



Nexus Education Schools Trust

Manor Oak Primary School



Teaching Assistant with named child
Recruitment Pack Dec 2024



Job Advert

Manor Primary School are looking to recruit a Teaching Assistant to support specific children with high levels of Special Education Needs, Speech & Language, Social, Emotional and Mental Health (SEMH) needs and Social Communication needs. Experience in a setting that has supported children with the above needs is an advantage. You will work with children in their classes, providing 1:1 support as well as within a small group in and outside the classroom. You will be required to create resources to enable the children to access the curriculum and develop their understanding. Previous experience of working with children is essential, preferably in a primary school or early years setting.

Salary	Commensurate with experience S3-S4 (£27,345-£28,125 FTE). £14.57-£14.98 per hour
Location	Manor Oak Primary School Sweeps Lane Orpington BR5 3PE Tel: 01689 828099 www.manoroakprimaryschool.co.uk
Hours	Part-time, 32.5 hours a week (Monday-Friday 8.30am – 3.30pm). Term time only, 38 weeks per year. You will be required to attend some inset days for which you will timesheet.
Start Date	January 2025
Closing Date	Midday on Thursday 9 January 2025
Interview Date	From 13 January 2025 We reserve the right to interview suitable applicants prior to the closing date.

Manor Oak Primary School is a thriving and popular, one form entry school with a nursery registered to take 2-year-olds. It is surrounded by play areas and countryside. Every child is nurtured to achieve their full potential. We take pride in our school and our achievements and children leave us fully prepared for their future learning journey.

The school is rated **Good** by Ofsted *“The curriculum provides interesting and relevant opportunities for pupils to broaden their knowledge and develop skills in a wide range of subjects.”*

At **Manor Oak** we **Aspire, Challenge and Empower**. We value each child individually, recognising their skills, talents and needs, supporting all areas equally and enabling them to achieve their potential. We enable children to develop **enquiring minds**, confident to become independent learners. We help children to develop their own personal beliefs and values and the ability to listen to and respect others. We provide every child with a strong moral framework.

Visits are warmly welcomed. Please contact the school direct to arrange this.

Nexus Education School Trust Central Office is based at Worsley Bridge Primary Beckenham

NEST is a growing Multi Academy Trust, presently with 20 primary schools across Bromley, Kent, Lewisham and Southwark. Our schools have benefited from capital investment over the last five years and provide excellent learning opportunities for our pupils. We partner with several multi academies and maintained groups of schools. NEST is accountable for the work of the Thames South Teaching School Hub, delivering teacher training and development in Bromley, Bexley and Greenwich.

NEST is an exceptional and distinctive learning community

At NEST our commitment to the learning process challenges all of our schools to fully endorse the concept of collaborative learning. Just as our commitment to inclusion is a non-negotiable so too is each school's contribution to inter-school learning and the development of a NEST wide professional learning community.

Our team is committed to the principle:

“We have a moral purpose to provide excellence and opportunity for all, to enable lives to be transformed”.

Nexus Education Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS clearance.

We can offer:

- Opportunities for continuing professional development
- Strong school partnerships
- Happy, supportive and motivated team
- Appropriate resources, environment and support
- Innovative and collaborative organisation
- Employee benefits including cycle to work, CSSC, BHN Extras & Blue Light discounts

Applications should be emailed to recruitment@nestschools.org no later than midday on Thursday 9 January 2025.

Mission, Vision and Values

Nexus Education Schools Trust

At NEST we have children at our centre, with all decisions in the interest of those we aim to develop and support. To support our aims, we have established a structure that ensures teaching staff, Trustees and Local Committee Members can focus on what matters the most – raising educational achievement in our academies.

The work of Nexus Education Schools Trust is underpinned by its four core principles; **Nurture, Educate, Succeed and Transform** and the values we agree as members of the organisation – in other words, our choices.

The value statements and choice descriptors are applicable to pupils, staff and reinforced through the work of the Trust.

In our schools, you will see children who are inspired by an excellent education that raises aspirations and enriches lives.



Letter from CEO



WELCOME

Dear Candidate,

Thank you for your interest in this role within Nexus Education Schools Trust.

This is a hugely exciting time for our schools as the Trust now includes:-

Beckenham/Bromley

**Alexandra Infant School
Alexandra Junior School
Balgowan Primary School
Bickley Primary School
Highfield Infants' School
Highfield Junior School
Pickhurst Infant Academy
Worsley Bridge Primary School**

NEST Nurseries

Orpington/Kent

**Farnborough Primary School
Manor Oak Primary School
Marjorie McClure School
Perry Hall Primary School
Joydens Wood Infant School
Joydens Wood Junior School**

Thames South Teaching School Hub

Lewisham/Southwark

**Childeric Primary School
Goose Green Primary School
John Donne Primary School
John Keats Primary School
Dog Kennel Hill Primary School
Rotherhithe Primary School**

All schools are judged to be good or outstanding, have strong leadership and provide a breadth of opportunities and excellent outcomes for all pupils. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across schools.

Nexus Education Schools Trust believe that all decisions and choices should be child centred.

We aim to:

- nurture every individual,
- provide excellent education opportunities and outcomes,
- enable all to succeed,
- transform the life opportunities and aspirations of our pupils, allowing them to be fulfilled individuals within an ever-changing world.

As an organisation we recognise that each school's community is different. We value this uniqueness and contribution in ensuring pupils have the best education and experiences. Each school is fundamental to the success of the organisation. We believe passionately that together we can make a greater difference; providing higher education outcomes and wider opportunities for our pupils as well as greater prospects for our staff and communities.

The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. Those we recruit are able to demonstrate that they;

- share our values,
- are highly motivated to work with colleagues within and beyond their school,
- continuously develop their skills and pursue professional excellence and
- are committed to providing the highest standards and breadth of opportunity for all children.

I hope the pack encourages you to apply and look forward to receiving your application for the post.

Regards

Paula Farrow OBE

CEO

Nexus Education Schools Trust

Role

Post	Teaching Assistant with named child(ren)
Responsible to	Class Teacher
Salary Range	Commensurate with experience S3-S4 (£27,345-£28,125 FTE) £14.57-£14.98 per hour
Location	Manor Oak Primary School

Manor Oak Primary School are looking to recruit a Teaching Assistant to support specific children with high levels of Special Education Needs, Speech & Language, Social, Emotional and Mental Health (SEMH) needs and Social Communication needs. Experience in a setting that has supported children with the above needs is an advantage. You will work with children in their classes, providing 1:1 support as well as within a small group in and outside the classroom. You will be required to create resources to enable the children to access the curriculum and develop their understanding. Previous experience of working with children is essential, preferably in a primary school or early years setting.

Please note that this position is with named child(ren) and your contract may terminate when the child(ren) leave the school.

HOURS

32.5 hours a week, Monday-Friday (8.30am – 3.30pm), term time only, 38 weeks per year. You will be required to attend some inset days for which you will timesheet.

The leave year runs from 1 April to 31 March. It is expected that the post holder will take their annual leave during the school holiday periods. Leave is not permitted in term time unless exceptionally by agreement with line management having regard to the needs of the service.



Job Description

Teaching Assistant with Named Child

Main purpose of the job:

The Teaching Assistant will be a member of a multi-disciplinary team, under the leadership and supervision of the teacher/senior staff. They will work with a named child(ren) with specific learning difficulties to access learning at their level. They will need to ensure that the learning environment meets the needs of the child.

Key responsibilities and tasks:

Support for Pupils

- Supervise and provide particular support for pupils ensuring access to learning activities.
- Attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Assist with the development and implementation of targets on Education and Health Care plan.
- Establish constructive 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 learning 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 environment, in accordance with lesson plans.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Implement structured learning activities under the guidance of the teacher.
- Monitor the pupil's responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on the pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive and supportive relationships with parents/carers and pupils.
- Undertake routine marking of pupils' work and occasionally administer routine tests.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Support the use of ICT in learning activities 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.
- Adapt learning planned learning activities as needed to ensure learners are successful.

Support for the School

- Be aware of and comply with policies and procedures relating to safeguarding, 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
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required and be part of the pupil's annual review.
- Participate in training and other learning activities and performance development as required.

Health and Safety:

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

Continuing Professional Development:

- To participate in the Performance Management Scheme.
- Undertake any professional development necessary as identified.

Additional points:

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- The job description may be subject to amendment or modification, should circumstances change, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your line manager. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

General**Special Conditions of Service**

This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. The central offices are based in a school and candidates are required to comply with Trust safeguarding and DBS procedures.

Policies and Procedures

Ensure, comply and be aware of all school policies and procedures in relation to all aspects of the school's management, teaching and learning.

Contacts and Relationships

Provide the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents/carers and colleagues.

Equalities

Ensure implementation of the School's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

Additional points:

All staff are expected to comply with academy and Trust policies. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. The job description may be subject to amendment or modification, should circumstances change, changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your line manager. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

Data Protection

Nexus Education Schools Trust (NEST) is committed to protecting your privacy when you apply for a position with us. It is important to us that you can trust us to keep your information safe and to use it in ways that you will think are reasonable and ethical. NEST is the data controller for the information we hold about you, this means we control how your personal information is processed and for what purposes.

All staff are required to maintain confidentiality in relation to pupils, staff and parent information. For further information please refer to our Data Protection Policy <http://nestschools.org/nest-policies/>

This job description may be amended at any time after discussion with you.

Person Specification

Teaching Assistant with Named Child

The successful candidates will have:

Knowledge and Experience

- Working with or caring for children of relevant age.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

Skills and Abilities

- Effective use of ICT to support learning.
- Use of other equipment technology – video, photocopier.
- Knowledge of relevant policies/codes of practice and awareness of relevant legislation.
- General understanding of National Curriculum and other basic learning programmes.
- Basic understanding of child development and learning.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Good understanding of Keeping Children Safe in Education.

Qualifications

- Good numeracy/literacy skills.
- Completion of DfE Teacher Assistant Induction Programme.
- NVQ 2 in teaching assistance or equivalent qualifications or experience.
- Training in the literacy/numeracy strategy.
- First aid training/training in specific medical procedures as appropriate

Application Process

Applications

Applications will only be accepted from candidates completing the Trust's Application Form.

Please complete **ALL** sections of the Application Form which are relevant to you as clearly and fully as possible. Your supporting statement should evidence your skills and experience against the requirements of the job description and person specification.

CVs will **NOT** be accepted in place of a completed Application Form.

Invite to Interview

After the closing date, short listing will be conducted by an interview panel.

Candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 14 days of the closing date of this position, unfortunately you have been unsuccessful on this occasion.

If you have been shortlisted, your references will be taken up and you will be asked to sign a self-disclosure form relating to disclosable cautions and convictions prior to interview. This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

You will be selected for interview entirely on the contents of your application form, so please read the job description and person specification carefully before you complete your form.

In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and
- Attitudes to use of authority and maintaining discipline.

Assessment Process

Applications will be assessed against the job description and person specification within the applicant brief. Successful applicants will be invited to the selection process.

We will use a variety of assessment tools during the assessment process, these may include:

- written exercises
- job trials

Child Protection & Safeguarding Policy

The Trust is committed to Safeguarding and Promoting the Welfare of all its pupils. Each pupil's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

Throughout any recruitment process, Safeguarding and Child Protection are given a high priority. All interview panels include at least one member who has completed Safer Recruitment training within the last 3 years.

The Trust's Child Protection and Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred.

School and college staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating. Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

Keeping Children Safe in Education (2024)

As such, it is the duty of all who work for the Trust to:

- Ensure that a safe environment is provided for all children and young people to learn;
- Ensure all staff are capable of identifying children and young people who are suffering or likely to suffer significant harm; and
- Ensure all staff are willing to take appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2024.

We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors.

Please visit www.nestschools.org for the full policy.

Safer Recruitment & Pre-employment Checks

Nexus Education Schools Trust is committed to safeguarding children.

This means that all employees (on either a paid or voluntary basis) require an Enhanced DBS check which includes a Barred List check.

For individuals applying for leadership and management positions a S128 check will also be required. For individuals who have previously lived abroad, overseas checks will also need to be taken prior to commencing employment.

Keeping Children Safe in Education, paragraph 220 introduces a new duty to consider 'carrying out an online search as part of their due diligence on the shortlisted candidates'. Please be advised that we will carry out online searches of all shortlisted candidates and may request details of any social media handles.

New employees will not commence work until all relevant checks have been completed.

Standard Checks

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK;
- Documentary evidence of identity that will satisfy DBS requirements;
- Documentary proof of current name and address;
- Where appropriate any documentation evidencing change of name;
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary, photocopies or certified copies **will not** be accepted.

Enhanced Checks

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about any disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings.
- If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues;
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children – this may only be answered 'not applicable' where your duties have not brought you into contact with children or young people.

Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK;
- Receipt of at least two satisfactory references (if these have not already been received);
- Verification of identity checks and qualifications;
- Satisfactory Enhanced DBS Check;
- Verification of professional status such as QTS Status, NPQH (where required);
- Satisfactory completion of a Health Assessment;
- Satisfactory completion of the probationary period (where relevant);
- Where the successful candidate has worked, or been resident overseas for at least 12 months in the previous ten years, such checks and confirmations as may be required in accordance with statutory guidance including a statement of good conduct.

References & Verifications

We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify experience or qualifications before interview.

Any relevant issues arising from the application form, references or self-disclosure will be taken up at interview.