



CANDIDATE PACK

Teaching Assistant



Start date:
ASAP

Location:
Horsham Road
Bramley
Guildford
Surrey



About Us

Bramley Oak Academy is a special school for boys aged 5-11 years with social, emotional and mental health needs. All pupils at Bramley Oak have an Educational Health Care Plan.

We believe that every child deserves the opportunity to fulfil their potential and have a successful future. We also know that great teaching helps all children become confident and respectful young people.

BRAMLEY
OAK
ACADEMY



LONDON
SOUTH EAST
ACADEMIES
TRUST





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



Values and vision

Our vision is to prepare every pupil for WORLD (working together, optimism, responsibility, learning and decision making) so that they develop the knowledge, skills and maturity to make thoughtful decisions and become purposeful young adults with bright futures.

Working together

Optimism

Responsibility

Learning

Decision making

Job Description

Job title: Teaching Assistant

Salary: H17 on the LSEAT Harmonised Payscale

Contractual Hours: 33 hours per week

Contractual Weeks: 39 weeks

Position Status: Permanent

About our vacancy

We are seeking a dedicated Teaching Assistant to join our supportive and experienced team.

Are you looking for an opportunity to make a real difference in the lives of young people? At Bramley Oak Academy you would be working within a specialist setting that values both challenge and support.

We welcome applications from candidates with all levels of experience, including those interested in a future career in teaching.

We offer a comprehensive and bespoke CPD programme throughout the year and have a good record of upskilling staff at all levels. As all children have an EHCP and are working significantly below age-related expectations, the role is more likely to suit those who are trained/experienced within Early Years, Primary or Special settings.



Job Description

Main purpose of the job:

To work under the instruction/guidance of the Class Teacher/Senior Leadership Team (SLT) in order to:

- Support students to become independent learners.
- Promote social and emotional development.
- Support students' individual behaviour targets.
- Support students to enable them to participate fully in the social and academic activities within the Academy.



Key Responsibilities:

To contribute to the development and improvement of pupils' participation in learning and Academy life.

- Establish constructive relationships with students and interact with them according to individual needs.
- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans.
- Use strategies in liaison with the Class Teacher to support students to achieve academic and EHCP targets.
- Promote good student behaviour, dealing with conflict and incidents in line with established policy and encouraging students to take responsibility for their behaviour.
- 5. Establish constructive relationships with parents/carers.
- Assist with maintaining the classroom environment.
- To attend team meetings and participate in activities that support the senior leadership team in the ongoing priorities, systems and policies of the school.
- To assist and support other members of staff to ensure the smooth running of the school including involvement in offsite activities.

General Requirements:

- To carry out the duties and responsibilities of the post in accordance with Bramley Oak Academy policies and relevant to health and safety guidance and legislation.
- To use IT systems as required to carry out the duties of the post in the most effective manner.
- To participate in performance management and undertake training and professional development as appropriate.
- 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 Bramley Oak Academy's commitment to high quality provision.
- At all times, carry out the responsibilities of the post with regard to Bramley Oak Academy Equal opportunity policies.
- Attend school-based meetings and complete relevant administrative tasks.
- 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.

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
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free Onsite Parking - available at our schools.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.

Person Specification

Experience and Qualifications	Essential	Desireable
Grade 4 or equivalent in English and Maths		x
NVQ for Teaching Assistant or equivalent qualifications or experience		x
Working with or caring for children of relevant age	x	
Basic understanding of child development and learning		x
Sufficient command of spoken English as defined under the Code of Practice on English Language requirements for public sector workers.	x	
Good numeracy and literacy skills with the expectation that you will reach functional skills Level 2 in English and Maths within a year of working at the school	x	
Ability to build effective working relationships with a range of partners and stakeholders	x	
Strong interpersonal skills and an ability to communicate clearly both orally and in writing	x	

Experience and Qualifications	Essential	Desireable
Ability to work as part of a team	x	
Capacity to work under pressure and to meet deadlines	x	
Capacity to work flexibly and to adapt to the changing needs of the pupils being taught	x	
Excellent attendance and punctuality	x	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	x	
A commitment to continuous professional development at both personal and team levels	x	
An understanding of, and a commitment to, the Bramley Oak Academy's Health and Safety policies	x	
An understanding of, and commitment to, the Bramley Oak Academy's Equality and Diversity policies	x	
A commitment to safeguarding and promoting the welfare of children and young people		

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](#).

