

Candidate Brief

Full-time 1:1 Learning Support Assistant  
Broomwood Prep-Prep (29 hours per week)



BROOMWOOD

# Build YourBEST Career



#BeYourBEST



# Our Charter

Belong to a community on a mission to inspire and equip every individual to #BeYourBEST, where your unique talents and passions are nurtured and rewarded.

Challenge the norm in a culture that thrives on doing things differently and new ways of working together.

Work where ambition and wellbeing are valued in equal measure because when you're at your best, you give your best.

Be part of something bigger and relish the opportunities that come with a family of some of the brightest educators.

#BeYourBEST at Broomwood.

# Becoming your BEST...



## At Broomwood...

Broomwood is a community that believes in enabling people to be and do their best. That includes you. We want excellent practitioners so that we can continue to deliver an extraordinary education. We believe in educating the whole child, and that focus on the totality of education extends to our staff, too. We want people who are hungry and ambitious to give their best and, in return, we will ensure that we make working at Broomwood one of the best decisions of your career.

## At Dukes Education...

As a member of the Dukes Education family, staff have access to a myriad of training opportunities and some of the most exciting ideas and practices within education today. We believe in continual education and we will continue to support staff who are keen to learn as well as teach.

We hope that you will enjoy finding out more about us and look forward to welcoming you to our vibrant community.



# Welcome



Thank you for considering Broomwood and I hope to meet you in person to tell you more about our wonderful school. The Pre-Prep is the first stage in the broader Broomwood journey and it's our job to get it right – and we do. We offer children a glorious, happy and stimulating start to school life that enables them to learn the important building blocks of education and we do so in a way that makes learning fun and relevant. We are passionate about teaching, creating a new and modern curriculum whilst also incorporating lifelong skills through our learning powers of resilience, confidence, communication, curiosity and independence.

We are a team of dedicated and hard-working educators who enjoy working together and who deliver fantastic results, both academically and in the wider curriculum.

If you are someone who is passionate about giving children the very best start to their education then Broomwood pre-prep ticks that box. Even better – if you are the sort of person who's not afraid to dress up, roll-up your sleeves and muck-in, we know you'd fit in.

I look forward to meeting you.

**Caron Mackay**  
Head of Pre-Prep

# The Best of All Worlds



Broomwood is an academically ambitious, yet pastorally kind group of schools working together under one Principal, but with separate sites under autonomous, yet collaborative Heads. It consists of a co-ed pre-prep, girls' prep and a boys' prep.

Broomwood equip and inspire boys and girls to **#BeYourBest** by giving them the very best of ALL worlds: a joyful co educational start to education at the age of 3 or 4 in a bespoke, specialist Early Years centre within a wider school setting, with a seamless transition to single-sex, yet highly collaborative, prep schools at the age of 7 before departing for some of the best schools in the country at the age of 11 or 13 – both day, boarding, co-ed and single-sex.

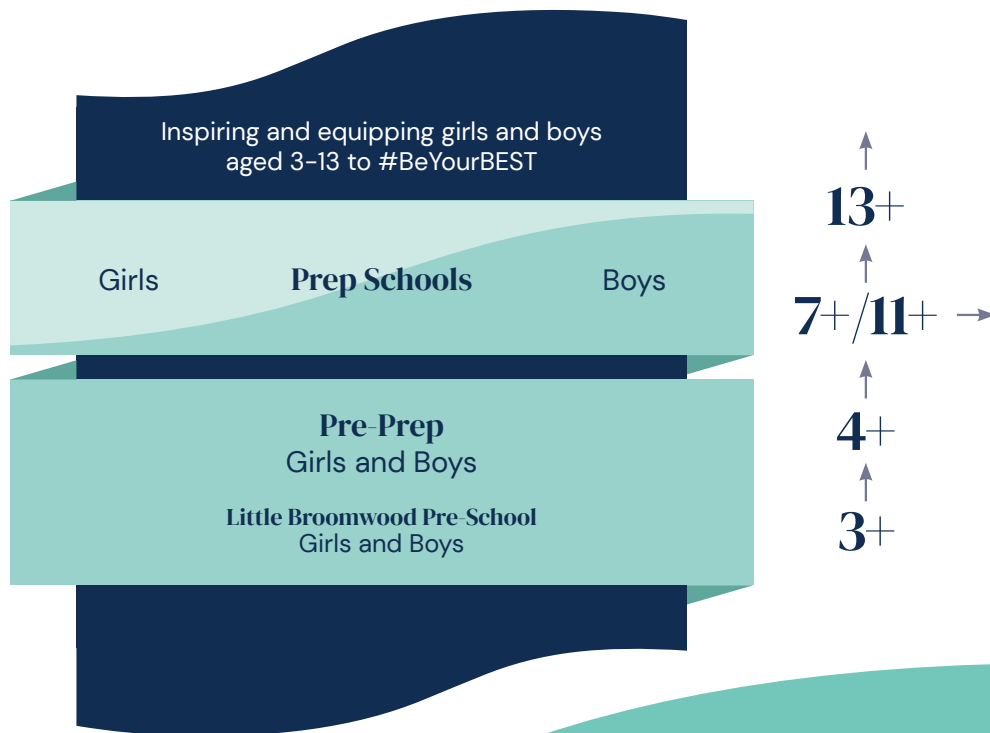
Our main entry points are at 4, 7 and 11. Whilst the schools have their own traditions and unique characteristics, we are united by what drives us.

At Broomwood we believe that, together, our schools offer girls and boy an extraordinary education. A bespoke, dynamic and rich journey where pupils develop their own passions and talents, as well as being stretched in new directions, so they become the best version of themselves. With success celebrated nationally, we're determined our pupils experience even more opportunities to grow.

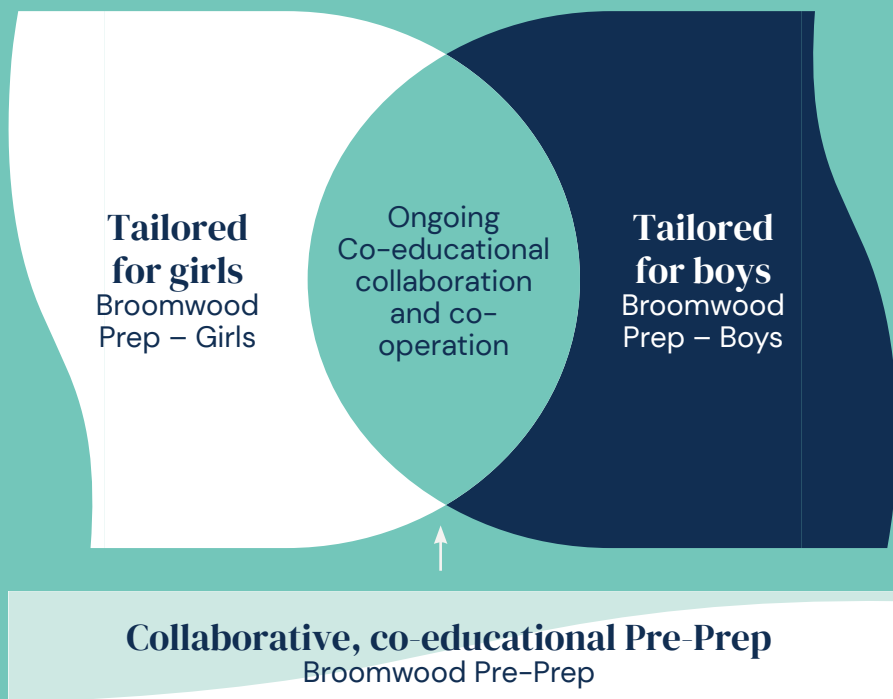
Because we believe in helping every girl and boy develop their unique passions and talents, because our forward-looking culture encourages pupils to embrace change, because we strive to ensure every individual succeeds in a culture of collaboration and togetherness, our promise is to inspire and equip every Broomwood pupil to

**#BeYourBEST**

# About Broomwood



## Our unique Model



# The Opportunity

## Principal Objectives

- Broomwood Boys is looking for a nurturing, positive, motivated Learning Support Assistant to provide one-to-one support of two pupil.
- The successful candidate will have relevant experience, particularly supporting children with Special Educational Needs.
- 29 hours a week (8:15 am to 2:45 pm, three days per week and 8:15 am to 1:00 pm, two days per week, term time only)
- In class, you will help these pupils with their learning tasks and to engage in group activities. You will also support the children with transitions between lessons and with play at break times.
- You will work closely with our Head of Learning Support to ensure that the pupil makes academic and personal progress. As part of a supportive and collaborative team, the successful candidate will enjoy professional development opportunities both within the Broomwood and the wider Dukes Education family.
- We offer a salary above Government pay scales, free school lunches and Pension.

## Key Responsibilities

- To deliver a high standard of learning, development and care for the child;
- To ensure that the school environment has appropriate adaptations to assist the child's engagement;
- To develop partnerships with parents/ carers;
- To be responsible for any tasks delegated by the teacher or leadership team.

## Main Duties

- To work with the Class Teacher and Head of Learning Support to devise a programme of learning activities within the curriculum, providing a safe and inclusive environment, preparing activities, organising programmes

and arranging equipment;

- To ensure that activities are carried out in a safe and responsible manner, in accordance with statutory responsibilities, and to advise the class teacher and/or Head of Learning Support of any concerns;
- To encourage pupils to work independently and with others as appropriate;
- To support the teacher in managing pupil behaviour, promoting positive values and attitudes, dealing promptly with conflict and incidents in line with established policy;
- Assist with the supervision of pupils out of lesson times;
- To follow all school policies and procedures at all times, including those regarding safeguarding and confidentiality;
- To contribute to the school's highest standards of physical and emotional care, health and safety, and personal and food hygiene at all times;
- To be involved in positive interactions with children by supporting or providing stimulating activities that respond to their interests and developmental needs;
- To work with range of people including school staff, visiting professionals and agencies, parents, children and families;
- To have a positive and proactive approach towards continuous professional development.

## Safeguarding

- This role will involve significant contact with children and the post holder will be deemed to be engaging in regulated activity relevant to children, in accordance with Keeping Children Safe In Education. Consequently, it is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020))



# Your Talents

## We are looking for:

- Someone who promotes a culture of inclusion.
- Someone creative, kind and compassionate who can bring out the best in our pupils.
- Someone with an interest in psychology and child development.
- Ideally, someone with experience of working with children who have Special Educational Needs.

## In particular, we will ask you to:

- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.
- Be constantly vigilant with regards to child protection and health and safety issues, and follow school procedures for reporting concerns;
- Ensure any pupil issues or concerns are shared with relevant staff and uploaded to CPOMS;
- Be constantly vigilant with regards to child protection;
- Make a positive contribution to the wider life and ethos of the school, and carry out specific duties, for example:
  - *Attend church and other school performances, sporting activities*

*\*please note that the term 'staff' includes: teachers, coaches, teaching assistants, classroom assistants, peripatetic teachers and clubs staff.*

## Other Professional Requirements

- Correspondence related to academic issues should be passed to the Senior Academic Team as appropriate.
- Correspondence of a pastoral nature should

be forwarded to the Senior Pastoral Team for your site and the Deputy Head.

- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- Take part in performance management and annual professional review meetings.
- Keep up to date with current thinking, regulations and practice and further develop skills by attending courses, workshops and meetings.
- Attend and contribute to meetings including those focus on: staff, department, year group and others when required.

# Working at Broomwood

This role is offered on a part time contract (29 hours per week) for the duration of the child's need.

**We offer:**

- Salary scale significantly above Government pay scales;
- Subsidised school fees (dependent

on meeting admissions and length of service criteria);

- Free school lunches;
- Pension Scheme;
- Cycle to Work Scheme.



# Our Values

Everything we do is driven by our core Values, ensuring every individual in our school thrives, as well as making a positive impact in the wider community. Our unrelenting focus is on developing the whole child, preparing pupils to lead lives that are both happy and purposeful, so they might live our Motto,

**'To DO your best, to BE your best'.**

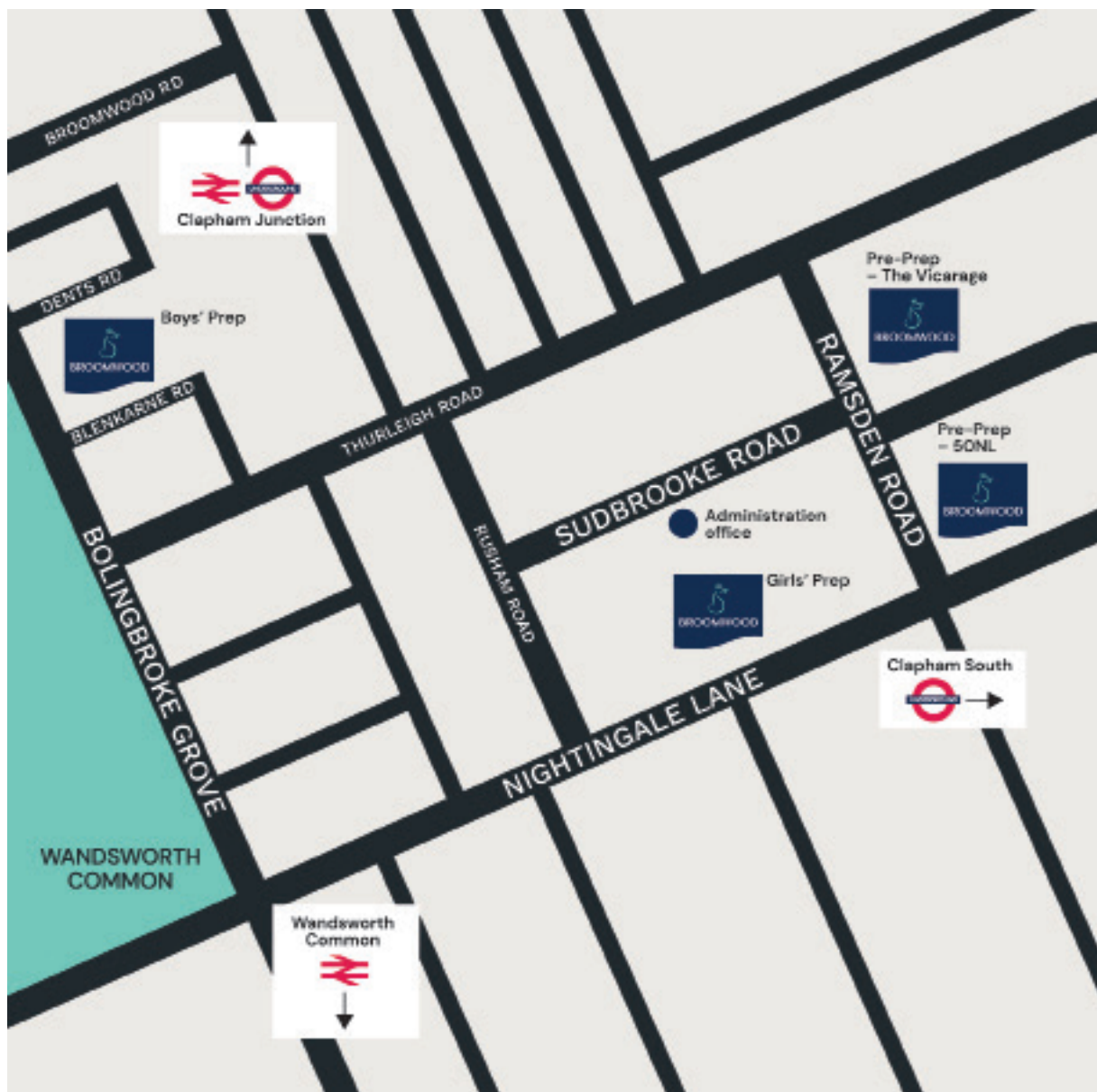
We live our values and use them to shape and develop individuals through our appraisal and development process.



# Wandsworth

## Proud of our community

We are based in the heart of leafy SW London in vibrant Wandsworth. We have easy transport links with Clapham South and Balham tubes close by, and Wandsworth and Clapham Junction stations a short walk away. Northcote Road is a buzzing mass of shops, cafés and bars and of course, we have plenty of open green spaces around us too.





# How to Apply

A letter and a fully completed application form should be sent to:

Deborah Kind, Director of Human Resources,  
29b Sudbrooke Road, London SW12 8TQ or  
emailed for the attention of Deborah Kind to  
[people@broomwood.com](mailto:people@broomwood.com)

Enquiries to 020 8696 8787

For further information about our school please  
visit our current website,  
**[www.broomwood.com](http://www.broomwood.com)**

Broomwood is committed to safeguarding  
and promoting the welfare of young people.  
The successful applicant will be subject to an  
enhanced DBS check.



## BROOMWOOD

"Dukes Education is a family of schools and educational services based in the UK. Our schools are distinctive in identity and style, yet united in offering outstanding teaching and learning, providing the strongest foundations for young people to lead meaningful and fulfilling lives."

**[Broomwood.com](http://Broomwood.com)**

Broomwood is proud to be part  
of the Dukes Education family  
Together we're extraordinary.

