



NEWSTEAD WOOD SCHOOL

"creating opportunities for success"



CANDIDATE PACK

JOB ROLE: SEN Teaching Assistant

*A highly selective girls' state secondary school,
with a co-educational Sixth Form.*



OUR SCHOOL

Newstead Wood School, founded in 1954 as Orpington Grammar School for Girls, is renowned for academic excellence and a strong sense of community. With six forms of entry, modern facilities, and the motto *Fortitudine Crescamus* ('May we grow in strength'), the school supports both academic and personal growth. Students are assigned to one of six Houses—Nightingale, Wren, Swift, Falcon, Griffin, and Phoenix—building identity and belonging.

The school offers unique opportunities like international trips to Japan, New York, Borneo, and Malta, plus electives in film, photography, classical civilisation, and fencing. With a focus on highly able students and strong career support, Newstead Wood school consistently earns an 'Outstanding' rating from Ofsted, with the most recent inspection in 2022.

WELCOME FROM THE HEAD

We are looking for people to join us at Newstead Wood School who are passionate about education and their subject, dedicated to fostering a love of learning, and committed to inspiring our talented and able students. We seek dynamic and inspirational staff who share our vision and commitment to providing a broad and high-quality education. Whether you're a seasoned educator or just starting your teaching career, we welcome individuals who thrive in a collaborative, diverse and inclusive environment and are eager to contribute to our vibrant school community.



*We are delighted to have
been named as London
State Secondary School of
the Year 2025 in this year's
Sunday Times Parent
Power schools guide!*



*'The culture in a girls' school is about
smashing the glass ceiling and removing
stereotypes. All heads in the STEM subjects
are strong, powerful, diverse women. A
can-do attitude helps foster the confidence
to do well.'*

Alan Blount, Headteacher



All achievements at school and beyond

WHY GIRLS' SCHOOLS?

THIS IS WHERE I FOUND MY VOICE

DEDICATED TEACHERS
CREATE AN ENVIRONMENT WHERE GIRLS CAN THRIVE WITHOUT LIMITATIONS

I FEEL EMPOWERED!
WE'RE NOT LIMITED BY STEREOTYPES OR PRECONCEIVED PERCEPTIONS OF OUR ABILITIES

OPPORTUNITIES

I'M ENCOURAGED TO TRY

I CAN BE EVERY TYPE OF GIRL I LIKE

THERE IS LESS JUDGMENT HERE

WE GET TAUGHT TO BE WORLD-READY WOMEN

I FEEL BOLD. BRILLIANT. & STRONG WITH ALL THESE GIRLS BY MY SIDE

COMMUNITY

I AM PART OF A WHOLE

INCLUSIVE SISTERHOOD

BEING SMART IS CELEBRATED MORE THAN BEING PRETTY

IT'S EASY TO MAKE FRIENDS

I DON'T HAVE TO DRESS TO IMPRESS

I'M SURROUNDED BY SO MANY INCREDIBLE FEMALE ROLE MODELS

I LIKE HOW INTERNAL MISOGYNY HAS LESS OF AN INFLUENCE HERE

TEACHERS KNOW THE BEST WAYS TO TEACH GIRLS

EVERY GIRL STANDS FOR YOU & CHEERS FOR YOU CONSTANTLY

I WANT HERE

INTERNATIONAL COALITION OF GIRLS' SCHOOLS

Alan Blount, Headteacher



ACADEMIC EXCELLENCE

GCSE RESULTS 2024
Grade 9 **40%**

A LEVEL RESULTS 2024
Grade A* - B **85%**

GO TO A RUSSELL GROUP
UNIVERSITY 2024 **40%**

MOST POPULAR COURSES FOR UNIVERSITY

Medicine
Biomedical science
Computer science
Engineering
Economics
Accountancy
Fashion and Fine Art
Law
Maths
Politics and Philosophy
Psychology

MOST POPULAR UNIVERSITY DESTINATIONS

University of Oxford
University of Cambridge
Kings College London
Imperial College London
University College London
London School of Economics
University of Bristol
University of Nottingham
University of Warwick
Durham University
University of Sheffield

ELECTIVE PROGRAMMES

Medicine, Dentistry, Veterinary
Oxbridge Programme
GCSE Statistics
Crest Science Programme
Model United Nations
Jack Petchey Dance Programme
Fencing
Neuropsychology
Yoga



CAREERS & TALKS

Industry talks with
leaders to provide
students with career
insights

MENTOR STUDENTS

throughout university
application process with
mock tests and interviews

SUPPORTING PUPIL PREMIUM STUDENTS

SPORTING EXCELLENCE

Netball
Football
Rugby
Hockey
Badminton

KENT NETBALL CHAMPIONS

PARTNERSHIP WITH BROMLEY TENNIS CENTRE



DIGITAL PLATFORMS TO SUPPORT LEARNING

Sparx Maths
Sparx Science
Sparx Reader
Seneca Learning
MS Teams
Kerboodle
Uplearn
Massolit



TRIPS & VISITS

France Spain
USA Switzerland
World Challenge trip to
Borneo 2026

INTERNATIONAL EXCHANGE PROGRAMMES

TWILIGHT LANGUAGES

Mandarin
Japanese
Latin



*In the Sixth form,
students enjoy demanding
work and use academic
vocabulary to question
and challenge concepts
readily.*
Ofsted

*Leaders promote a
coherent, integrated and
nurturing approach to
the well-being of pupils.*
Ofsted

*Pupils thrive here. They
are happy and safe in
the school's nurturing
environment.*
Ofsted

*We found pupils positive,
focused and eager to
speak their minds - a good
reflection of the
independence of thinking
nurtured here.*
Good Schools Guide 2023



CLUBS & SOCIETIES

Music
Sports
Film and Drama
Debating
Science
Medical Societies
(MUA/MUN)
Languages
Arts and Graphics
Design and Textiles
Literature
Chess, Games, Puzzles

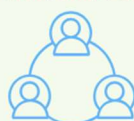


INTERNATIONAL COALITION OF GIRLS' SCHOOLS (ICGS)

As one of the UK's leading
super selective schools, we
are proud to be part of this
global network dedicated to
empowering young women
through education,
collaboration, and advocacy.



ACADEMIC EXCELLENCE FUND



ALUMNI NETWORK

DUKE OF
EDINBURGH'S
AWARDS



DEGREE APPRENTICESHIPS

Goldman Sachs
Barclays
Atkins
Charles Russell Speechlys
GSK

STEM LONDON COLLABORATION

providing quality Subject-
specific CPD combining
expertise in teaching and
learning Science



THE ROLE

ROLE: SEN Teaching Assistant
REPORT TO: Ms Ricketts - SENCO
DEPARTMENT: SEN
HOURS: 37.5

CLOSING DATE OF APPLICATION: Sunday 22 June 2025

MAIN PURPOSE OF THE JOB

- To work under the direction and guidance of the SENCO to remove barriers to learning for an individual's/group, in or out of the classroom
- To support access to learning for students within the classroom, under the direction of teaching staff.
- To support safe travel around the site and to ensure personal needs are met.

KEY RESPONSIBILITIES

General Duties:

All duties associated with this role require the highest standards of professionalism at all times in terms of manner, conduct and confidentiality. This role also demands high levels of literacy as all written communication must be in Standard English.

Main Responsibilities

- To work under the direction and guidance of the SENCO to remove barriers to learning for an individual's/group, in or out of the classroom
- To support access to learning for students within the classroom, under the direction of teaching staff.
- To support safe travel around the site and to ensure personal needs are met.

Support for Students

- To use specialist skills/training/experience to support students to make progress in their learning and in their personal and social development.
- To establish productive working relationships with students, acting as a role model and setting high expectations.
- To support classroom learning of individual students/small groups.
- To support the social and emotional wellbeing of students.

Support for Teachers

- To use strategies, in liaison with the teacher, to support students to make progress and achieve their full potential
- To assist with planning and delivery of learning opportunities and intervention sessions



- To monitor students' responses to learning activities and accurately record achievement/progress as directed by SENCO
- To provide detailed and regular feedback to teachers on students' achievement, progress and barriers to learning.
- To support students to catch up learning following any absence.

Support for departments

- Undertake structured and agreed learning and administrative duties.
- Support the development of personalisation for SEND students to support progress and engagement.
- Support the SENCO with the specific administrative processes relating to named students.

Support for the school

- To be aware of and comply with policies and procedures relating to the SEND code of practice, Keeping Children Safe in Education (KCSIE).
- To contribute to the overall ethos of the school.
- Participate in training, professional learning opportunities and performance development as required.

Qualifications

- A Level (or equivalent).
- GCSE English and Mathematics.

Experience

- Experience of supporting students' learning and achievement in a school or similar environment.
- Experience of supporting students with SEND.

Skills & Attributes

- Highly organised with excellent time management skills.
- Strong written and oral communication skills.
- Compassionate and empathetic.
- Ability to be flexible and responsive to changing situations both in school and the wider community involving students' needs and provision.
- Demonstrate reflective personal characteristics and be able to continually seek positive outcomes for students with SEND.
- Ability to maintain positive relationships with all SEND students, families and the professionals who support them.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may, therefore, be altered from time to time to reflect the changing need of the service, always in consultation with the post holder.

Every member of staff at Newstead Wood School has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We are an inclusive school and strive to be a learning, caring and thriving institution.

We take safeguarding of students and staff seriously at Newstead Wood School. All staff are expected to support this ethos.

The post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.



PERSON SPECIFICATION

		Essential	Desirable
Education/Qualifications and Training	Degree or equivalent	X	
	Qualified teacher status	X	
	Evidence of further study (MA, MBA, MEd)		X
	Evidence of and commitment to continuing professional development	X	
Knowledge Skills & Experience	Strong subject knowledge	X	
	Knowledge and understanding of the theory and practice of effective teaching and learning	X	
	Reflective teaching	X	
	Successful experience of managing change in an educational situation		X
	Understanding of use of assessment data to raise achievement	X	
	Make effective use of ICT across the curriculum when teaching and planning	X	
	Ability to work with all MS Office Applications	X	
	Understanding behaviour management strategies		X
	Teach using an increasingly wide range of teaching strategies to meet different learning needs and abilities	X	
Personal Characteristics	Ability to demonstrate sound balanced judgement with decisiveness, flexibility and integrity	X	
	Resilience, the ability to work under pressure and be able to meet deadlines	X	
	Excellent communication skills (including written, oral and presentation skills), managing challenging conversations.	X	
	The ability to think strategically, creatively and to prioritise.	X	
	The ability and motivation to constantly improve own practice and knowledge through self-evaluation and learning from others	X	
	The ability to support colleagues	X	
	Strong organisational skills and ability to meet deadlines	X	
	Personal resilience, energy and enthusiasm	X	
	Good sense of humour and positive team player	x	
	Accuracy and attention to detail	X	
	Full clean driving licence	x	
Checks	Enhanced DBS, Clearance for Prohibition Check and Right to Work in the UK	X	



THE DEPARTMENT

To support students with learning needs in the classroom, within small groups or on a one-to-one basis, and to ensure access and safe movement around our school site. Some personal care support outside of lessons may be required and so a background or experience of personal care of young people is desirable.



EQUAL OPPORTUNITIES

We are committed to equality of opportunity for all staff from individuals are encouraged regardless of age, gender reassignment, sexual orientation, pregnancy and religion or belief and marriage and civil partnerships.

We particularly welcome applications from BAME candidates as they are currently under-represented at Newstead Wood School.

and applications disability, sex, maternity, race,





WHY WORK WITH US?

Competitive Pay



Competitive remuneration & benefits. For teachers, we guarantee to pay above the maintained sector.

Pension Scheme



Generous TPS/LGPS pension schemes to all academy based colleagues.
(26.68% TPS and 22.9% LGPS)
Both schemes will pay a death in service payment of 3 times your pensionable pay.

Health Care Cash Plan



Money towards the cost of essential healthcare such as trips to the optician, dentist or physiotherapist up to certain annual limits. Virtual GP access 24/7.

Cycle to Work Scheme



Tax efficient cycle to work scheme.

Discounts



Access to over 250 exclusive discounts on everything from coffee and cinema tickets, to holidays, shopping and gym memberships through Perkbox.

Discounted RAC Cover



Free On-site Parking



Free Annual Flu Vaccination



Support and Training

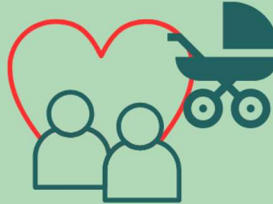


Career Development and CPD



We offer a robust professional development programme including in house training, external courses and a mentoring/coaching scheme to support your growth.

Enhanced Parental Leave and Family friendly policies



Enhanced maternity pay and a supportive company sick pay policy

Employee Assistance Programme



Confidential independent advice and support on a range of financial and legal matters, counselling and support with a 24/7 helpline.

Excellent Transport Links



Rail services to central London and Kent & the South Coast depart from Orpington station (18 minutes walk). The area is served by a number of bus routes. Free parking is available to all staff onsite.

Staff Wellbeing classes & socials



Access to free of charge yoga classes, fitness classes and "Let's talk" clubs. Staff socials including quizzes, parties and a choir.

Car Lease Scheme



Access to great discounts on car leasing of low emission cars through a direct debit scheme



HOW TO APPLY

You can complete the application online via the school website [here](#).

If you have any questions or would like an informal discussion or school visit, please contact our HR Department: recruitment@newsteadwood.co.uk or call 01689 853626.

INTERVIEWS

The closing date for applications is Sunday 22 June 2025

Applications will be reviewed as they are received. The school reserves the right to appoint at any stage of the recruitment process; early applications are therefore encouraged.

Please note, we do NOT accept applications by Curriculum Vitae.

SAFEGUARDING NOTICE

Newstead Wood School is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

RECRUITMENT POLICY

Newstead Wood School is working hard to become a more diverse organisation which is key to our commitment to bringing out the best in everyone. We welcome applications from everyone committed to this ethos and would particularly welcome applications from minority candidates. We always appoint on merit.

If you consider that the provisions of the Equality Act 2010 apply to you, or if you require assistance at any stage of the process, please contact the HR Department, telephone 01689 853626 or email recruitment@newsteadwood.co.uk. Newstead Wood School actively supports equality, diversity and inclusion and encourages applications from all sections of society.

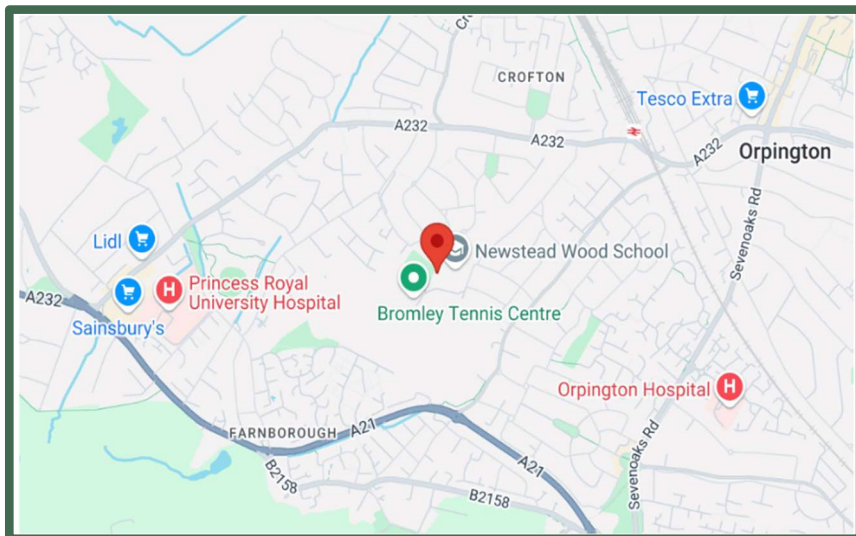
USEFUL LINKS

[School Website](#)

[School Prospectus](#)

[United Learning Group](#)

[UL Benefits](#)



LOCATION:

Newstead Wood School
Avebury Road
Orpington
BR6 9SA
Telephone: 01689 853626



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