

Candidate Brief

Part-time 1:1 Learning Support Assistant

Broomwood Pre-Prep (12-16 hours per week)

To commence by 2 November 2026, or before, if possible



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 we hope to meet you in person to tell you more about our wonderful schools which, whilst separate sites, work together to deliver an extraordinary and rich education to children aged 3-13.

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.

Whilst the two prep schools are single-sex, we work closely and collaboratively together to deliver an education that's tailor-made for the needs of boys and girls, whilst enabling them to enjoy all the benefits of both single-sex and co-educational opportunities – in other words, the very BEST of all worlds.

We are a team of dedicated and hard-

working educators and leaders who enjoy working together and who deliver fantastic results, both academically and in the wider curriculum.

If you are the sort of person who's not afraid to roll-up your sleeves and muck-in, we know you'd fit in. We look forward to meeting you.

Caron Mackay
Head of Broomwood 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, Broomwood Pre-Prep, Broomwood Prep-Girls, and Broomwood Prep-Boys. Previously operating as Northwood Schools, in 2023 we united under one name and one brand to symbolise the seamless educational journey from Pre-Prep to Prep schools.

Broomwood will continue to 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.

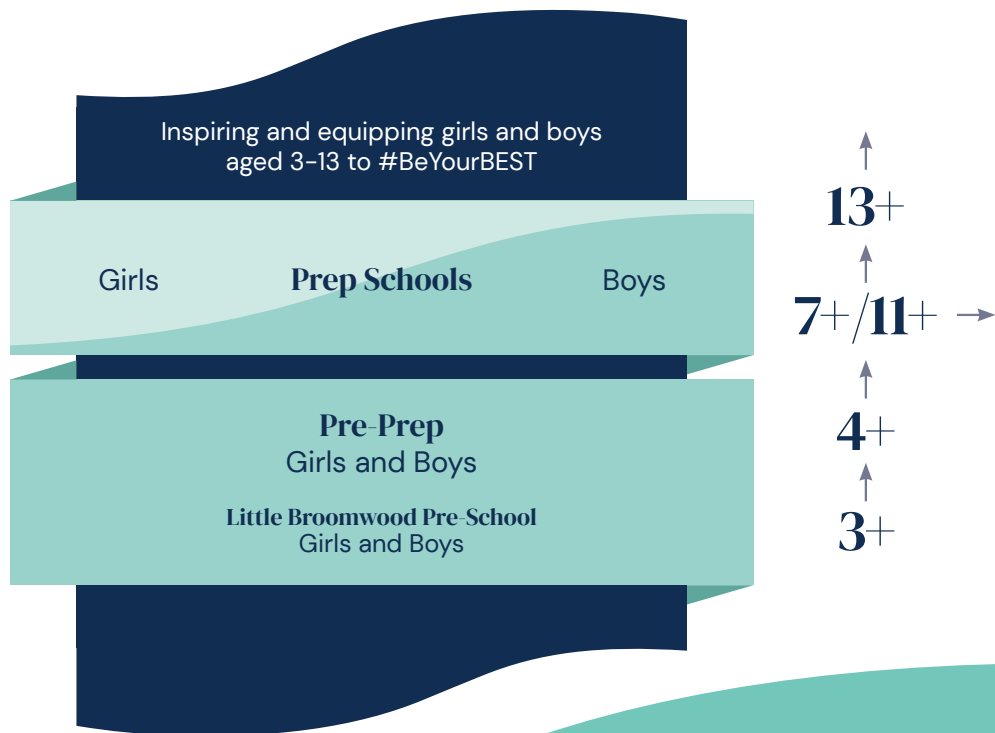
Our main entry points are at 4, 7 and 11. Whilst the schools have their own traditions and unique characteristics, we are united by what drives us.

At Broomwood we believe that, together, our schools offer girls and boys 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. Following the recognition of the wellbeing of our pupils by the Independent Schools of the Year, we remain determined for our pupils experience even more opportunities to grow.

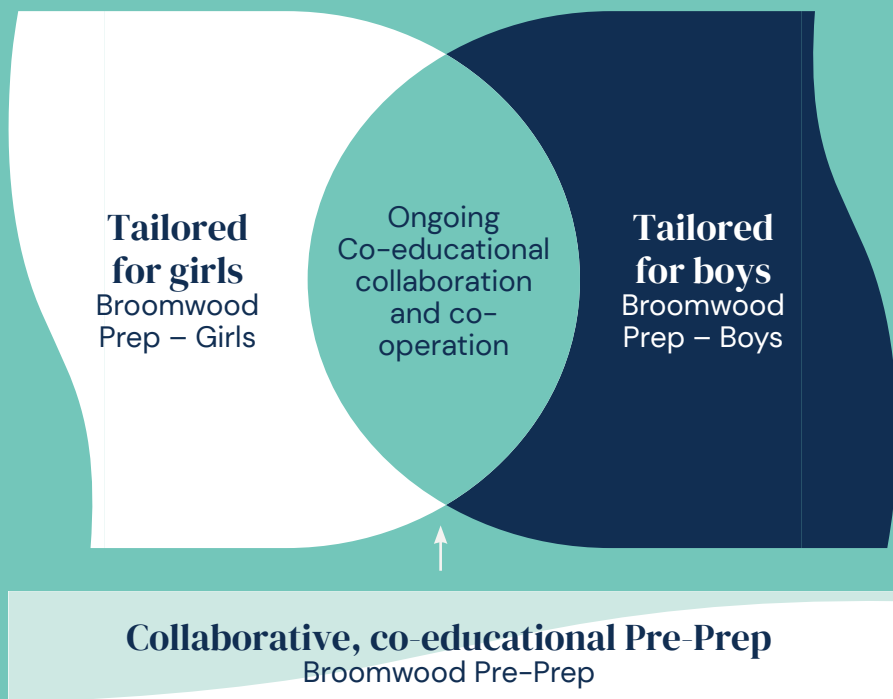
We believe in every girl and boy, helping them develop their unique passions and talents. Our forward-looking culture encourages pupils to embrace change and we strive to ensure every individual succeeds in a culture of collaboration and togetherness.

#BeYourBEST

About Broomwood



Our unique Model



The Opportunity

Principal Objectives

- Broomwood Pre-Prep is looking for a positive, motivated and skilled Learning Support Assistant to provide one-to-one support in the Early Years.
- Between 12-16 hours a week, term time only
- The successful candidate will have experience of working with pupils in an educational setting, ideally within Early Years, particularly Reception, and a well-developed understanding of behaviour support strategies and Special Educational Needs.
- You will work with the child on a structured one-to-one basis throughout the school day to help them access the curriculum, build independence, and support social connections and interactions with their peers.
- As part of a supportive and collaborative team, the successful candidate will have access to professional development opportunities within Broomwood and across the wider Dukes Education family.
- We offer free school lunches and Smart Pension Scheme.

Key Responsibilities

- To work closely with the Form Teacher, our Head of Learning Support and external professionals to implement consistent evidence-based strategies aligned with the child's agreed targets.
- To use positive reinforcement and consistent communication to build self-esteem and motivation.
- To maintain high expectations, whilst adapting activities to suit the child's interests to encourage engagement and participation.
- To fade support in and out appropriately to encourage independence.
- To help ensure that the school environment is appropriately adapted to support the child's needs, for example by maintaining a predictable daily routine and using visual and verbal supports.
- To maintain daily tracking systems to monitor child's behaviour, engagement and progress.

- To support the child's social communication and peer relationships, modelling appropriate interactions and facilitating inclusive participation.
- To implement structured speech therapy exercises throughout the week to reinforce communication goals.

Main Duties

- To ensure that activities are carried out in a safe and responsible manner, in accordance with statutory responsibilities, and to advise the Form Teacher and/or Head of Learning Support of any concerns.
- To support the teacher in managing pupil behaviour, promoting positive values and attitudes, dealing promptly with conflict and incidents in line with established policy.
- 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 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)) Please read Broomwood's Child Protection and Safeguarding Policy which can be found on our website on the following page:

www.broomwood.com/aboutbroomwood/policies

Your Talents

We are looking for:

- Someone with experience of working with pupils in a school setting, ideally in with Reception experience.
- Someone with experience of supporting children with autism.
- Someone creative, motivating, kind and compassionate who can bring out the best in our pupils.
- Someone who promotes a culture of inclusion and has high expectations.

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;
- 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.*

Assistant Head & DSL.

- 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.

Other Professional Requirements

- Correspondence related to academic issues should be passed to the Form Teacher as appropriate.
- Correspondence of a pastoral nature should be forwarded to the Form Teacher and the

Working at Broomwood

This role is offered on a part time contract (12-16 hours per week) for the duration of the child's need.

We offer:

- 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'.

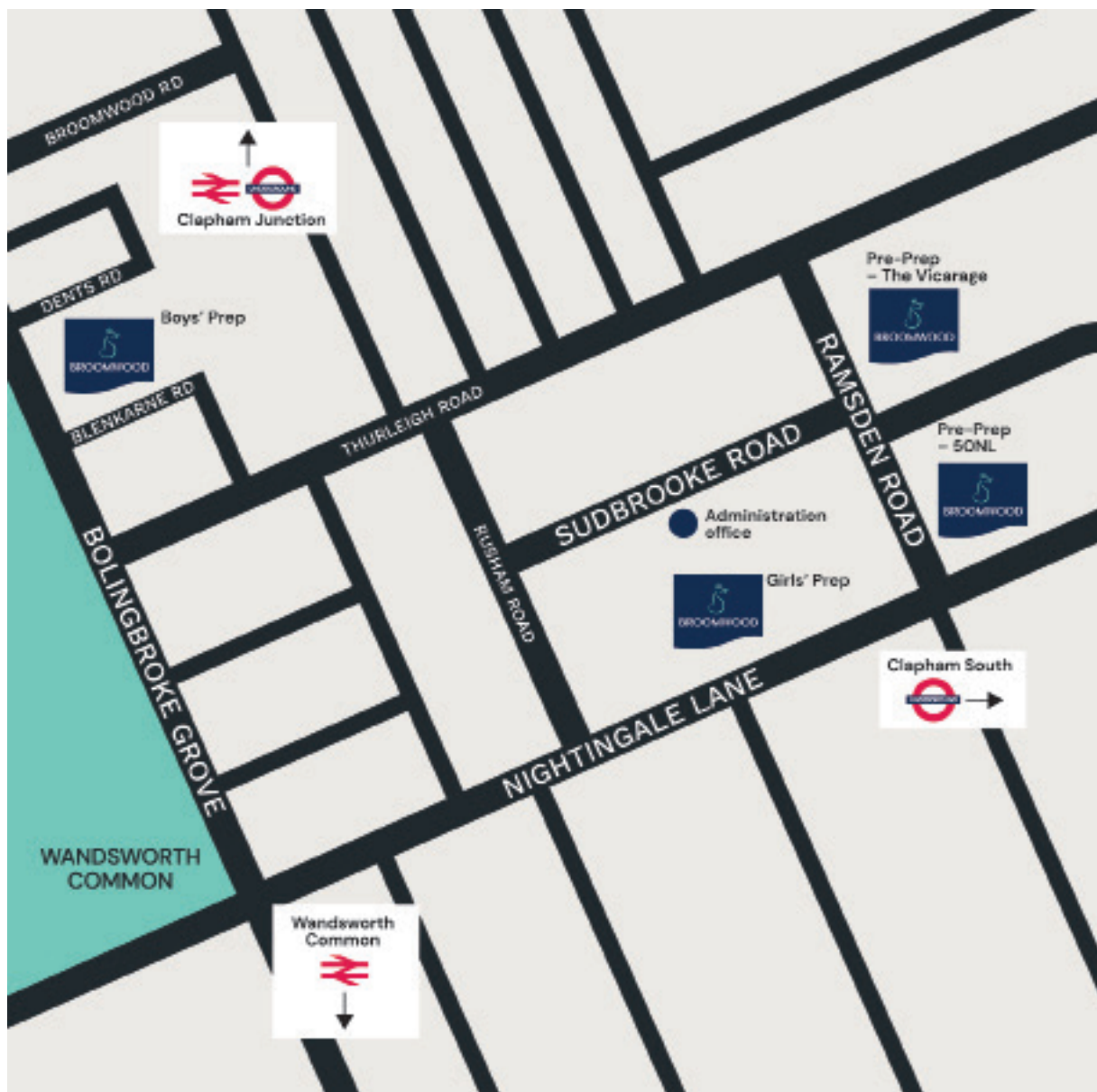
We live our values and use them to shape and develop individuals through our appraisal and development process.



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

Enquiries to 020 8696 8787

For further information about our school please
visit our current website,
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.



Broomwood.com