



CANDIDATE PACK

Teaching Assistant



Start date:
ASAP

Location:
Warren Road,
Orpington, Kent,
BR6 6JF



About Us

The school is set on extensive grounds on the edge of Orpington in the London Borough of Bromley. As a large primary school, we benefit from great wealth and depth of talent across our pupils, parents, staff and governors. As a result, we believe we can provide the very best opportunities for every single child in the school through our vision of Excellence for All.





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 vision and values

We pride ourselves in providing an environment that nurtures and supports all children so they have the very best opportunities to REACH their academic and all round potential. The highest priority is given to academic excellence through a curriculum that ensures all children can excel in all areas through high-quality teaching.

Resilience

Enthusiasm

Aspiration

Curiosity

Honesty





Job Description

Job Title: Teaching Assistant
***with Midday Meal Supervisor responsibilities one day a week**

Salary: H18 on the LSEAT Harmonised payscale

Contractual Hours: 33.5 hours a week
(1 hour on a Thursday supporting as a Midday Meal Supervisor)

Contractual Weeks: 39 weeks

Position Status: Permanent

About our vacancy

We are seeking a committed and enthusiastic Teaching Assistant to join our supportive and inclusive school community. This is a rewarding opportunity to make a real difference to the academic, social and emotional development of our pupils while working alongside experienced teaching and inclusion staff.



At Warren Road Primary School, we are committed to investing in our staff and offer a comprehensive programme of professional development throughout the year. We have a strong track record of supporting colleagues to develop their skills and progress their careers, regardless of their stage of development.

We believe that every child deserves the opportunity to achieve their full potential. We are seeking professionals who are committed to working collaboratively as part of an ambitious and supportive team, have high expectations for all pupils, and are dedicated to creating an inclusive environment where every child can succeed.

Job Description



Main purpose of the role:

Working under guidance of teaching staff and inclusion team to:

- Positively promote the vision and values of the school at all times acting as an ambassador, actively promoting high standards.
- Work alongside teachers in supporting the academic, emotional and social progress of children in the classroom.
- Implement learning programs to individuals and groups to ensure academic, emotional and social progress of children. Including those requiring detailed and specialist knowledge in particular areas of SEND.
- Assist in whole planning cycle and the management and preparation of resources.
- Assist in the fostering of attractive learning environments to ensure children are stimulated
- Provide quality cover for whole class under an agreed system of supervision.
- Be aware of and working in line with the SEN Code of Practice 2014 at all times.



Summary of main responsibilities:

Support for Pupils:

- Use specialist skills, training and experience to support pupils.
- Work both with groups of children and children 1:1 to best support their needs.
- Assist with the development and implementation of individual progress targets.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom and within the wider school community.
- Make and record effective observations that support next steps learning.
- Support pupils consistently whilst recognising and responding to their individual needs by adapting resources and learning accordingly under the guidance of the teacher.
- Encourage pupils to interact and work co-operatively with others and engage in their learning.
- Promote independence and resilience.
- Provide feedback to pupils in relation to progress and achievement.

- Manage intimate care plans with dignity, sensitivity and respect.
- Administer medication as required in line with care plans and medical policy.
- Provide effective supervision during the lunch period by leading engaging activities that support children's social development.

Support for Teacher:

- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Work with the teacher to establish a stimulating and positive learning environment.
- Assist the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities and accurately record achievements and progress, and share this information with the SENCo, teacher and other LSAs.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters.
- Promote positive behaviour, dealing promptly with disruption and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher and participate in meetings as appropriate.
- Provide administrative support to ensure the smooth running of the class.
- Provide cover for sessions when required

Support for the Curriculum:

- Undertake structured and agreed learning activities and teaching programmes, adapting activities according to pupils' needs and responses.
- Undertake individual and small group intervention programmes, recording achievement and progress and feeding back to the teacher – eg. Speech and Language, sensory circuits, etc.
- Prepare and adapt resources to support the learning of children
- Create displays that both celebrate children's achievements and support independent learning.

Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person.
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate.
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.
- Attend and participate in relevant development, training and meetings.
- Accompany teaching staff and/or pupils on visits, trips and out of school activities as required.
- To ensure children are offered a safe environment.
- To undertake any other duties within the school as requested by the Headteacher or Senior Leadership Team.



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 wills with Radnew and Mortgages.

Education and Qualifications	Essential	Desireable
GCSE Grade C/4 or above (or equivalent) in English and Mathematics.	√	
A good standard of written and spoken English.	√	
Knowledge and Experience	Essential	Desireable
Experience of working with children in a school, childcare, youth work or similar setting.	√	
Experience supporting children's learning and development.	√	
Experience of working effectively as part of a team.	√	
Understanding of safeguarding and child protection responsibilities.	√	
Knowledge of effective behaviour management strategies.		√
Experience supporting children with Special Educational Needs and Disabilities (SEND).		√
Experience of delivering interventions and personalised learning programmes.		√
Experience within an Early Years or Primary setting.		√

Skills and Abilities	Essential	Desireable
Excellent communication and interpersonal skills.	✓	
Ability to build positive and supportive relationships with pupils, staff and families.	✓	
Strong organisational and time-management skills.	✓	
Ability to motivate and encourage children to achieve their best.	✓	
Ability to maintain accurate records and provide clear feedback to teachers.	✓	
Good ICT skills.		✓
Ability to adapt learning activities to meet individual needs.		✓
Personal Qualities	Essential	Desireable
Passionate about supporting children to achieve their full potential.	✓	
Patient, caring and resilient.	✓	
Positive, enthusiastic and adaptable.	✓	
Committed to safeguarding and promoting the welfare of children.	✓	



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](#).

