

Candidate brief for the position of
Specialist SEND Teaching Assistant
Tubbenden Primary School

Application Deadline: 9am on Monday 22 June 2026

The Highway Primary School is part of Lumero Educational Trust



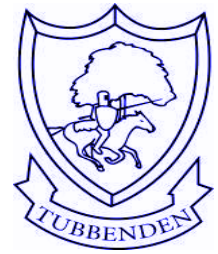
Dear Applicant,

Thank you for expressing an interest in working in our Trust. This pack tells you more about our Trust, The Highway Primary School, the role and the person we are looking for.

As a Trust, we comprise eight primary schools and four secondary schools across the London Boroughs of Bromley and Croydon, as outlined on the next page.

Our overarching aim for all our schools is **learning together, inspiring all**. We are committed to **excellence**, having great aspirations for our children and young people, and encouraging them to seek out and take hold of opportunities. Our drive for excellence is supported by our **collaboration**, and we are committed to sharing expertise to empower and inspire all individuals in our schools to thrive in a global world. This is underpinned by **inclusion**. We celebrate and respect the diversity in our communities, and we have a shared expectation in everyone to achieve in an ever-changing world.

This is an exciting opportunity for a motivated and passionate individual to join our team and make a real impact upon our students, helping to shape their future.



This post is available from September and would suit someone who is hardworking, dedicated and keen to work in an aspirational educational trust.

Please complete the application form as fully as possible.

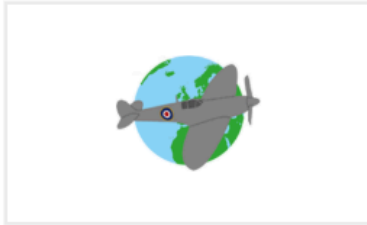
We very much look forward to hearing from you.

Yours sincerely



Terry Millar
Chief Executive

Our Schools



BIGGIN HILL
PRIMARY SCHOOL



BULLERS WOOD
SCHOOL FOR BOYS



BULLERS WOOD
SCHOOL FOR GIRLS



CHARLES DARWIN
SCHOOL



CHELSEFIELD
PRIMARY SCHOOL



CHISLEHURST
SCHOOL FOR GIRLS



DARRICK WOOD
JUNIOR SCHOOL



GREEN STREET GREEN
PRIMARY SCHOOL



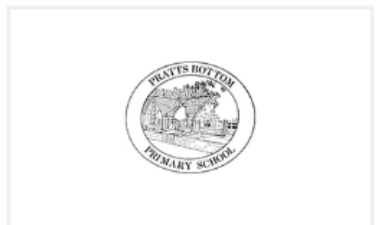
THE HIGHWAY
PRIMARY SCHOOL



ORCHARD WAY
PRIMARY SCHOOL



TUBENDEN
PRIMARY SCHOOL



PRATTS BOTTOM
PRIMARY SCHOOL

Tubbenden Primary School

Tubbenden is a thriving three-form entry school located in Orpington and proud to be part of the Lumero Educational Trust. While we enjoy the many opportunities that come with being a large primary school, we retain the close-knit community spirit of a smaller setting.

Our vision is to provide every child with the best possible start to their educational journey. We are committed to fostering a love of learning, nurturing curiosity and supporting children to become confident, resilient and respectful individuals.

At Tubbenden, we place equal value on academic achievement, personal development and well-being. We are proud of our inclusive ethos, where every child is recognised, valued and encouraged to achieve their very best.

We look forward to working in partnership with parents, carers and the wider community to ensure that all children at Tubbenden flourish.

The Role

Start Date:	1 st September 2026
Working Pattern:	Part Time - Permanent Position 31 hours 15 mins per week Monday to Friday 8:30am to 3:30pm (with a 45mins unpaid break) 39 weeks per year
Salary:	NJC Scale 4 p.6-p.10 (FTE £29,855 - £31,611) Actual pro-rata salary: £22,592.55 - £23,921.39 per year (salary is paid in equal amounts over twelve months)
Place of Work:	Tubbenden Primary School Our schools

We are seeking to appoint an experienced, dedicated and empathetic Specialist SEND Teaching Assistant to work within our Inclusion Team. The Specialist SEND TA will be responsible for the day to day running of a small intervention group of between 3 and 7 children who all have EHCPs and will support the children by implementing targeted learning interventions, helping deliver a tailored curriculum, managing behavior and working closely with external specialists.

The successful candidates will be caring, patient, supportive and demonstrate a passion for promoting our children's well-being and independence. We are looking for team players

with a good sense of humour to join our friendly school.

We are an equal opportunities employer and are committed to fostering a diverse, inclusive culture. We particularly encourage applications from candidates from backgrounds currently underrepresented in our staff body.

Application Process

How to apply

Applicants should complete the trust's application form and submit it to HRPrimaries@iniciotrust.org by 9am on Monday 22 June 2026.

Interview Process

Candidates will be shortlisted, and successful candidates will be interviewed on Wednesday 1 July 2026.

- Suitable applications will be shortlisted for interview as quickly as possible.
- If you are successful, you will receive an email inviting you to attend for an interview. We may also contact you by phone. It is therefore important that you give us a daytime telephone number and an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.
- If you require any assistance in attending an interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

Candidates called to interview will

- have an opportunity to meet with staff.
- be expected to conduct a task to test areas required as per the person specification.
- attend a panel interview.

Pre-employment Checks

Lumero Educational Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered "spent".

The successful applicant will also be required to:

- Provide details of two referees who know them in a professional capacity. It is policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.

- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK.
- Complete a Medical Declaration and receive fitness to work.

Policy on Equal Opportunities

The Trust is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our Trust includes a diversity of individuals from many races and cultures. Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

Job Description and Person Specification

Job Title: Specialist SEND Teaching Assistant - Tubbenden Primary School
Location: Tubbenden Primary School
Reporting to: Inclusion Manager
Grade: NJC Scale 4 p.6-10 (FTE £29,855-£31,611)

MAIN PURPOSE OF THE JOB

The Specialist SEND TA will be responsible for the day to day running of a small intervention group of between 3 and 7 children who all have EHCPs. This role will be supported by up to two other teaching assistants who support named children on a 1:1 or 1:2.

They will support the children by implementing targeted learning interventions, helping deliver a tailored curriculum, managing behavior and working closely with external specialists like Speech & Language Therapists. They will deliver interventions according to the pupils' needs, and will provide positive learning experiences for the children enabling them to access activities through creativity, positivity and initiative. The role will include the provision of personal care and general care to the children. They will be a member of a multi-disciplinary team, under the leadership and supervision of the SENDCo, Class Teachers and the wider Senior Leadership Team.

SUMMARY OF RESPONSIBILITIES AND DUTIES

SUPPORT FOR PUPILS

- Provide general and personal care to Named Children and other pupils.

- Provide intervention and deliver learning experiences that meet the needs of the Named Children and other pupils.
- Supervise and provide particular support for the Named Children, ensuring their safety, well-being and ability to access learning activities.
- Establish constructive, positive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

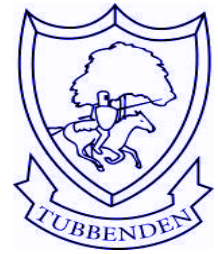
SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive low arousal environment, including use of visual aids and prompts.
- Use strategies, in liaison with the teacher and SENDCo, to support pupils to achieve their targets.
- Assist with the planning and delivering of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, concerns, etc.
- Promote good pupil behaviour management strategies, dealing promptly with escalation of feelings and behaviours in line with established policy and encourage pupils to take responsibility for their own emotional regulation. Record incidents and conflicts according to policy.
- Establish constructive and supportive relationships with parents/carers, pupils and colleagues.

SUPPORT FOR THE CURRICULUM

- Deliver specific interventions outlined in pupils' EHCPs
- Deliver learning tasks and interventions to the Named Children and other pupils, adjusting activities according to pupil responses.
- Support the use of ICT in learning tasks and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/ relevant learning activity and assist pupils in their use.

SUPPORT FOR THE SCHOOL



- i. Be aware of, and comply with, policies and procedures relating to children protection, health, safety and security and data protection, reporting all concerns to an appropriate person.
- ii. To work collaboratively and liaise with other services as appropriate, particularly in relation to safeguarding the wellbeing of all children and young people.
- iii. Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate.
- iv. Be aware of, and support, diversity and ensure all pupils have equal access to opportunities to learn and develop.
- v. Contribute to the overall ethos/work/aims of the school and trust.
- vi. Appreciate and support the role of other professionals.
- vii. Attend and participate in relevant meetings, as required.
- viii. Participate in training and other learning activities and performance development, as required.
- ix. Assist with the supervision of pupils out of lesson times, including before and after school.
- x. Accompany teaching staff and pupils on visits, trips and out of school activities, as required, and take responsibility for the Named Children and/or group under the supervision of the teacher.
- xi. Assist with maintaining the environment including the classrooms and other dedicated spaces.

Any other tasks as directed by the Headteacher which fall within the parameters of the post.

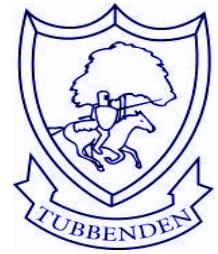
EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Trust's equal opportunities policies and statutory responsibilities.

Person Specification

Knowledge and Skills (essential)	<p>Excellent communication skills both written and verbal.</p> <p>Experience of working in a specialist school or SEND setting.</p> <p>Experience of working with children in Early Years or Nursery settings and experience of working with children with additional needs.</p> <p>Organised and methodical with the ability to work as part of a team or independently.</p> <p>Able to inspire and motivate others to succeed.</p>
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	<p>Ability to work calmly under pressure and have ability to adapt quickly and effectively to changing circumstances / situations.</p> <p>Motivated and enthusiastic with a good sense of humour.</p> <p>Effective use of ICT to support learning.</p> <p>Basic understanding of child development and learning.</p> <p>General understanding of national curriculum and other basic learning programmes.</p> <p>Accurate record keeping.</p>
<p>Personal Qualities (essential)</p>	<p>Caring, warm and empathic.</p> <p>Ability to relate well to children and adults.</p> <p>Professional manners.</p> <p>Approachable with a calm nature.</p> <p>Well organised and methodical.</p> <p>Dependable and flexible.</p> <p>Motivated and enthusiastic with a good sense of humour.</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities.</p> <p>Positivity and resilience.</p>



<p>Qualifications and Training</p>	<p>Relevant qualifications at a level equivalent to NVQ Level 2 or above (essential).</p> <p>Demonstrate good numeracy and literacy skills equivalent to GCSE A-C (essential).</p> <p>First aid training/training in specific medical procedures as appropriate (desirable).</p>
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Lumero Educational Trust

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