

Candidate Brief

Part-time 1:1 Learning Support Assistant

Broomwood Prep-Boys (16.5-20 hours per week)

September 2026

Broomwood Prep - Girls



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 are seeking an excellent practitioner 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 welcome you to our team of committed, ambitious and aspirational people and we will ensure that working at Broomwood is 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 practices within education today, including comprehensive Leadership and Management courses, Teaching and Learning Masterclasses, tailored development for all classroom and support roles and a pan-Dukes conference. We believe in continual education, supporting 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



We are a team of dedicated and hardworking educators and leaders who enjoy working together and who achieve excellent results, both academically and across the wider curriculum.

We are ambitious for our pupils and believe in helping them recognise and reach their potential in a supportive and encouraging environment. Although the school has a traditional feel, we are very much a forward-thinking community. Learning at Broomwood extends far beyond the classroom. Pupils take part in STEM Challenge events, our much-anticipated annual Strictly Science Show, and a range of competitions across the Dukes Education network. Educational visits play a key role in enriching the curriculum, with trips to the Natural History Museum, the Science Museum and other cultural institutions. Community events and collaborative initiatives with Broomwood Boys further enhance the experience, providing pupils with opportunities to develop curiosity, confidence and a love of learning.

Our curriculum is modern and purposeful. We adopt the best educational practices to ensure the learning environment we create is engaging, personalised, and appropriately challenging. Broomwood places great importance on a set of shared values that staff, pupils, and parents are expected to uphold, and we strive to create a reflective and progressive learning culture.

The ideal candidate will have experience of teaching Key Stage 2 and 3. Strong communication and collaboration skills are essential, as the successful candidate will work closely with colleagues within the department and across the school. Alongside subject teaching, experience of supporting pupils in a pastoral capacity is expected.

We have a strong reputation as a nurturing and pastorally supportive school, taking a proactive approach to supporting the pupils in our care. Broomwood also has a thriving extra-curricular programme, and our pupils are heavily involved in the wider life of the school. Our staff contribute enthusiastically to this rich and varied programme of events.

If you are passionate about giving children the very best start to their education, forward-thinking in your approach, and committed to delivering the highest standards in a friendly and fast-paced environment, then Broomwood could be the place for you.

Even better—if you are the sort of person who is not afraid to roll up your sleeves and muck in, we know you would fit right in. We look forward to meeting you.

**Louisa McCafferty**  
Head, Broomwood Prep, Girls

# The Opportunity

Broomwood Girls is looking for a nurturing, positive, motivated Learning Support Assistant to provide one-to-one support

The successful candidate will have relevant experience of Special Educational Needs and ideally experience supporting pupils in an educational setting.

Between 16.5 and 20 hours a week depending on experience

In class, you will help the pupil 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, teachers and external professionals 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 free school lunches and Smart Pension Scheme.

## 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; To support with tracking pupil progress and recording observations.

## Main Duties

- To work with external specialists who will provide resources and lessons that will need to be continued with the child on a regular basis.
- To ensure that activities are carried out in a safe and responsible manner, in accordance with statutory responsibilities, and to advise the class teacher/external professionals/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 involves significant contact with children and constitutes regulated activity under Keeping Children Safe in Education guidance. The post is therefore exempt from the Rehabilitation of Offenders Act 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020))

The successful candidate will be subject to enhanced safeguarding checks and must demonstrate a clear understanding of safeguarding and child protection responsibilities. All applicants are required to read the school's Child Protection and Safeguarding Policy, available on our website.

[www.broomwood.com/aboutbroomwood/policies](http://www.broomwood.com/aboutbroomwood/policies)

# 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.

## Personal Qualities

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 full time permanent contract.

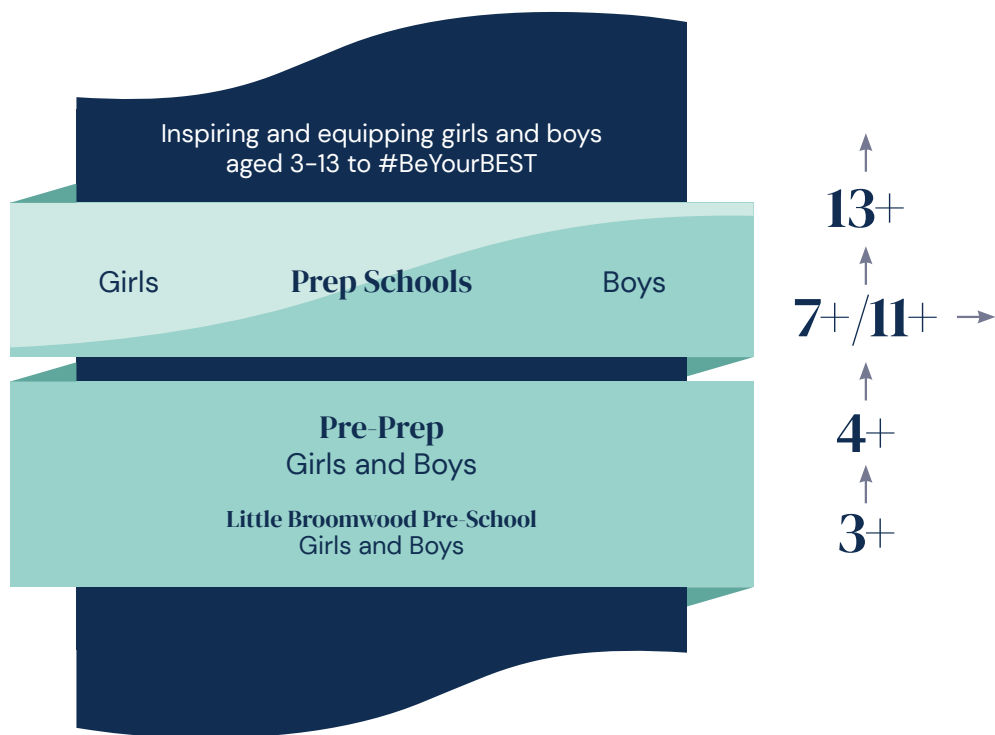
- Cycle to Work Scheme

## **We offer:**

- Subsidised school fees (dependent on meeting admissions criteria);
- Free school lunches;
- Child care voucher scheme;



# About Broomwood



## Our unique Model



# 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'.**

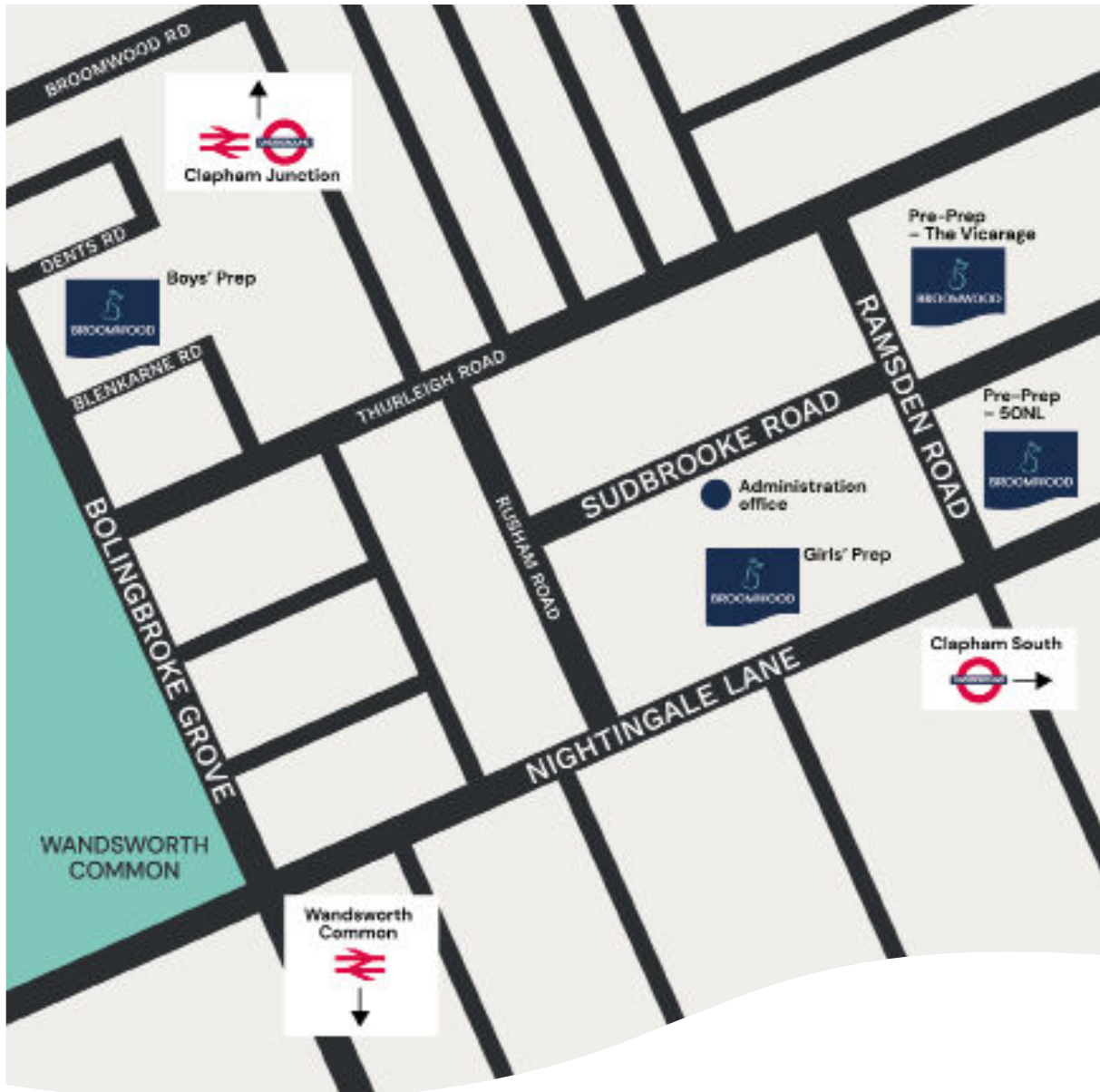
We live our values and use them to shape and develop individuals through our appraisal and development process.



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

