

CANIDATE PACK

Bank Teaching Assistant



Start date:
September 2026

Location:
Acre Wood Academy,
Church Road,
Crowborough,
TN6 1BN

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 East Sussex has been impressive and continues to make a significant difference enabling these children to achieve and thrive.

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Maria Dawes - CEO, Schools Alliance for Excellence

Job Description

Job Title: Bank Teaching Assistant
Salary: H13 on the Harmonised Pay Scale
Hours: Zero hour contract
Working Pattern: Term Time Only
Reporting To: Headteacher

About the vacancy:

The Bank Teaching Assistant will play a vital role in maintaining this high standard of support by providing flexible classroom cover across the academy. Working closely with teaching staff, the successful candidate will help ensure continuity of learning, promote pupils' wellbeing and independence, and contribute to a positive, inclusive environment where every achievement is celebrated.

We are looking for someone who:

- Has a genuine passion for working with children and young people with SEND.
- Is patient, caring, resilient and positive.
- Can build strong relationships based on kindness, trust and respect.
- Is flexible and able to adapt to a variety of classroom environments.
- Works well as part of a team and uses initiative when needed.
- Has excellent communication skills.
- Experience in a special school or educational setting is desirable but not essential, as full training and support will be provided.

Acre Wood Academy provides specialist education for children and young people aged 4–19 with a range of complex special educational needs, including Autism Spectrum Disorder (ASD), Severe Learning Difficulties (SLD) and Profound and Multiple Learning Difficulties (PMLD).

The academy is committed to providing a safe, nurturing and ambitious learning environment where every pupil is supported to develop independence, communication and life skills, enabling them to achieve their full potential. Through personalised learning, therapeutic support and strong partnerships with families, Acre Wood Academy prepares pupils for successful futures and meaningful participation in their communities.



Job Description

Key Responsibilities

- Support pupils with their learning and development under the direction of the class teacher and wider multidisciplinary team.
- Assist in delivering personalised learning activities that meet pupils' individual education, health and care plan (EHCP) outcomes.
- Promote pupils' communication, independence, social interaction and emotional wellbeing throughout the school day.
- Support pupils with personal care, feeding and mobility where required, ensuring dignity and respect at all times.
- Help to create a safe, inclusive and stimulating learning environment that enables every pupil to thrive.
- Encourage positive behaviour using the academy's behaviour support strategies and individual behaviour plans.
- Prepare and organise learning resources and classroom activities as directed by the teacher.
- Observe, monitor and record pupils' progress, reporting any concerns or achievements to the class teacher.
- Work collaboratively with teachers, therapists and other professionals to support pupils' individual needs.
- Maintain positive and professional relationships with pupils, colleagues, parents and carers.
- Follow all safeguarding, health and safety, confidentiality and academy policies and procedures.
- Undertake mandatory training and participate in professional development opportunities as required.
- Provide flexible cover across the academy, adapting to different classes, age groups and pupil needs.
- Contribute to the wider life of the academy and uphold Acre Wood Academy's values of Community, Respect, Curiosity, Perseverance, Ambition and Kindness.



General Requirements

- Take on any additional responsibilities which might, from time to time, be determined.
- **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 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.

This job description may be amended at any time following discussion between the Head Teacher, Senior Leader and member of staff, and will be reviewed annually.

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.

Data, Impact and Quality Assurance

- Support schools to use CU Online effectively
- Monitor participation and engagement data
- Produce impact information and case studies
- Ensure delivery meets Children's University standards
- Maintain quality assurance of Learning Destinations

Events and Engagement

- Plan and deliver
 - Graduation ceremonies
 - Community and family events
 - Workshop and enrichment activities
- Develop creative opportunities to extend participation within a term-time delivery model, maximising engagement within available hours



**LONDON
SOUTH EAST
ACADEMIES
TRUST**

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.

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 mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.

Specification	Desirable	Essential
<p>Education and Training</p>	<ul style="list-style-type: none"> • Basic IT skills • Manual handling training or willing to learn • Teaching Assistant qualification or relevant experience 	<ul style="list-style-type: none"> • Good level of written and spoken English. • GCSEs in Maths and English or similar
<p>Experience</p>	<ul style="list-style-type: none"> • Supporting children or young people with SEND 	<ul style="list-style-type: none"> • Experience working with children in a school setting or child care experience
<p>Skills and Abilities</p>	<ul style="list-style-type: none"> • Able to communicate effectively with pupils • Able to motivate pupils to learn • Able to follow written and verbal instructions • Able to work effectively with adult team members 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Good interpersonal skills • Flexible and adaptable • Able to think on your feet and overcome difficult situations 	<ul style="list-style-type: none"> • Passionate about improving outcomes for children and young people • Highly organised and self-motivated

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: The People Team

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