Personnel Specification)

EFFORTS DEMANDS:

- Will assist in maintaining the good discipline of pupils throughout school and be expected to use good common sense, as well as use initiative in all matters relating to the conduct and behaviour of individual pupils, groups of pupils and whole classes, the safety, mobility (if required), hygiene and wellbeing of the pupils; making decisions within established working practices and procedures.
- Will recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with the relevant school policy and procedures.
- Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.
- Acting as a role model, will establish productive and constructive working relationships with pupils, setting high expectations, motivating and interacting with them, being aware of their individual needs, supporting difference and ensuring all pupils have equal access to opportunities to learn and develop whilst responding appropriately.
- Will have the ability to cope with the requirements of the post, which may include working with pupils who have emotional/behavioural/physical difficulties.
- Will contribute to the overall ethos/work/aims of the school.
- Will appreciate and support the role of other professionals.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.

RESPONSIBILITIES

RESPONSIBILITIES:

- Assist in the management of pupils in the learning environment.
- Undertake structured and agreed learning activities/teaching programmes appropriate to the pupil's needs to ensure physical, social, emotional and intellectual development, taking into account diversity e.g. language, culture, ability, race and religion.
- Will supervise and support pupils consistently at all times; recognising and responding to their individual needs whilst ensuring their safety and education in the learning environment.
- For posts working with pupils who are physically less able, it may be necessary to be able to physically assist the pupil in line with school policies and good practice.
- Attend to the pupils' personal needs, implementing and maintaining related personal care programmes with the correct use of care materials including the safety and wellbeing of the pupils and first aid, paying attention to social, health, physical and welfare matters as well as high standards of cleanliness and hygiene e.g. washing, dressing, toileting, and, if applicable, mobility.
- Will occasionally be required to supervise the class for brief periods in a lesson where the classroom teacher is not available.
- Promote and reinforce the inclusion, acceptance and integration of all pupils, including those with specific and special needs and those from different cultures and/or with a different first language as appropriate.
- Set challenging and demanding expectations whilst promoting self-esteem and encouraging pupils to act independently as appropriate as well as interact and work cooperatively with others and engage in activities led by the teacher.
- Will prepare the classroom as directed to meet the lesson plans. Take responsibility for the care, preparation, maintenance and use of relevant equipment, assisting pupils in its use and clearing/storage afterwards.
- Will be aware of pupil progress, monitor/record pupil responses against predetermined learning objectives as well as provide accurate, constructive and detailed feedback/reports to the teacher and pupils.
- Promote positive values, attitudes and good pupil behaviour and encourage pupils to take responsibility for their own actions whilst supporting the teacher in managing this. Deal promptly with conflict and incidents (including those involving restraint) and reporting challenging behaviour where appropriate in line with established policy.
- Will gather/report information from/to parents/carers as directed, taking into account parental/carer concerns, dealing with them sensitively under the direction of the teacher.
- Will provide clerical/administrative support as directed by the teacher.
- In respect of local and national learning strategies, will support pupils to achieve learning goals e.g. literacy, numeracy, KS3, early years as directed by the teacher.
- Will support pupils in the use of ICT in learning activities as directed by the teacher, and develop pupil's competence and independence in its use.
- Will participate in own performance development, identify and address any training needs/other learning activities.
- Will assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, accompanying teaching staff and pupils on visits, trips and out of school activities.
- Will assist in the supervision of students on work experience, trainees and voluntary helpers.

ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:

- Will have long periods of sitting or standing.
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

SPECIAL CONDITIONS OF SERVICE:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

OTHER CONSIDERATIONS

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g., access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.



PERSONNEL SPECIFICATION



ESSENTIAL CRITERIA

- Grade C/4 GCSE English and Maths or equivalent

EXPERIENCE

- Experience of working in a team situation
- Experience of working with or caring for children of relevant age
- Experience of working with pupils with additional educational needs
- Experience of working in a relevant discipline

QUALIFICATIONS / TRAINING

- Evidence of further professional development
- Other relevant qualifications

SKILLS and APTITUDE

- Commitment to the safeguarding and promoting the welfare of children and young people
- Ability to communicate effectively, both written and oral, with a wide range of people
- Stamina and resilience
- Ability to foster excellent relationships with pupils
- Ability to promote inclusion at all times
- Good ICT, numeracy and literacy skills
- Ability to use relevant equipment/resources
- Ability to self-evaluate learning needs and actively seek new learning opportunities
- An understanding of the needs of a multicultural society
- Ability to understand classroom roles and responsibilities
- Excellent organisational and problem-solving skills with the ability to work proactively and independently
- Problem solving skills
- Knowledge of the school's relevant procedures or practices
- Good communication skills
- Ability to relate well to pupils and adults
- Ability to work constructively as part of a team
- Ability to remain calm under pressure
- Demonstrate a commitment to working with children of the relevant age
- Demonstrate good co-operative, interpersonal and effective listening skills
- Maintain confidentiality in matters relating to the school, it's pupils, parents or carers
- Ability to perform all duties and tasks with reasonable adjustments where necessary
- Ability to cope with the requirements of the post, which will include working with pupils who have emotional/behavioural/physical difficulties



Pennine Academies Yorkshire

Unit 10C, Lister Court, Lister Mill,
Beamsley Road, Bradford, BD9 4SH

T 01274 271164

E contactus@paymat.org

WWW.PAYMAT.ORG

