



CANDIDATE PACK

Teaching Assistant



Start date:
ASAP

Location:
Belmont Rd,
Erith, Kent DA8 1LE



About Us

We are a two form entry school with a virtual resource provision for pupils who are visually impaired or blind and for children with a physical and/or medical need. Our resource provision does not operate separately from the rest of the school and we pride ourselves on our inclusive practice. Our aim is to provide excellent learning experiences to our pupils in a safe, calm and positive environment preparing our pupils for the next stage of their learning and supporting them to reach their full potential.

<https://www.belmont.lseat.org.uk>

BELMONT
ACADEMY





About the Trust

Our school is part of London South East Academies Trust - a multi academy trust sponsored by London South East Colleges. In 2024 the Trust was formally recognised and awarded as the TES Small Trust of the Year.

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

Read more on the trust website:
LSEAT.co.uk



Our Values

Our aim at Belmont is that our values will:

- Improve behaviour, conduct and self confidence
- Develop pupils understanding of what values are and why they are important in life
- Promote our values in the way in which staff and adults interact with each other and pupils
- Display our values to share with all
- Encourage parents and carers to support and promote our values outside of school.
- Raise standards by promoting a school ethos that is underpinned by our core values supporting the development of the whole child
- Link our values to the Fundamental British Values
- Link our values to the UNICEF Conventions of the Rights of the Child as part of our Rights Respecting School Award

Respect

Responsibility

Resilience

Honesty

Kindness

Job Description

Job title: Teaching Assistant

Salary: H18 on LSEAT Harmonised pay scale

Contractual Hours: Full time (30 hours) or part time (15 hours) considered

Contractual Weeks: 38 weeks per year, term time only

Position Status: Permanent

About our vacancy:

Belmont Academy is looking for a reliable, enthusiastic and efficient Teaching Assistant to join our teaching support staff team. Belmont is a mainstream primary school in the London Borough of Bexley, with a virtual Resource Provision for pupils with a visual impairment, physical disability and/or medical need. The school converted to an academy in April 2019 and joined London South East Academies Trust.

Belmont Academy is a popular, oversubscribed school that serves a diverse and growing community. As a two-form entry school with a part-time Nursery provision for 26 pupils, the school continues to be a 'Good' school following its Ofsted inspection in July 2023, 'providing an exceptional learning experience to all of its pupils'

Belmont Academy can offer the successful candidate the opportunity to take on a position working alongside our current teaching support team within a supportive and welcoming environment. Our Teaching Assistant will need:

- Experience working with children, preferably within the education sector
- The knowledge skills and understanding of child development
- Highly effective interpersonal skills, with the ability to communicate effectively with all stakeholders including school staff, Trust staff and pupils



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Situated on the borders of Bexleyheath and Erith in the London Borough of Bexley, our excellent environment provides our pupils with the opportunity to take part in a wide range of activities, ensuring that they thrive socially, physically, emotionally and academically. Our pupils are well behaved and eager to learn making them a pleasure to teach.

As part of London South East Academies Trust (LSEAT), the school benefits from the trust-based systems that have been successfully embedded as well as support, guidance and expertise.

Job Description

Main Purpose:

- Assist teachers and senior leaders in ensuring the continuing educational development of all pupils through the establishment of constructive and positive relationships
- Assist teachers/senior leaders in fostering attractive learning environments to ensure that pupils spend their school life in stimulating and engaging learning environments
- Prepare, maintain and use equipment/resources required within a lesson to meet learning objectives and tasks and assist pupils in the use of these
- To ensure accurate records and observations are kept so that pupils receive maximum benefit from their education including making reference to and understanding care plans, Educational Health Care plans and support plans for pupils
- Demonstrate an informed and efficient approach to the Trust's and school's ethos and values



Specific Duties & Responsibilities - Teaching & Learning:

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities
- Promote, support and facilitate inclusion by establishing constructive relationships with pupils and encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support the class teacher/s with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Lead groups of pupils by modelling teaching practices set out in the plans and under the direction of the teacher/s
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Use ICT skills to advance pupils learning

Specific Duties & Responsibilities - Teaching & Learning continued:

- Set challenging and demanding expectations and promote self-esteem and independence, providing feedback to pupils in relation to progress and achievement within a lesson, under the guidance of the teacher
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Undertake any other relevant duties given by the class teacher/s including administrative tasks

Planning:

- Undertake any other relevant duties given by the class teacher/s including administrative tasks
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons
- Prepare the classroom for lessons under the direction of the teacher/s

Working with colleagues and other relevant professionals:

- Communicate effectively with other staff members and pupils
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues
- Collaborate and work with colleagues and other relevant professionals within and beyond the school/Trust
- Develop effective professional relationships with colleagues that foster a mutual respect

Whole school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Accompany teaching staff and pupils on visits, trip and school activities as required and take responsibility for a group under the supervision of the teacher/s

Health and Safety:

- Promote the safety and wellbeing of pupils and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education and our Child Protection and Safeguarding Policy
- Look after/care for pupils who are upset or have had accidents to include first aid and personal care

Professional Development:

- Help keep your own knowledge and understanding relevant and up-to-date by reflecting on your own practice, attending CPD, liaising with school leaders and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's performance management procedure
- Attend meetings and discussions which contribute to the overall aims of the school

Personal and Professional Conduct:

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust and School, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Entitlement:

The Headteacher, Trust and Governing Body are fully committed to ensuring the professional effectiveness of staff:

- Support for the provision of professional development opportunities
- Commitment to staff wellbeing, promotion of a positive home/work life balance

Other Areas of Responsibility:

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a Teaching Assistant will carry out. The post-holder may be required to do other duties appropriate to the level of the role.

General Requirements:

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 the 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.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the academy change over time.

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 Onsite Parking - available at our schools.
- Free mortgage and financial advice - Get 15% off with Radnew and Mortgages.

Attributes	Criteria
Qualifications	• Good English and Maths skills – GCSE or equivalent is essential • ICT skills – ability to use technology is essential • Educational qualification such as DfE Teaching Assistant induction programme, NVQ for Teaching Assistants or equivalent is desirable • Training in relevant learning strategies is desirable • First Aid Training is desirable
Experience	• Previous experience working with or caring for children of primary school age • Experience of planning and leading teaching and learning activities under direction/supervision is desirable
Skills and Knowledge	Essential: • Good spoken English • Good organizational skills • Ability to build effective working relationships with pupils and adults • Excellent verbal communication skills • Active listening skills • Good ICT skills Desirable: • Skills and expertise in understanding the needs of all pupils • Understanding of roles and responsibilities within the classroom and whole school context • General understanding of national/foundation stage curriculum and other learning strategies/programmes

Attributes	Criteria
Personal Qualities	• Able to work effectively as part of a team and on own initiative • A strong sense of loyalty, integrity and enthusiasm • A consistent, reliable and flexible attitude and approach • Enjoyment of working with children • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing • A positive attitude and approach that values each pupil and adult • A strong sense of professionalism, commitment to upholding standards and setting an appropriate example • Excellent attendance and punctuality • An understanding of and commitment to Belmont and LSEAT Trust policies



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 view our vacancies page [here](#).

