

Bingley Grammar School

Learning Support Assistant

Contents

Welcome from the Headteacher

School History & Vision

Staff Benefits Information

Post Details

Job Description

Person Specification

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. You will be required to undertake an enhanced DBS check.

Please refer to the Bingley Grammar School Child Protection and Safeguarding Policy on our website (About/Policies)

Headteacher Mr Luke Weston

Bingley Grammar School, Keighley Road, Bingley, West Yorkshire, BD16 2RS **Tel:** 01274 807700 **Email:** school@bingleygrammar.org



www.bingleygrammar.org



[@bingleygrammar](https://twitter.com/bingleygrammar)



[Bingley Grammar School](https://www.facebook.com/BingleyGrammarSchool)



[@bingleygrammarschool](https://www.instagram.com/bingleygrammarschool)

WELCOME FROM THE HEADTEACHER

Dear Candidate

Thank you for your interest in applying for a position at Bingley Grammar School. This is an exciting opportunity to be part of a dedicated team and to make a real difference to the lives of our students. It is our staff who drive the high standards of achievement that our students expect and deserve.

Within this Information Pack you will find;

- School History & Vision
- Staff Benefits Information
- Department Information
- Post details
- Job Description
- Person Specification

If you feel you are ready for the challenge and would like to know more about the school and its activities, please take a look at our website. If you would like to speak with me directly or arrange a visit to the school please do not hesitate to contact school on 01274 807700.

I hope the information provided will assist you in submitting your application but if you require any further information please contact our recruitment team on 01274 807720 or recruitment@bingleygrammar.org

To apply for the post please complete the relevant application form in full and ensure it is submitted before the closing date advertised. We do not accept CVs but please feel free to attach a copy of your CV to your application form.

We, as a school, are extremely proud of our diverse community of staff and students and we look forward to you joining our team.

Yours faithfully



Mr Luke Weston
Headteacher



SCHOOL HISTORY & VISION

At around 1900 students, Bingley Grammar School is a large and high attaining 11-18 comprehensive, mixed ability and multi-cultural school and understandably that gives the school a great sense of community. All our staff are incredibly hard working and we take pride in knowing our students as individuals. We deliver a constantly evolving broad and rich curriculum along with high quality pastoral support. As a staff we are committed to high quality professional learning and as such we have a two hour CPD session on alternate Mondays as well as many other opportunities such as our programme allowing staff to study for a Master's Degree in Education and a variety of other in-house bespoke courses.

Since its foundation the School has prided itself on its motto of 'passing on the torches of learning', and this is as true today as it was in 1529. We are proud of our past but also focused on the future and aim to provide an education that combines the very best of tradition and innovation.

Constantly developing a culture of excellence is at the heart of everything we do and we do not limit our definition of achievement simply to traditional academic pursuits. We believe in developing well rounded individuals and as a result we make significant investment into the areas of sport and the creative and performing arts.

The Sixth Form at BGS is a thriving one with over 300 students following highly personalised pathways. Virtually all our learners leave us at the end of Y13 to attend their first choice university. We are currently redeveloping our sixth form building to enhance the resources available to our Sixth Form students.

Our vision is simple, we seek to develop the skills, talents and interests of all our students as individuals. No young person learns effectively unless he or she feels safe, secure and happy. Bingley Grammar School is a caring and supportive school and we try to address the individual needs of every student through a comprehensive, flexible pastoral system. As such, we work together to develop self-respect, self-discipline and self-understanding.

We look forward to our future but we value our past and particularly our traditions, believing they provide a solid and stable foundation for the whole school. Our well-established house system at the heart of the school helps to foster a strong sense of belonging.

We, as a school, are extremely proud of all our staff and students and we look forward to you joining our team.



STAFF BENEFITS INFORMATION

The school offers all its staff a range of benefits including:

Appraisal – The opportunities to achieve enhanced increments for outstanding achievement and progress in lessons.

CPD – An extensive programme including the opportunity to apply for Master's Degree in Education and NPQML/NPQSL. The school also closes early on alternate Wednesday's in order for staff to participate in training much of which is faculty based.

Cycle to Work Scheme – lease a bike and safety equipment as a tax free benefit through our salary sacrifice scheme.

Employer Pension Scheme – Teachers Pension Scheme (Teachers). Local Government Scheme (Support Staff).





Learning Support Assistant

30 hours 50 minutes per week (8.20am – 3.00pm) term time only, to start as soon as possible

Salary level: SCP 5-6 (FTE £25,583 - £25,989)

Actual salary £17,863- £18,471

We are looking for a learning support assistant to join our friendly and dedicated learning support team. The successful applicant will be highly motivated and enthusiastic with excellent communication skills and the ability to relate well to children and young people. The role may suit someone who is already working in a similar position with young people or possibly a graduate who is considering a career in teaching and would like to gain valuable work experience needed to enter the profession.

The successful candidate will provide support for students who are on the SEND register. This will include a variety of age groups up to and including the 6th form and a wide range of special educational needs. The candidates will be working within a classroom environment, assisting students in following educational programmes and activities as well as encouraging the development of life and independent learning skills.

The role and responsibilities include:

- Supporting students to carry out work under the direction of the class/subject teacher and specialist service staff as appropriate.
- Keeping appropriate records of students' performance and carrying out special needs duties as required by the class teacher.
- Being firm yet sensitive and responsive to the student's needs, establishing good relationships with students, parents/carers, colleagues and other professionals and acting as a good role model;
- Promoting the inclusion and acceptance of all students, and encouraging both independent learning and interaction with others as appropriate.
- Providing general care and welfare to students within established policies and practices;
- Supporting the teacher in managing student behaviour, reporting difficulties as appropriate.
- Assisting with the supervision of students out of lesson times, and accompanying teaching staff and students on visits, trips and out of school activities as appropriate.
- Attending relevant meetings and being involved in Action and Annual Reviews as required.

The successful candidates will be able to demonstrate:

- Minimum standard of GCSE (grade A*-C) or equivalent, in English and Maths. Science desirable
- A good sense of humour, enthusiasm and a positive attitude
- Recent and relevant experience of working with young people or graduates seeking to gain experience, particularly if looking for a career in teaching.
- A strong commitment to working with young people
- The ability to work well both individually and as part of a team
- Good literacy, numeracy and ICT skills
- Excellent interpersonal and communication skills

Closing date for completed applications is 9am Friday 9th October 2026

Interviews to be held W/C 12th October

Please note CVs will not be accepted.

Please ensure your application highlights your experiences and most importantly how you will ensure you make a difference in supporting our students at BGS.

For more information and to apply please refer to the Vacancy Support documents or contact our

Recruitment team: T: 01274 807700 E: recruitment@bingleygrammar.org

Informal visits are welcomed, by arrangement.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. You will be required to undertake an enhanced DBS check.

JOB DESCRIPTION

Post: Learning Support Assistant

Level: SCP 5-6

Prime Objectives of the Post

- To work as directed in meeting the special educational needs of students, working within the classroom environment.
- To assist the students, under the direction of the class teacher, in following educational programmes and activities.
- To keep appropriate records of students' performance and carry out special needs duties as required by the class teacher.
- To encourage students to develop life skills and enable them to develop independent learning skills.

Supervisory/Management Responsibilities

No supervisory responsibility for other staff. Will be required to deal with students on either a 1:1 or small group basis as directed by the teacher.

Supervision and Guidance

Responsible to the Assistant Headteacher/SENCo with day to day work allocation issued by the Learning Support Specialist KS4. Also, working under the direction of the class teacher while in the classroom.

Range of Decision Making

Required to use own initiative to make decisions within established working practices and procedures to ensure accuracy and consistency of application. Required to use good common sense and initiative in all matters relating to the duties of the post.

Responsibility for Assets, materials, information etc

To maintain the confidential nature of information relating to the school, its students, parents and carers. General responsibility for the care of all equipment and materials within the designated area of the school.

Duties and Responsibilities

- To assist students with special educational needs in following educational programmes and activities designed by the teacher and/or member of appropriate support agencies, including ICT use.
- To enable students to carry out work under the direction of the class/subject teacher and specialist service staff as appropriate.
- To assist in providing one to one support to students with any Special Educational Need and also working with small groups of students, in the classroom or in a breakout room, where appropriate.
- To be firm yet sensitive and responsive to the student's needs, establishing good relationships with all students, parents/carers, colleagues and other professionals and acting as a good role model;
- To promote the inclusion and acceptance of all students, and encourage both independent learning and interaction with others as appropriate.
- To be responsible, when appropriate, for the mobility, medical and hygiene needs of the students within established policies and practices.
- To motivate and encourage students and help them to develop their self-esteem and interaction with others;

- To support the teacher in managing student behaviour, reporting difficulties as appropriate and issuing appropriate rewards and sanctions within the school's policies and procedures
- To keep appropriate records of the student's progress, achievement, issues and support given.
- To enable individuals or small groups of students within class to carry out the tasks set by the teacher.
- To enable students to have access to appropriate materials and equipment and their storage.
- To assist with the supervision of students out of lesson times, and accompanying teaching staff and students on visits, trips and out of school activities as appropriate.
- To attend relevant meetings and be involved in Action and Annual Reviews as and when required.
- Input to the Student Profile through participation in Annual Reviews as and when required.
- To provide exam invigilation, including reading and scribing, as required.

Your duties also include any assistance which may reasonably be required of you by the School from time to time.

General Responsibilities

- Be aware of and comply with the school's policies and procedures, including those relating to child safeguarding, health and safety, equal opportunities, data security and confidentiality and data protection.
- To support, uphold and contribute to the development and implementation of the school's equal rights policies and practices in respect of employment issues and the delivery of services.
- Contribute to the overall ethos of the school.
- Appreciate and support the role of other staff
- Participate in training and other learning activities and performance development as required.

Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may have been used in which case all the usual associated routines are naturally included in the job description.

Staff should not refuse to undertake work which is not specified in this job description. Any additional duties should be recorded and these will be taken into account during the performance management process.

PERSON SPECIFICATION

Key

E/D = Essential/Desirable Criteria for post

A = Application Form

I = Interview

R = References

T = Test

C = Certificate/Documentary Evidence

Criteria	E/D	How Measured				
		A	I	T	R	C
Qualifications						
Studied to a minimum standard of GCSE (grade A*-C) or equivalent, in English and Maths	E	X				X
Experience & Knowledge						
Experience of working with young people	D	X	X		X	
Previous experience of working in a school	D	X	X		X	
Experience of stock control	D	X	X		X	
Skills and Competencies						
Able to cope with the pressures of school environment	E	X	X			
Able to work co-operatively with academic and other staff	E	X	X			
Excellent communication skills	E	X	X			
Able to work effectively without supervision	E	X	X			
Confident user of ICT	E	X	X			
Working Behaviours						
Approachable and confident demeanour	E	X	X		X	
An understanding of the importance of promoting and safeguarding the welfare of children	E	X	X		X	
Committed to acting with integrity, honesty, loyalty and fairness to safeguard the reputation of the school	E	X	X		X	
Common sense and initiative	E	X	X		X	
Flexibility to adjust to change and development	E	X	X		X	
Fluency Duty						
Demonstrate fluency of English language at an advanced threshold level	E	X	X			

Bingley Values & Ethos						
A passion for education and for making a difference to young people's lives	E	X	X			
Commitment to supporting & promoting equality, diversity and inclusion	E		X			
Commitment to safeguarding young people and vulnerable adults	E		X			