

CANIDATE PACK



Start date:
ASAP

Location:
Christchurch Road,
Virginia Water,
Surrey, GU25 4PX

Part of

Our Mission

Passionate about potential, we promise to realise the unique talents and abilities of the children and young people entrusted to London South East Academies Trust.

Ambitious for every child, we will work tirelessly to ensure that progression and their 'next step' is always in reach. We recognise and respect the diversity and strength that our different schools bring to our community, within the school and beyond.

Our mission is to create a network of outstanding schools that:

- Promote excellence
- Celebrate diversity
- Enable personal development and achievement
- Foster social value in their communities





Our Vision

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
- Maximise the strength of our diversity
- In areas of social and economic deprivation we will improve the life chances of children and young people
- We will actively challenge social inequality
- Create a diverse network of high performing schools



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The Trust's commitment to improving outcomes for some of the most vulnerable children in Surrey has been impressive and continues to make a significant difference enabling these boys to achieve and thrive.

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Maria Dawes - CEO, Schools Alliance for Excellence

Job Description

Job Title: SEN Teaching Assistant

Salary: H13 on the LSEAT Harmonised Payscale

Contact Type: Term Time Only

Reporting To: Class Teacher

We're looking for someone with plenty of energy and enthusiasm to support the educational and care needs of the children attending our Virginia Water site, all of whom have autism and/or complex social and communication needs.

The role would suit those with school experience, graduates, school leavers or those looking for a career change as we offer full training.

Core Responsibilities:

- To work with and support the teaching staff of Manor Mead School in the education and care of pupils, to meet their Special Educational Needs.
- To work with and support the pupils of Manor Mead School enabling them to take part in all aspects of the curriculum.
- To work under the direction of the Class Teacher, or the Senior Teaching Assistant in the absence of the Class Teacher, as a member of the class staff team, to support the delivery of an appropriate curriculum in a safe, stimulating and caring environment.

Manor Mead is an Outstanding primary school for pupils, age 4-11, with severe, profound and multiple learning difficulties, some with associated autism and Complex Social and Communication Needs (CSCN). We have two sites; one in Shepperton (PMLD, SLD, associated Autism) and one in Virginia Water (CSCN, ASD). We offer a calm, supportive and highly structured environment, where pupils are known well and supported to make meaningful progress in both their learning and personal development.

Our staff work as a skilled, multidisciplinary team, delivering personalised provision that reflects each pupil's individual needs, strengths and aspirations. The school has a strong culture of collaboration, reflection and continuous improvement, and places a high value on developing staff expertise within a specialist and deeply rewarding area of education.



Job Description

Job purpose

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Duties and responsibilities

- To support the teacher in the classroom and in other learning environments/activities e.g. swimming pool, P.E. to enable children to make the most of their learning opportunities
- To attend to the pupils' personal requirements, physical care and therapy needs on a daily basis, including moving and handling children as necessary (following training)
- To manage pupils' behaviour in line with school policy and procedures, following pupils' individual Behaviour Management Plans and Strategies.
- To supervise pupils during break and lunch time as appropriate to support teachers and Senior Teaching Assistant: encouraging pupils to be physically active and to play
- To contribute to the organisation of classroom resources to ensure effective classroom management
- To encourage independence at all times
- To undertake specific tasks with individuals or small groups of pupils
- To assist on outings and school trips on foot or in the Minibus
- To be aware of school policies and support the implementation of these policies
- To record pupils' progress on appropriate recording charts
- To work within the specific hours designated by the post





LONDON
SOUTH EAST
ACADEMIES
TRUST

Job Specification

This post will entail working with children between the ages of 2 and 11 who will potentially require any or all of the following;

Personal Care, i.e.

- Toileting
- Feeding

Administration of medication and or medical interventions, i.e.

- Gastrostomy feeds
- Suctioning
- Tracheotomy
- Administering oral medication, (always with supervision by another trained adult)

All these would be after specific training by medically trained staff and carried out under their supervision until such time as their competencies were signed off and the staff member is confident to carry them out.

Administration of Therapies, i.e.

- Carrying out therapy programmes provided by the relevant therapist including Hydrotherapy programmes.

Management of Challenging Behaviour, i.e.

- Using registered and County approved physical interventions.

Moving and Handling of pupils / students, i.e.

- Positioning
- Toileting
- Therapy input

Delivery of the wider curriculum, i.e.

- Engaging children in play activities at break times
- Taking children including those who may be wheel chair users off site to access community based activities.
- Supporting children to participate in all curriculum areas, including, Performance Arts, Sports and PE activities.

This post will require a level of mobility and fitness commensurate with the staff member's ability to undertake any or all of the above. * Following policies and protocols and appropriate training.

Our Values

SUCCESS

Success is for all. We create a culture of continuous improvement, encouraging all learners and staff to strive to be better, and succeed.

TEAMWORK

We work together to maximise the talent and abilities of all, with our learners central to every choice we make.

ACHIEVEMENT

We have ambition for our learners and staff so that they can achieve and exceed with courage, resilience and determination, realising their own unique potential

RESPECT

We empower our learners and our staff to be respectful, to value diversity and to maximise this as a talent and strength.

SERVICE

Our purpose is to serve our learners and our communities. Leaders at every level serve with integrity, ensuring our learners achieve and progress in society.

Specification	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • Good level of written and spoken English • Numerate • Basic IT skills 	
Previous Experience		<ul style="list-style-type: none"> • Experience of working with children in a school setting or child care experience
Abilities	<ul style="list-style-type: none"> • Able to follow through verbal and written instructions • Able to communicate effectively with pupils • Able to motivate pupils to learn • Able to assist with the organisation of the learning environment • Able to undertake routine tasks under the direction of the teacher or Senior Teaching Assistant • Able to work effectively with adult team members Able to carry out and record individual pupil programmes • Able to maintain confidentiality 	

Specification	Essential	Desirable
Personality	<ul style="list-style-type: none"> • Good interpersonal skills • Common sense • Flexible • Able to cope in difficult situations 	<ul style="list-style-type: none"> • Sense of humour
Equal Opportunities	<ul style="list-style-type: none"> • Commitment to equal opportunities 	

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 contact:

**Closing date: Tuesday 12th
May 2026**

Interviews: TBC

Part of

