

CANIDATE PACK



Start date:
September 2026

Location:
Laleham Road,
Shepperton,
Middlesex, TW17 8EL

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: Senior Teaching Assistant

Salary: H16 on the LSEAT Harmonised pay scale

Contract Type: Term Time Only

Reporting To: Class Teacher

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).

Manor Mead School Shepperton requires an experienced person who has lots of energy and enthusiasm to support the educational and care needs of the special children attending our school. Senior Teaching Assistants are required to work under the direction of the class teacher, and work an additional 1 hour 40 minutes during the week for classroom preparation of teaching resources. This time includes the 20 minutes allocated for the weekly team meeting.

In the absence of the Class Teacher from the classroom the Senior Teaching Assistant should assume responsibility for the class group. This is reflected in the pay.

Hours : 33.33 per week, 38 weeks per year

Mon-Fri 8.40am - 3.30 pm plus an additional 1 hour 40 minutes per week

Supports teaching staff in their responsibility for the development and education of pupils. Able to lead lesson from teacher's planning e.g. to cover PPA, meetings or sudden absence



Job Description

Under the direction of the teacher:

- Uses specialist skills in, for example, the teaching of literacy, numeracy or science.
- Provides specialist welfare support for pupils with sensory and/or physical impairment.
- Develops the specialist knowledge required to provide appropriate personal care or therapy.
- Works as part of a team to ensure that the wellbeing, social and personal development of pupils enhances learning opportunities and life skills.
- Organises and maintains the learning environment and takes responsibility for specific aspects of class organisation and administration
- Undertakes pupil observations, records pupil progress as directed and contributes to reports through discussion with the Class Teacher
- Delivers specified work to individuals, groups and whole classes as determined by the headteacher in accordance with The Education (Specified Work and Registration) (England) Regulations 2003.
- Maintains confidentiality in and outside the workplace.
- Understands and assists in interpretation of school policies.



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	Desirable	Essential
<p>Education and Training</p>	<p>NNEB, NVQ3 or equivalent qualification The person must be prepared and able to take up continuing professional development opportunities</p>	
<p>Previous Experience</p>	<p>Experience of working with children with Special Educational Needs</p>	<p>Experience of working in a school setting</p>
<p>Abilities</p>		<p>Able to take responsibility Works well as a member of a team Able to direct staff and students Able to follow verbal and written instructions with minimum supervision</p>

Specification	Desirable	Essential
<p style="text-align: center;">Abilities</p>		<p> Be able to give clear verbal instructions Clear legible writing Able to deliver individual pupil programmes, recording as necessary Competent in use of IT to support learning Able to use own initiative </p>
<p style="text-align: center;">Personality</p>		<p> Good interpersonal skills Empathy with children with special needs Able to cope in stressful situations Flexible, dependable, responsible & sense of humour </p>

Specification	Desirable	Essential
Mobility	Clean driving licence Prepared to undergo SCC MIDAS Minibus training	
Physical Attributes		Good all-round fitness and agility
Equal Opportunities		Commitment to equal opportunities





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