

CANDIDATE PACK

Higher Level Teaching Assistant



Start date:
September 2026

Location:
Bromley Trust Academy
Midfield Way, Orpington,
BR5 2QL

About Us

As a school we aim to broaden horizons for our pupils, supporting them until they are ready to transition into their next school. We work hard to ensure that every young person we work with receives the best possible learning opportunities.

Our Midfield Campus provides education and support for 5 -11 year olds pupils who are at risk of being, or have been, permanently excluded from primary school. We aim to work with these young people to identify and remove barriers to learning, so that where possible they can return to a mainstream school or access a specialist school setting if more appropriate.





About the Trust

Our school is part of London South East Academies Trust - a multi academy trust sponsored by London South East Colleges. In 2024 the Trust was formally recognised and awarded as the TES Small Trust of the Year.

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools

Read more on the trust website:
LSEAT.co.uk

We believe in securing the best for all our pupils, with inclusion and cohesion at the heart of our school's ethos. We aim to raise standards by supporting the development of every child as a reflective pupil, striving to ensure that everything we do has a positive impact on them.

We are proud of our record in promoting equality for all. We offer a happy, secure and stimulating learning environment in which the whole school community can grow in confidence and develop to their full potential.

Our Values

As a school, we believe that we 'decide' our own futures:

Discovery – every day we try to discover new things

Endeavour – try hard everyday

Community – believing in our communities and being leaders there

Independence – become independent pupils

Decisions – making sensible decisions

Everyday – doing all of the above, everyday

Job Description

Job title: Higher Level Teaching Assistant

Salary: LSEAT Harmonsied payscale 17 - 20

Contractual Hours: 37 per week

Contractual Weeks: 39 per year (Term Time Only)

Position Status: Fixed Term (September 2026 - July 2027)

Are you passionate about making a real difference in young lives?

Bromley Trust Academy (Midfield Campus) is looking for a dedicated Higher Level Teaching Assistant to join our team in Orpington!

Help us identify and break down barriers to learning, support emotional regulation using trauma-informed practices, and inspire pupils to reach their full potential.



What we are looking for:

- Level 3 qualification or equivalent (including English & Maths)
- Experience supporting diverse groups in an educational setting
- Strong behavior regulation and communication skills
- A deep commitment to safeguarding and child welfare

The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the academy change over time.

Job Description

Main Purpose of the Job

- To achieve the highest possible levels of progress and achievement for all pupils at Bromley Trust Academy.
- To support the Senior Leadership Team in creating lasting improvement in the quality of provision through supporting on teaching, learning and assessment with professionalism and high expectations.
- To develop systems to ensure all key performance indicators can be measured appropriately on a regular basis.
- To support each pupil in developing increased self-esteem and self-worth at BTA.
- To support all pupils in making the best possible progress by identifying barriers to learning and support pupils in overcoming these.
- To develop good relationships with pupils and their parents/carers as well as staff and across the school and Trust.
- To work in partnership with teaching and support staff across all sites.



Key Responsibilities of the Job Holder

- To contribute to the development and improvement of academy life for all pupils through effective support of teaching, learning and assessment.
- Plan for and facilitate assessments and interventions for pupils from across the school to support in identifying and closing gaps in learning.

Main Responsibilities

Pupil Progress & Engagement

- Build strong, trusting relationships with pupils to support emotional regulation, engagement, and readiness to learn.
- Monitor and track individual pupil progress across academic, social, and behavioural domains, using school systems and agreed frameworks.
- Implement personalised learning and engagement strategies aligned with EHCP outcomes, AP targets, and therapeutic approaches.
- Provide targeted 1:1 and small-group interventions to address gaps in learning, social skills, communication, and self-regulation.
- Support pupils to set, review, and reflect on personal goals, celebrating progress and identifying next steps.

Behaviour, Regulation & Inclusion

- Use trauma-informed, relational practice to de-escalate situations and maintain a safe, calm environment.
- Model and reinforce positive behaviour, emotional literacy, and restorative approaches.
- Contribute to behaviour plans, risk assessments, and safety plans, ensuring strategies are implemented consistently.
- Support pupils during transitions, unstructured times, and high-risk moments to maintain engagement and safety.

Safeguarding & Welfare

- Uphold the highest safeguarding standards, reporting concerns immediately in line with school policy.
- Support pupils' physical, emotional, and mental wellbeing throughout the school day.
- Supervise pupils safely during learning, transitions, breaks, off-site activities, and transport where required.

Main Responsibilities

Teaching & Learning Support

- Deliver high-quality learning support within lessons, adapting tasks and scaffolding to meet individual needs.
- Lead learning activities independently when required, ensuring continuity of learning and maintaining high expectations.
- Provide occasional whole-class cover, following teacher plans and maintaining routines, behaviour expectations, and safeguarding standards.
- Prepare, adapt, and organise learning materials and resources to support differentiated and adapted provision.
- Always facilitate and promote the inclusion of all pupils by being aware of the different needs of each pupil.

Communication & Professional Collaboration

- Work closely with teachers, SENCO, DSL, therapists, and external professionals to ensure joined-up support for pupils.
- Provide clear, accurate feedback to teachers on pupil progress, engagement, and emerging needs.
- Contribute to multi-agency meetings, reviews, and planning discussions as required.
- Maintain professional, supportive communication with parents and carers, promoting positive home-school relationships.

Professional Development & Contribution to School Culture

- Engage in ongoing CPD related to AP practice, trauma-informed approaches, SEND, and behaviour support.
- Reflect on practice and contribute to a culture of continuous improvement.
- Model the school's values, expectations, and relational ethos in all interactions.
- Support the wider life of the school, including enrichment, clubs, and community events.

Main Responsibilities

Data, Recording & Reporting

- Maintain accurate records of interventions, incidents, progress, and engagement using school systems.
- Contribute to reports for reviews, assessments, and referrals, ensuring clarity and professionalism.
- Use data to identify patterns, barriers, and opportunities for improved engagement and outcomes.

General

- To work across the academy as directed by the Head of School or Head Teacher.
- To carry out the duties and responsibilities of the post in accordance with BTA policies and relevant to health and safety guidance and legislation.
- To use IT systems as required to carry out duties of the post in the most effective manner.
- To participate in performance management and undertake training and professional development as appropriate. 'As a Trust, we are committed to Safeguarding and work with the Local Authority for the best outcome'.
- To undertake other duties appropriate to the post that may reasonably be required by SLT.
- To ensure that all services within the areas of responsibility are provided in accordance with BTA commitment to high quality provision.
- At all times carry out the responsibilities of the post with regard to Trust Equal opportunity policies.
- Attend school-based meetings, CPD sessions, Inset days and complete relevant administrative tasks.
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of BTA.
- Be physically fit and prepared to undertake positive handling training with all staff as required by the SLT.
- Be prepared to use, and support other staff, using positive handling techniques as a last resort in conflict management.

Person Specification

Specification	Essential	Desirable
Good level of education to Level 3 or equivalent (including English & maths)	X	
Experience in working with diverse groups, preferably in an educational setting	X	
Experience of offering support, guidance and information to a diverse customer group	X	
Knowledge and understanding of the issues affecting pupils	X	
Experience of facilitating assessments to pupils		X
Experience of maintaining records of attainment and progress and reporting back to other stakeholder	X	
Knowledge of the internal and external services typically used by pupils and an awareness of any appropriate referral procedures		X
Excellent front line customer service skills – patience, tact, sensitivity and good humour	X	
Proven initiative and creative problem solving skills	X	
An ability to relate to, and empathise with, pupils and backgrounds	X	

Person Specification

Specification	Essential	Desirable
Ability to communicate with a wide range of individuals including pupils, staff at all levels and external organisations, both verbally and in writing	X	
A working knowledge of Microsoft Office packages, including Word, Excel and Outlook.	X	
The ability to summarise information and highlight key features	X	
Be able to deal with people in a calm and courteous manner	X	
The ability to work under pressure and to deadlines both independently and as part of a team	X	
The ability to work with discretion and maintain confidentiality	X	
The ability and skills to be able to drive and make home visits (supported)		X
Well-organised and able to work autonomously	X	
Proven ability to motivate and inspire others	X	
Strong problem-solving capabilities	X	
Effective presentation skills	X	
Professional and approachable	X	

Person Specification

Specification	Essential	Desirable
Demonstrable teamwork	X	
Tactful and diplomatic	X	
Ability to work on own initiative and under pressure	X	
Flexibility in approaching work situations	X	
Personal integrity and honesty	X	
Ability to work confidentially	X	
A commitment to continuous professional development at both personal and team levels	X	
An understanding of, and commitment to, the academy's Health and Safety Policies	X	
LSEAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	X	

How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page [here](#).

**Closing date: Sunday 5th
July 2026**

**Interviews: Week
commencing 6th July
2026**

