Candidate brief for the position of

Teaching Assistant – Chislehurst School for Girls

Application Deadline: 24th July 2026

Chislehurst School for Girls
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, Chislehurst School for Girls, the role and the person we are looking for.

As a Trust, we comprise of 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 on 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

CHELSFIELD
PRIMARY SCHOOL

CHISLEHURST
SCHOOL FOR GIRLS

DARRICK WOOD
JUNIOR SCHOOL

GREEN STREET GREEN
PRIMARY SCHOOL

THE HIGHWAY
PRIMARY SCHOOL

ORCHARD WAY
PRIMARY SCHOOL

TUBBENDEN
PRIMARY SCHOOL

PRATTS BOTTOM
PRIMARY SCHOOL

Position Summary: Teaching Assistant

REPORTS TO:	SENCO
LOCATION:	Chislehurst, Kent
SALARY:	NJC Scale 2, Point 3
	£14,661 (FTE £28,617)
HOURS:	21 hours per week, 39 weeks per year
	Tuesday to Friday 0915 – 1530 with a 60 minute unpaid break
CONTRACT:	Permanent
START:	September 2026

We are seeking to appoint an enthusiastic Teaching Assistant to join our welcoming and highly successful school starting as soon as possible.

Chislehurst School for Girls, part of Lumero Educational Trust, is an aspirational place of learning for girls aged 11-18, and boys 16-18, where students have every opportunity to reach their full potential. We are committed to the pursuit of academic excellence and to developing the leaders of tomorrow. Our strong pastoral support and commitment to mutual respect enable all our students to discover their strengths and truly develop a life-long love of learning.

We are looking for a colleague who has:

- Good academic qualifications
- Be an excellent teaching assistant
- Strong organisation, administrative and communication skills
- Excellent interpersonal skills, particularly with young people
- A flexible approach and willingness to go the extra mile
- Commitment and reliability
- Patience

In return we will offer you:

- A dedicated and supportive staff team
- Polite and welcoming children and families
- A working environment where everyone is valued and respected
- Excellent CPD within the school and across the Trust

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

Send all application forms to Mrs Edmunds (Trust HR Officer) at recruitment@chsfg.co.uk or if you have any questions call 020 8300 3156 ext 280.

No CVs and no agencies.

References will be requested for those shortlisted only and prior to the interview.

Only those shortlisted for interview will be contacted. We reserve the right to interview and appoint prior to the closing date. Early applications are encouraged.

Closing date for applications: 9am on 24th July 2026

Interview Dates: Wednesday 12th July 2026

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

JOB TITLE:	Teaching Assistant
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Job Purpose

To support teachers in delivering high-quality education and ensuring that all students, including those with special educational needs and disabilities (SEND), can access learning effectively. The Teaching Assistant will work closely with teachers to promote student achievement, wellbeing, and positive behaviour across the school.

Main Responsibilities

The main activities pertaining to this post are to assist students with various learning strategies, behaviour, study skills and homework assignments; and to work with designated students identified with SEND Manager and Head of Faculty, so that they achieve or exceed their potential. To use in house data tracking of students to assist in this.

Duties

- To provide direct classroom support for those children who have been identified as having Special Education and Disability Needs. Withdrawing the students from the classroom at the request of the teacher in consultation with SEND Manager and subject leader, when appropriate.
- If the child is absent from a lesson to provide support to other students within the lesson, who may or may not be subject to a statement of support, unless directed to support a student elsewhere by the SEND Manager.
- To deliver a structured programme of work to groups of students in support sessions for groups of students as identified by the SEND Manager. Communicating with subject teacher on content of the lesson, as appropriate.
- To act as a reader or scribe for students in exams as appropriate.

- To provide feedback to Assistant Head SENCO, SEND Manager and relevant Head of Faculty, on the progress of individual students and/or any concerns regarding student/s.
- Provide feedback to the Annual Review's of student/s and attend Review meetings if appropriate.
- To follow all policies, in particular school guidelines on Child Protection and Confidentiality, Equal Opportunities and Health and Safety.
- To attend school and faculty training sessions where appropriate i.e. Child Protection Training.
- To accompany students on school trips when required in liaison with the SEND Manager/Head of Faculty.
- On first day of absence, to follow absence reporting procedures and inform H R Officer and SEND Manager by 7.30 a.m. at the latest, regarding arrangements, reasons for absence and any issues for working day re students and/or timetable.
- If leave of absence is required for reasons other than CPD, to request this following agreed school procedures.
- Annual changes to contracted hours or days of work should be discussed with the SEND Manager in the first instance so that the smooth running of the SEND team.
- To participate in the school policy of appraisal and staff development.
- Undertake any other duties or training as required by the Headteacher, SENCO (or their representatives) commensurate with the general level of responsibilities of the post.

Person Specification – Teaching Assistant

	ESSENTIAL	DESIRABLE
QUALIFICATIONS & TRAINING		
English and Maths at Grade C or Grade 4 or Level 2+ qualification in English and Maths (or equivalent)	X	
High level of literacy and numeracy skills	X	
A good standard of secondary education to enable you to support students effectively across the academic curriculum to GCSE	X	
SKILLS, KNOWLEDGE & APTITUDE		
Understand the challenges that students face as a result of their barriers to learning and a belief that everyone can benefit from and has entitlement to high quality educational opportunities	X	
A flexible approach and a "can do attitude" to working as part of a team	X	
A willingness to take on new challenge and responsibilities	X	
Experience of supporting students with special educational needs within a secondary school environment.		X
Knowledge and experience of different areas of SEND		X
Experience of supporting the mental health and wellbeing of children/young people		X
Be able to communicate effectively and accurately in written and spoken English	X	
Be committed to improving practice through professional development	X	
Be able to cope with change, be flexible and handle uncertainty	X	
Have good time management and personal organisation skills	X	
Be willing to contribute to the wider life of the school		X
Knowledge of school systems		X
Possess good ICT skills	X	
PERSONAL ATTRIBUTES		
Professional in manner, actions and appearance	X	
Be passionate about young people and their education	X	
Have a commitment to raising standards and achievement	X	
Show evidence of being able to build and sustain effective working relationships with a range of people	X	
Have an excellent punctuality and attendance record	X	
Have a capacity for hard work	X	
Special requirements of the Role		
Show a commitment to safeguarding and promoting the welfare of children and young people	X	
Ability to be highly confidential	X	

LET is committed to safeguarding the welfare of all children and young people and expects all its staff to share this commitment.

LET is committed to equality and diversity. We are committed to continuous improvement in how representative we are of our local communities, including gender, ethnicity, religion, age, and all other protected characteristics.

We offer family friendly and flexible working arrangements.

Lumero Educational Trust

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