

CANIDATE PACK

Work Experience



Start date:
September 2026
Location:
Bedonwell Junior School
Bedonwell Road
Belvedere
DA17 5PF

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

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.

Job Description

Job Title: SEN Teaching Assistant

Salary: H18 on the LSEAT Harmonised payscale

Contractual hours: 28.45 hours

Contractual Weeks: 38 weeks

Position Status: Permanent

Core requirements:

We are seeking a caring, enthusiastic and dedicated individual to join our team, supporting pupils with Special Educational Needs in Key Stage 2. At Bedonwell Junior School, we are committed to ensuring every child achieves their full potential in a nurturing, inclusive and inspiring environment. This is a rewarding opportunity to work closely with class teachers and the SEND team to provide tailored support that enables children to thrive both academically and personally

Administration and Management:

Bedonwell children are at the heart of everything we do and we work closely together to ensure a seamless transition and continuation of a high quality education and care for our children from 3-11 years old.

Our infant and nursery school is the bedrock for the children's learning and it provides the basic skills required to set them up for life. Our junior school is a time to build on the solid foundations they have acquired and increase their independence and prepare them for becoming good citizens and young adults. We hope that you enjoy your visit to our website, and that you find any information you are looking for.



Job Description

Main purpose of the role

- To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes
- To enable access to learning for pupils including those with special needs and to assist the teacher in the management of pupils and the classroom.
- Work may be carried out in the classroom or outside the main teaching area

Teaching and Learning to:

- Assist teachers in ensuring all pupils' continuing educational development through establishing constructive relationships and contributing to Individual Education/Behaviour Plans.
- Assist teachers in fostering attractive learning environments to ensure that pupils spend their school life in stimulating surroundings.
- Prepare, maintain and use equipment/resources required to meet lesson plans/relevant learning activity and assist pupils in use.
- To ensure accurate records and observations are kept so that pupils receive the maximum benefit from their education.
- Undertake routine marking of pupil's work in line with the marking policy as requested by the teacher.
- To be highly aware of, and adhere to the school's policy documents and procedures, including Safeguarding



Job Activities:

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and encourage pupils to interact with others and to engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence, providing feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Establish constructive relationships with pupils, and interact with them according to individual needs, promoting the inclusion/acceptance of all pupils.
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- Establish constructive relationships with staff, and work as a team to ensure high standards of teaching, learning and child welfare.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Assist with the planning of learning activities, monitoring pupils' responses to these, accurately record achievement/progress as directed.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parent/carers.
- Provide clerical and administration support for teacher, including administering coursework.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Work within pre-determined guidance, policies, procedures and teachers' guidance.
- Assist with the supervision of pupils out of lesson times. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Attend weekly meetings and discussions, which contribute to the overall ethos/work/aims of the school.
- Awareness of the school's educational and behavioural policies for developing pupils.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To be willing to undertake First Aid Training and administer first aid.
- To be willing to undertake relevant medical training for individual children, and administer medical checks and procedures as appropriate.

General Requirements:

- Promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy
- To maintain the health and safety of pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with to your line manager.
- Take on any additional responsibilities commensurate with the role, which might from time to time, be determined by the Head Teacher/teacher
- Safeguarding: Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.
- Equity, Diversity and Inclusion: Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.
- Health and Safety: Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.
- STARS Values: Consistently model and promote the our STARS values, contributing positively to our culture and reputation.
- Sustainability: Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices.

What We Offer:

- *Friendly, enthusiastic, delightful pupils and students who teach us something new every day*
- *A committed and caring staff team who support and develop each other*
- *A proactive and supportive SLT who are actively mindful of workload*
- *A collaborative approach to planning and problem-solving*
- *A comprehensive induction and an ongoing extensive CPD programme*
- *Opportunities to develop your skills and talents*
- *Small class sizes with high staff/pupil ratio*
- *Free parking on site*
- *Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes*
- *Free financial and mortgage advice for employees*
- *Excellent pension schemes, including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest*
- *Professional development, with access to high-quality training, leadership development, and career progression opportunities*
- *Employee Assistance Programme, providing free, confidential support*
- *Travel Support, with an annual season ticket loan and cycle-to-work scheme*
- *Wellbeing and Lifestyle Benefits, including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments*
- *Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.*



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Specification	Desirable	Essential
<p>Qualifications</p>	<ul style="list-style-type: none"> • First Aid Training as appropriate 	<ul style="list-style-type: none"> • Level 2 Maths and English • NVQ level 3 for Teaching Assistants or equivalent qualifications/ experience • Experience working with children with additional/ special educational needs
<p>Experience</p>		<ul style="list-style-type: none"> • Working with, or caring for children of relevant age.

Specification	Desirable	Essential
Knowledge and Skills	<ul style="list-style-type: none"> • Understanding of relevant policies/code of practice and awareness of relevant legislation • Understanding and knowledge of Little Wandle Letters and Sounds Program and White Rose Maths Scheme • General understanding of National Curriculum/Early Years Foundation Stage Curriculum Framework and other basic learning programmes/strategies 	<ul style="list-style-type: none"> • Effective use of ICT support learning • Use of other equipment technology – video, photocopier • Basic understanding of child development and learning • Ability to self-evaluate learning needs and actively seek learning activities • Ability to relate well to children and adults • Work constructively as part of a team • Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary • Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation • Ability to listen to customers and understand their needs • Ability to tailor your approach to each conversation to be appropriate to the customer, responding clearly with fine shades of meaning, even in complex situations.

Specification	Desirable	Essential



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:

Interviews:

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