



Nexus Education Schools Trust

Joydens Wood Junior School



SENDSCO Assistant &
Pupil Support Worker

Recruitment Pack Jan 2025



Job Advert

Are you passionate about making a difference in the lives of children **Joydens Wood Junior School** is on the lookout for a dedicated and compassionate SENDCO Assistant / Pupil Support Worker to join our vibrant team! In this rewarding dual role, you'll play a key part in supporting vulnerable pupils, including those with SEND and Pupil Premium, while helping nurture their emotional wellbeing.

As the first point of contact for parents seeking additional support for their child, you'll have the opportunity to build strong relationships and offer guidance beyond the classroom. Your excellent communication skills, both written and verbal, will be essential in ensuring that each child's individual needs are met with care and understanding. We're looking for someone who is approachable, empathetic, and has a 'can do' attitude, with the ability to collaborate effectively and make a real impact on the lives of our students. If you're ready to help shape the future of our children and contribute to a supportive, inclusive school community, we'd love to hear from you!

Salary	Kent Fringe KR6 (£25,127-£26,383) pro rata (commensurate with experience) Actual range - £17,643-£17,815
Location	Joydens Wood Junior School Birchwood Drive Wilmington Dartford DA2 7NE Tel: 01322 522151 www.joydens-wood-junior.kent.sch.uk
Hours	Monday – Friday (8.30am – 3.30pm), 32.5 hours a week, 39 weeks per year. Initial 1 year fixed term contract with the potential to extend.
Start Date	Summer Term
Closing Date	Midday on Friday 7 February 2025 Email applications to recruitment@nestschools.org
Interview Date	Wednesday 12 February 2025 We reserve the right to interview suitable candidates prior to the closing date.

Nexus Education Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS clearance.

We're proud to offer:

- **Endless Growth Opportunities:** Access to ongoing professional development to help you thrive in your career.
- **Thriving Partnerships:** Strong collaborations with schools to enhance your impact and network.
- **A Happy and Supportive Team:** Work alongside a motivated, friendly, and encouraging group of professionals.
- **Resources You Deserve:** A well-equipped environment with the tools and support you need to succeed.
- **Innovative Culture:** Join an organisation that values creativity, teamwork, and fresh ideas.
- **Exclusive Perks:** Enjoy staff benefits like the Cycle to Work scheme and technology discounts.
- **Special Discounts:** Gain access to CSSC Benefits, BHN Extras and Blue Light Card savings, making your life outside work even better.

Joydens Wood Junior School

At **Joydens Wood Infant and Junior Schools**, we're more than just schools—we're dynamic, thriving communities where children come first! Our passionate, dedicated team of staff and local committee members are committed to nurturing every child's unique potential in a fun, inspiring, and supportive environment.

We believe learning should be exciting and challenging, and we set high expectations to ensure every child grows into a confident, independent learner. By working hand-in-hand with parents, we create a seamless partnership that helps each child thrive academically and socially.

The close connection between our Infant and Junior Schools ensures a smooth transition for all children, while our strong links with local secondary schools provide continuity in their educational journey. We're all about building a solid foundation for the future, inside and outside the classroom!

Our students don't just learn—they live! With a wide range of extra-curricular activities, we encourage every child to discover their passions, develop new skills, and make lasting memories. At Joydens Wood Schools, we educate for life, helping children develop into well-rounded individuals ready to take on the world.

We love welcoming parents, helpers, and visitors to our vibrant school community, and we've got exciting plans for the year ahead! Stay connected with us as we share the latest news, events, and opportunities to get involved.

Visits to the strong are strongly encouraged. Please contact the school direct to arrange this. Tel: 01322 522151

Joydens Wood Infant and Junior Schools are part of **Nexus Education Schools Trust (NEST)** a rapidly growing Multi-Academy Trust with 20 vibrant primary schools across Bromley, Kent, Lewisham and Southwark. Over the past five years, we've invested in state-of-the-art facilities, ensuring our schools provide exceptional learning opportunities for every pupil.

We are proud partners with a number of multi-academy trusts and groups of maintained schools, creating a collaborative network that enhances educational experiences across the region. As part of our commitment to developing outstanding teaching, we also oversee the Thames South Teaching School Hub, delivering high-quality teacher training and professional development in Bromley, Bexley and Greenwich.

At NEST, we believe in the power of collaboration. Our schools are united by a shared dedication to creating a culture of continuous learning, where inclusion is at the heart of everything we do. Each school plays a vital role in building a strong, interconnected professional learning community, driving success across our entire trust.

We are driven by a clear, moral purpose:

“To provide excellence and opportunity for all, transforming lives through education and inspiring the leaders of tomorrow”



Letter from CEO



WELCOME

Dear Candidate,

Thank you for your interest in this role within Nexus Education Schools Trust.

This is a hugely exciting time for our schools as the Trust now includes:-

Beckenham/Bromley

**Alexandra Infant School
Alexandra Junior School
Balgowan Primary School
Bickley Primary School
Highfield Infants' School
Highfield Junior School
Pickhurst Infant Academy
Worsley Bridge Primary School**

NEST Nurseries

Orpington/Kent

**Farnborough Primary School
Marjorie McClure School
Manor Oak Primary School
Perry Hall Primary School
Joydens Wood Infant School
Joydens Wood Junior School**

Thames South Teaching School Hub

Lewisham/Southwark

**Childeric Primary School
Goose Green Primary School
John Donne Primary School
John Keats Primary School
Dog Kennel Hill Primary School
Rotherhithe Primary School**

All schools are judged to be good or outstanding, have strong leadership and provide a breadth of opportunities and excellent outcomes for all pupils. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across schools.

Nexus Education Schools Trust believe that all decisions and choices should be child centred.

We aim to:

- nurture every individual,
- provide excellent education opportunities and outcomes,
- enable all to succeed,
- transform the life opportunities and aspirations of our pupils, allowing them to be fulfilled individuals within an ever-changing world.

As an organisation we recognise that each school's community is different. We value this uniqueness and contribution in ensuring pupils have the best education and experiences. Each school is fundamental to the success of the organisation. We believe passionately that together we can make a greater difference; providing higher education outcomes and wider opportunities for our pupils as well as greater prospects for our staff and communities.

The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. Those we recruit are able to demonstrate that they;

- share our values,
- are highly motivated to work with colleagues within and beyond their school,
- continuously develop their skills and pursue professional excellence and
- are committed to providing the highest standards and breadth of opportunity for all children.

I hope the pack encourages you to apply and look forward to receiving your application for the post.

Regards

Paula Farrow OBE

CEO

Nexus Education Schools Trust

Role

Post	SENDSCO Assistant & Pupil Support Worker
Responsible to	Senior Leadership
Salary Range	Kent Fringe KR6 (£25,127-£26,383 FTE) Actual range £17,643-£17,815
Location	Joydens Wood Junior School

The role requires someone who pays meticulous attention to detail, has energy, enthusiasm, a calm manner, the ability to prioritise, a flexible working approach and being able to cope with conflicting demands and interruptions in order to meet internally and externally imposed deadlines. You will need to be approachable, have sound people skills, strong written and verbal communication together with a 'can do' attitude.

HOURS

The post is for 32.5 hours a week, Monday to Friday (8.30am – 3.30pm), 39 weeks a year and requires flexibility, with a commitment to completing duties in Trust timescales.

ANNUAL LEAVE

The leave year runs from 1 April to 31 March. It is expected that the post holder will take their annual leave during the school holiday periods. Leave is not permitted in term time unless exceptionally by agreement with line management having regard to the needs of the service.



Job Description

SENDCO Assistant & Pupil Support Worker

Main purpose of the job:

To assist in managing the provision of vulnerable pupils (including SEND and Pupil Premium) and to support children with their emotional wellbeing. This dual role is for someone with strong written and verbal communication skills who will be the first point of contact for parents who need additional support and guidance for their child, over and above what is planned for in class. You will need to be approachable, have sound people skills, strong written and verbal communication together with a 'can do' attitude.

The SENDCO Assistant, under the direction of the SENDCO, will collate and prepare information relating to assessments, EHCPs and referrals to other agencies.

As Pupil Support Worker, you will be expected to support children with their emotional well-being by meeting with them to talk through their concerns and providing them with strategies so they can manage their own well-being in the long term, including their social interactions with peers during unstructured parts of the school day.

Key responsibilities and tasks:

Organisation

- Provide overall administration support to the SENDCO
- Be the school's Attendance Champion as stated in the trust's attendance policy.
- Be a Deputy Designated Safeguarding Lead.
- Be the school's Pupil Premium Champion by overseeing the school's Pupil Premium strategy, under the direction of the Headteacher and Deputy Headteacher.
- Provide overall administration support to the SENDCO.
- Be the first port of call for parents and carers by answering SEND related telephone and face-to-face enquiries.
- Signpost parents to support services where necessary under the direction of the SENDCO.
- Meet with pupils on a 1-2-1 basis for a period of time to support them with their emotional well-being.
- Liaise with class teachers and support staff regarding pupils' needs under the SENDCO's direction.
- Type and distributing EHCP reviews and documentation.
- Prepare annual review documentation under the SENDCO's direction.
- Typing correspondence to parents, agencies, professionals, staff and any internal correspondence under the direction of the SENDCO.
- Support with the collation and preparation of information for assessments and referrals.
- Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence.
- Maintain manual and computerised records/management information systems.
- Undertake typing and word-processing and other IT based tasks.
- Undertake administration of complex procedures, such as collating and updating children's medical records

Resources

- Use relevant ICT packages (e.g. word, excel, databases, spreadsheets, Internet).
- Provide general advice and guidance to staff, pupils and others.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support diversity and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.

- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section.

Health and Safety:

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

Continuing Professional Development:

- To participate in the Performance Management Scheme.
- Undertake any professional development necessary as identified.

Additional points:

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- The job description may be subject to amendment or modification, should circumstances change, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your line manager. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

General

Special Conditions of Service

This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. The central offices are based in a school and candidates are required to comply with Trust safeguarding and DBS procedures.

Policies and Procedures

Ensure, comply and be aware of all school policies and procedures in relation to all aspects of the school's management, teaching and learning.

Contacts and Relationships

Provide the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents/carers and colleagues.

Equalities

Ensure implementation of the School's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

Additional points:

All staff are expected to comply with academy and Trust policies. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. The job description may be subject to amendment or modification, should circumstances change, changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to

resolve the matter with your line manager. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

Data Protection

Nexus Education Schools Trust (NEST) is committed to protecting your privacy when you apply for a position with us. It is important to us that you can trust us to keep your information safe and to use it in ways that you will think are reasonable and ethical. NEST is the data controller for the information we hold about you, this means we control how your personal information is processed and for what purposes.

All staff are required to maintain confidentiality in relation to pupils, staff and parent information. For further information please refer to our Data Protection Policy <http://nestschools.org/nest-policies/>

This job description may be amended at any time after discussion with you.

Person Specification

SENDCO Assistant & Pupil Support Worker

The successful candidates will have:

Knowledge/Skills and Abilities

- Excellent verbal and written communication skills
- A calm, positive, friendly demeanour
- Effective use of ICT packages.
- Use of relevant equipment/resources.
- Very good ICT, communication and keyboard skills
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Ability to identify own training and development needs and co-operate with means to address these.

Experience

- Experience of development, management and operation of administrative systems.
- Previous experience of SIMS would be beneficial.
- Working with children or their families

Qualifications

- Good numeracy/literacy skills.
- NVQ 3 or equivalent qualifications or experience in relevant discipline.

Application Process

Applications

Applications will only be accepted from candidates completing the Trust's Application Form.

Please complete **ALL** sections of the Application Form which are relevant to you as clearly and fully as possible. Your supporting statement should evidence your skills and experience against the requirements of the job description and person specification.

CVs will **NOT** be accepted in place of a completed Application Form.

Invite to Interview

After the closing date, short listing will be conducted by an interview panel.

Candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 14 days of the closing date of this position, unfortunately you have been unsuccessful on this occasion.

If you have been shortlisted, your references will be taken up and you will be asked to sign a self-disclosure form relating to disclosable cautions and convictions prior to interview. This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

You will be selected for interview entirely on the contents of your application form, so please read the job description and person specification carefully before you complete your form.

In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and
- Attitudes to use of authority and maintaining discipline.

Assessment Process

Applications will be assessed against the job description and person specification within the applicant brief. Successful applicants will be invited to the selection process.

We will use a variety of assessment tools during the assessment process, these may include:

- group exercises
- written exercises
- job trials

Child Protection & Safeguarding Policy

The Trust is committed to Safeguarding and Promoting the Welfare of all its pupils. Each pupil's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

Throughout any recruitment process, Safeguarding and Child Protection are given a high priority. All interview panels include at least one member who has completed Safer Recruitment training within the last 3 years.

The Trust's Child Protection and Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who

comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred.

School and college staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating. Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

Keeping Children Safe in Education (2024)

As such, it is the duty of all who work for the Trust to:

- Ensure that a safe environment is provided for all children and young people to learn;
- Ensure all staff are capable of identifying children and young people who are suffering or likely to suffer significant harm; and
- Ensure all staff are willing to take appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2024.

We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors.

Please visit www.nestschools.org for the full policy.

Safer Recruitment & Pre-employment Checks

Nexus Education Schools Trust is committed to safeguarding children.

This means that all employees (on either a paid or voluntary basis) require an Enhanced DBS check which includes a Barred List check.

For individuals applying for leadership and management positions a S128 check will also be required. For individuals who have previously lived abroad, overseas checks will also need to be taken prior to commencing employment.

Keeping Children Safe in Education, paragraph 220 introduces a new duty to consider 'carrying out an online search as part of their due diligence on the shortlisted candidates'. Please be advised that we will carry out online searches of all shortlisted candidates and may request details of any social media handles.

New employees will not commence work until all relevant checks have been completed.

Standard Checks

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK;
- Documentary evidence of identity that will satisfy DBS requirements;
- Documentary proof of current name and address;
- Where appropriate any documentation evidencing change of name;
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary, photocopies or certified copies **will not** be accepted.

Enhanced Checks

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about any disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings.
- If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues;
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children – this may only be answered 'not applicable' where your duties have not brought you into contact with children or young people.

Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK;
- Receipt of at least two satisfactory references (if these have not already been received);
- Verification of identity checks and qualifications;
- Satisfactory Enhanced DBS Check;
- Verification of professional status such as QTS Status, NPQH (where required);
- Satisfactory completion of a Health Assessment;
- Satisfactory completion of the probationary period (where relevant);
- Where the successful candidate has worked, or been resident overseas for at least 12 months in the previous ten years, such checks and confirmations as may be required in accordance with statutory guidance including a statement of good conduct.

References & Verifications

We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify experience or qualifications before interview.

Any relevant issues arising from the application form, references or self-disclosure will be taken up at interview.