

Nexus Education Schools Trust

Balgowan Primary School



Teaching Assistant Recruitment Pack



Nexus Education Schools Trust

Job Advert

Join our Team at Balgowan Primary School!

Are you passionate about creating a safe and enjoyable environment for children? **Balgowan Primary School** is on the lookout for a dedicated Teaching Assistant to ensure our pupils have a fantastic experience in school

What We're Looking For:

- A calm and positive demeanour with children
- Enthusiasm and a team-player attitude
- Flexibility and willingness to adapt
- Previous experience is a plus, but not essential

If you're ready to make a difference and be part of a supportive team, we would love to hear from you.

Salary	S4 Outer London (£28,617 FTE) £15.25 per hour
Location	Balgowan Primary School Balgowan Road Beckenham BR3 4HJ Tel: 020 8658 6374 www.balgowan.bromley.sch.uk
Hours	10 hours per week Term time only, 39 weeks a year
Reports to	Senior Leadership
Start Date	Mid September 2026
Closing Date	01 September 2026 Email application forms to dmccarthy5@bal.nestschools.org
Interviews	Tuesday 08 September 2026 <i>We reserve the right to interview suitable candidates prior to the closing date.</i>

Balgowan Primary School

Thank you for showing an interest in **Balgowan Primary School** - a place where learning thrives, happiness shines, and kindness is at the heart of everything we do. Our school is a vibrant, welcoming community filled with well-behaved, enthusiastic pupils and a dedicated team of staff who love what they do. Set within extensive grounds, **Balgowan** offers plenty of space for children to play, explore, and learn in a stimulating environment.

At **Balgowan**, we are passionate about providing a high-quality education that equips children with skills they will carry with them far beyond their time here - into higher education and throughout life. Our focus on teaching children how to learn fosters motivation, resilience, and a readiness to tackle challenges head-on, both academically and personally.

Our broad and balanced curriculum ensures that every child has the opportunity to shine. Whether their talents lie in music, sports, art, or other areas, we aim to identify and nurture their unique abilities. Our vibrant extracurricular program includes a wide range of before-school, lunchtime, and after-school clubs, as well as participation in exciting sporting and musical events.

Kindness is a cornerstone of our school culture, and visitors often comment on the respectful manners and strong relationships they observe among our pupils. We are proud to foster a community where respect, friendship, and inclusion are celebrated every day. This is supported by our wonderful partnership with parents, whose involvement and encouragement are invaluable.

Our motto - be kind, work hard, make friends - encapsulates our commitment to celebrating individuality, promoting inclusivity, and ensuring every child reaches their full potential. At **Balgowan**, children are truly at the heart of all we do.

Nexus Education Schools Trust

Nexus Education Schools Trust (NEST) a rapidly growing Multi-Academy Trust with 19 vibrant primary schools and 1 all through special educational needs school across Bromley, Kent, Lewisham and Southwark. Over the past five years, we've invested in state-of-the-art facilities, ensuring our schools provide exceptional learning opportunities for every pupil.

We are proud partners with a number of multi-academy trusts and groups of maintained schools, creating a collaborative network that enhances educational experiences across the region. As part of our commitment to developing outstanding teaching, we also oversee the Thames South Teaching School Hub, delivering high-quality teacher training and professional development in Bromley, Bexley and Greenwich.

At **NEST**, we believe in the power of collaboration. Our schools are united by a shared dedication to creating a culture of continuous learning, where inclusion is at the heart of everything we do. Each school plays a vital role in building a strong, interconnected professional learning community, driving success across our entire trust.

We are driven by a clear, moral purpose:

"To provide excellence and opportunity for all, transforming lives through education and inspiring the leaders of tomorrow"

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're proud to offer:

- **Endless Growth Opportunities:** Access to ongoing professional development to help you thrive in your career.
- **Thriving Partnerships:** Strong collaborations with schools to enhance your impact and network.
- **A Happy and Supportive Team:** Work alongside a motivated, friendly, and encouraging group of professionals. We are committed to helping you achieve your professional goals.
- **Comprehensive Training and Development:** NEST supports the continuous growth of all our staff.
- **Course and Qualification Opportunities:** Enhance your skills for your current role or prepare for future opportunities.
- **Career Advancement:** Gain qualifications that can help you progress within the organisation.
- **Resources You Deserve:** A well-equipped environment with the tools and support you need to succeed.
- **Innovative Culture:** Join an organisation that values creativity, teamwork, and fresh ideas.
- **Exclusive Perks:** Enjoy staff benefits like the Cycle to Work scheme and technology discounts.
- **Special Discounts:** Gain access to CSSC Benefits, BHN Extras and Blue Light Card savings, making your life outside work even better.

Welcome from the CEO

Dear Candidate,

Thank you for expressing your interest in joining **Nexus Education Schools Trust**. We are delighted that you are considering becoming a part of our community.

This is an incredibly exciting time for our schools, as the Trust continues to grow and thrive. Currently, all our schools are rated as good or outstanding, with strong leadership teams dedicated to delivering a rich variety of opportunities and outstanding outcomes for every pupil.

At **Nexus Education Schools Trust**, we are guided by a vision to empower individual academies to flourish with true autonomy while fostering a strong culture of support and collaboration across all our schools. Central to everything we do is a commitment to making child-centred decisions and choices.

Our mission is to:

- Nurture every individual,
- Provide exceptional educational opportunities and outcomes,
- Empower all to succeed, and
- Transform the life chances and
- Transform the life chances and aspirations of our pupils, equipping them to thrive as fulfilled individuals in an ever-changing world.

We also celebrate the uniqueness of each school's community and the vital contributions they make to ensuring the best education and experiences for our pupils. Every school is fundamental to our collective success. We firmly believe that, together, we can achieve more—delivering higher educational outcomes, broader opportunities for our pupils, and enhanced prospects for our staff and communities.

As a member of NEST, you will join a Trust that champions collaboration, mutual support, and a shared commitment to excellence. We are looking for individuals who:

- Share our values and vision,
- Are enthusiastic about working collaboratively with colleagues both within and beyond their school,
- Are dedicated to continuous development and professional excellence, and
- Are passionate about providing the highest standards and opportunities for all children.

We hope this information inspires you to take the next step in your career with us. We look forward to receiving your application and wish you the very best as you consider this exciting opportunity.

Regards

Paula Farrow OBE
CEO
Nexus Education Schools Trust



Teaching Assistant - Job Description

Main Purpose of the Role:

The Teaching Assistant will be a member of a multi-disciplinary team, under the leadership and supervision of the teacher/senior staff: will work with individuals/groups to supervise physical/general care of pupils, including those with SEN; support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Key responsibilities:

Support for Pupils

- Attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.

Support for Teachers

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather/report information from/to parents/carers as directed.
- Provide clerical/admin support e.g. photocopying, typing, filing, collecting money etc.

Support for the Curriculum

- Support pupils to understand instructions.
- Supporting pupils in undertaking literacy and numeracy tasks as directed by the teacher.
- Supporting pupils in using basic ICT as directed.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

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.
- Assist with the supervision of pupils out of lesson times, including before and after school.
- Participate in training and other learning activities and performance development as required

Health and Safety:

- Be mindful of your responsibility for your own health, safety, and welfare, as well as that of others who may be affected by your actions or inactions.
- Collaborate with the employer on all matters related to health, safety, and welfare.

Teaching Assistant - Job Description

Continuing Professional Development:

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

Additional Points:

- While every effort has been made to outline the main duties and responsibilities of the post, not every individual task may be specified.
- All staff must comply with academy and Trust policies.
- Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not detailed in this job description.
- The Trust will make reasonable adjustments to the job and 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 initially. If a disagreement arises, you will have the opportunity to resolve the matter with your line manager, and you may be accompanied by a Trade Union representative if you wish.

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 the school's equal opportunities policies are implemented and that statutory responsibilities regarding individuals and service delivery are met.

Data Protection

Nexus Education Schools Trust (NEST) is committed to protecting your privacy when you apply for a position with us. We ensure your information is kept safe and used in a reasonable and ethical manner. As the data controller, NEST manages how your personal information is processed and for what purposes. All staff must maintain confidentiality regarding pupils, staff, and parent information. For more details, please refer to our Data Protection Policy at www.nestschools.org

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

Teaching Assistant - Person Specification

Essential Knowledge and Experience:

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

Skills and Abilities

- Good numeracy/literacy skills
- Effective use of ICT to support learning
- Use of other equipment technology – interactive whiteboard, photocopier
- Knowledge of relevant policies/codes of practice and awareness of relevant legislation
- 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

The Desirables:

- First Aid training.
- NVQ2 or equivalent for Teacher Assistants or equivalent experience or qualifications.

Qualifications:

- Undertake relevant training, such as basic first aid.
- Participate in training and development opportunities.

Personal Qualities:

- Possess good organizational and timekeeping skills.
- Use initiative and make decisions in collaboration with your line manager.
- Be motivated to develop your own practice.
- Be perceptive and sensitive to the needs of others.
- Have a good sense of humour.
- Show resilience.



Nexus Education Schools Trust

The application process

Nexus Education Schools Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. We comply with the statutory legislative requirements and guidance, including 'Keeping Children Safe in Education', and we follow a rigorous selection process which seeks to discourage and screen out unsuitable applicants.

Safer Recruitment

Our job descriptions and person specifications confirm individual responsibility for safeguarding the welfare and well-being of children and young people. All posts are subject to Enhanced Disclosure and Barring (DBS) checks.

Application Stage

We require all applicants to complete our Application Form which seeks to elicit the information we require to undertake the shortlisting process and to assess the applicant's suitability for the post they have applied for. We do not accept CVs in place of a completed Application Form. We reserve the right to reject any applicant who has failed to fully complete our Application Form.

Shortlisting

Only those candidates who meet the criteria outlined in the person specification will be shortlisted. We carry out online and social media searches as part of our due diligence on shortlisted candidates. If we identify any of concern to us, then this will be raised and explored during the interview.

Interview

1. Shortlisted candidates will take part in an in-depth interview and selection process.
2. Employment references will be sought before an interview.
3. Candidates will be asked to complete a Self Declaration Form in respect of their criminal record and to return this prior to the interview.
4. Candidates will be asked to address any discrepancies, anomalies, or gaps in employment in the application form including their employment history. Candidates will be invited to discuss any disclosures in their self-declaration form and any queries we have arising from the information provided in their employment references and/or our online and social media searches.
5. Proof of right to work in the UK and any relevant qualifications must also be provided at the interview.

Appointment

An offer of employment is conditional upon us being satisfied with the outcomes of all the following checks:

- Verification of the candidate's identity.
- An Enhanced Disclosure and Barring Service Certificate (DBS) including a Children's Barred List check
- An assessment of fitness to work to ensure that a candidate has the health and physical capacity for the job
- Overseas criminal record and overseas professional registration checks where a candidate has lived, worked or qualified overseas
- Verification that the candidate is not the subject of a prohibition order or section 128 direction made by the Secretary of State
- Compliant employment references
- Verification of qualifications and professional registrations relevant to the candidate's role
- Verification of the candidate's right to work in the UK
- Verification that candidates employed in reception classes, or wraparound care for children up to the age of 8, are not disqualified from working in these setting under the 2018 Childcare Disqualifications Regulations.

On appointment and annually thereafter, all colleagues are required to undertake Safeguarding training, Cyber Security training, GDPR training and to reaffirm and disclose any changes to their criminal record, and to read and confirm their adherence to Part 1 of Keeping Children Safe in Education, our child protection and safeguarding policy, behaviour policy and code of conduct (which includes our requirements in respect of ethical and professional standards and professional boundaries). All school based staff will be required to undertake first aid training.

Our contracts of employment place an ongoing requirement on all colleagues to immediately notify us if they are the subject of a police investigation, are released under investigation, or receive a caution or conviction.

Recruitment of Offenders

All posts within NEST are, (by the reason of The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)) exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that all applicants for employment with the Trust must disclose all unspent cautions and convictions and all unprotected spent cautions and convictions. An explanation of when a spent conviction is unprotected is available on the Ministry of Justice website.

- If relevant information (whether concerning previous convictions or otherwise) is volunteered by an applicant during the recruitment process of obtained through a DBS check, we will consider the following factors before reaching a recruitment decision:
- whether the conviction of other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, class A drug-related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception, or fraud.

If the post involves some driving responsibilities, it is our normal policy to consider it a high risk to employ anyone who has been convicted of dangerous driving or of an offence of driving under the influence of alcohol or drugs, within the last 10 years.

Probation

All new colleagues will be subject to the NEST probation procedure for four months. The probation procedure is to enable the assessment of a colleague's suitability for the job for which they have been employed, which includes the monitoring and review of their performance of their duties, skills, qualifications, and experience outlined in the job description and person specification and their suitability to work with children and young people.

Equal Opportunities

NEST recognises the value of, and seeks to achieve, a diverse workforce that includes people from all backgrounds. We take positive steps to create an employment culture in which people feel confident about being treated with fairness, dignity, and tolerance irrespective of their differences. This commitment extends beyond the relationship between the conduct of colleagues, potential colleagues, and the whole community. We are committed to the elimination of unlawful discrimination and the promotion of good relations between all.

General Data Protection Regulations

NEST is committed to ensuring that your privacy is protected. By signing a contract of employment, you understand that NEST, and/or agents appointed by the trust, process your personal data, including "special category personal data" as defined in the General Data Protection Regulations (GDPR), for the purposes of the operation, management, security and/or administration, as well as, complying with applicable laws, regulations, and procedures. The information you provide (except equality monitoring information) may be shared with partner organisations that provide services to NEST. Further information on our data protection policy and privacy notices can be found on the NEST website.

Our Trust



Alexandra
Infant
School



CHILDERIC
PRIMARY SCHOOL



Infants' and Junior Schools



John Keats
Primary School



www.nestschools.org