



THE EAGLEWOOD
SCHOOL

Teaching Assistant

Application pack

Welcome to THE EAGLEWOOD SCHOOL

I would like to thank you for your interest in the role of Teaching Assistant at The Eaglewood School, part of Bourne Education Trust (BET). We look forward to learning more about you and to sharing more about our schools, our wider trust community, our ambitious aims and our remarkable colleagues and pupils.

Located in New Milton, on the edge of the New Forest, The Eaglewood School is an Alternative Provision for pupils who may struggle to access mainstream education. We aim to nurture curiosity, inspire creativity and foster a love for learning. In any BET school you will be welcomed by dedicated colleagues who strive for excellence and put children at the centre of everything they do.

As a Trust, we believe in shared values and culture, but all of our schools have a distinct identity which is reflected in their curriculum and teaching approaches. We firmly reject a 'one size fits all' approach but instead work on sharing our best practice and ideas with one another. This year our Trust-wide priorities are around digital technology, environmental sustainability and social justice; our staff have numerous ways to interact with these. You can read our Trust strategic plan [here](#).

Our schools have their own budgets along with stable and dedicated teams that are highly talented and committed, not only to academic progress and achievement, but also to equipping our pupils with the skills they need to succeed in finding purpose and joy in their lives. There is a wealth of experience in the Trust's central team to draw on for support in education, recruitment, marketing, HR, finance, capital projects and IT.

We hope this application pack will give you an insight into our organisation and look forward to welcoming you when you visit The Eaglewood School.



A handwritten signature in blue ink that reads "PJ Jackson".

Paul Jackson
Headteacher



Why choose **THE EAGLEWOOD SCHOOL?**



GENEROUS WORKPLACE PENSION

Local Government Pension Scheme for colleagues (Employer contribution 18.9%).



CPD & RECOGNITION POLICIES

Defined career pathways, opportunities for **internal progression** and **ongoing training learning and development** and Trust recognition policies



WORK-LIFE BALANCE

Flexible working where possible, as well as **enhanced maternity, paternity and adoption** policies (subject to completion of qualifying service)



HEALTH AND WELLBEING SUPPORT

24/7 online GP , EAP, free online fitness classes, flu vaccinations and **eye tests, cycle to work** scheme & occupational sick pay



STAFF BENEFITS PLATFORM

Access to **savings on your everyday spending** including groceries, homeware, entertainment and holidays, through *My Staff Shop*





Job DESCRIPTION

ROLE INFORMATION

Job title: Teaching Assistant

Location: New Milton

Contract: Term time, permanent

Hours: 30 hours per week, Monday to Friday 8.30am to 3pm

Salary: £21,190 FTE, actual salary £17,737

Responsible to: Headteacher

ROLE PURPOSE

Responsible for providing highly effective, targeted provision and care to pupils, in support of and under the guidance of Teachers and Senior Leaders, in order to raise standards of achievement for pupils to become independent learners. Ensuring the effective support of pupil welfare and the inclusion of all pupils in all aspects of school life in line with school and Trust policies, promoting the ethos and the values of the school and Bourne Education Trust.





MAIN DUTIES AND RESPONSIBILITIES

SUPPORTING THE LEARNING OF PUPILS:

- Working as part of a team, under the direction of the responsible Teacher, support teaching provision, development and implementation of learning for pupils
- Under the guidance of the Teacher, facilitate the learning of individual pupils and groups, setting high expectations and promoting positive attitudes to learning
- Prepare, plan and deliver specific intervention programmes, adjusting activities according to pupil response and need
- Promote and support the development of pupils' social and emotional needs
Provide supervision of positive and enjoyable break and lunchtimes for pupils including organising and participating in games and activities
- Promotion and facilitation of extra-curricular activities, after school clubs and other early years activities

SUPPORTING TEACHERS:

- To understand and follow teaching plans in order to support pupil development and to scaffold learning as appropriate
- To support with the preparation of learning materials as required
- To monitor and evaluate pupil responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- To provide the Teacher with objective and accurate feedback and reports on pupil progress, ensuring the availability of appropriate supporting evidence
- To be responsible for keeping and updating records as agreed with the Teacher, contributing to reviews of records where appropriate
- To administer and assess routine assessments and assist in the invigilation of exams and tests as required
- To promote home school partnerships for all children via the schools approved communication channels
- To work within the schools behaviour policy to anticipate and manage behaviour constructively, promoting independence





Person SPECIFICATION

Person specification

ESSENTIAL REQUIREMENTS:

- Ability to demonstrate an awareness, understanding and commitment to the protection and safeguarding of children
- GCSE English and Maths (or equivalent appropriate qualification)
- Ability to evidence effective continuous professional development
- Ability to evidence effective communication with a wide audience / range of stakeholders
- Ability to evidence excellent IT skills on a wide range of programmes and software
- Experience of working with children with special educational needs in an education setting

Personal Qualities:

At Bourne Education Trust, our culture and our values are important to us, as outlined in our BET Behaviours which set out the key qualities we would expect any colleague to demonstrate. We foster a reflective, optimistic, and aspirational approach and we expect our colleagues to be collaborative, innovative, committed, engaged and professional. Diverse and inclusive, we encourage you to act as a positive force for equality, helping us create communities where everyone belongs. We encourage our colleagues to take part in school and cross Trust teams and we will invest in you through Continuous Professional Development.



Your APPLICATION

Thank you for your interest in this role, we look forward to receiving your application. Candidates should be aware that the closing date for applications is on the **23rd February 2026**, however prompt applications are encouraged as we reserve the right to close this vacancy if sufficient applications have been received.

SAFEGUARDING

Bourne Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

EQUAL OPPORTUNITIES

Bourne Education Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

HEALTH AND SAFETY STATEMENT

The board of trustees, LGC and all leaders across Bourne Education Trust recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All BET employees must cooperate with us to access proper training and to make sure they understand and follow the Trust's health and safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.



Application PROCESS



APPLICATION

To apply for this position, you must complete an application form (CVs without a fully completed application form will not be considered).



SHORTLISTING

Applicants will be screened and shortlisted by the interview panel. In order to meet safer recruitment standards, successful candidates will be asked to submit a full application form prior to interview.



INTERVIEW AND CANDIDATE SELECTION

Shortlisted candidates will be invited to interview, following which a selection will be made by the interview panel.



JOB OFFER

If successful after interview, a formal job offer will be made to you, subject to referencing and safer recruitment checks.





[Click to visit our website for more information](#)



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