



Com.  
Opportu  
Respect  
Excell



# Castle Newnham Application Pack

## Teaching Assistant - SEND (Primary)





## CONTENTS

1. Introduction
2. About BEST
3. About Castle Newnham
4. How to Apply
5. Job Description
6. Person Specification

[www.bestacademies.org.uk](http://www.bestacademies.org.uk)



# INTRODUCTION

Welcome to Castle Newnham and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We are seeking to employ teaching assistants to work alongside our teachers to support some of our pupils with complex needs. Many of these children require support from compassionate, resilient and positive individuals.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

**Lauren Crowley**

**School Business & Operations Manager**

[cnrecruitment@bestacademies.org.uk](mailto:cnrecruitment@bestacademies.org.uk)

**Tel: 01234 303403**

**Castle Newnham**

South Site – Reception - Year 4: Goldington Road, Bedford MK40 3EP

North Site – Year 5 - Year 11: Polhill Avenue, Bedford MK41 9DT

[www.castlnewnham.school](http://www.castlnewnham.school)



# ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at

[www.bestacademies.org.uk/jobs](http://www.bestacademies.org.uk/jobs)

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



# ABOUT CASTLE NEWNHAM

Castle Newnham is an all-through school with approximately 1,400 pupils located in the county town of Bedford.

Its most recent Ofsted inspection saw the school's primary phase graded at Expected Standard in all areas of the new framework in March 2026. The secondary phase was graded Good in April 2024.

At Castle Newnham, ambition and care for all pupils are at the heart of everything we do. Our goal is to provide our local community with a high-quality, seamless educational experience that supports each child's individual journey.

Knowing pupils throughout their time in education and close working with families is a central component of our vision.

Castle Newnham is well thought of in the community and both school sites are set relatively close to the centre of Bedford in a pleasant suburb. The South site is situated in a listed Victorian building on Goldington Road, while the North site is a short walk away on Polhill Avenue near the University of Bedfordshire, with whom we are a lead school in a very well-reputed teacher training partnership.

We hope this application pack, alongside our school website, will give you a flavour of the wide and growing range of opportunities our pupils enjoy and participate in.

Our senior leaders, teachers and support staff are a committed and dedicated team and our pupils are a source of great pride in their enthusiasm, courtesy and care for others. They demonstrate our traditional values of hard work, good behaviour and kindness on a daily basis.



# HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at [www.mynewterm.com](http://www.mynewterm.com) before the closing date.

**Closing date:** Monday 15th June 2026, 8.00am

**Interview date:** w/c 22nd June 2026

**Start date:** 1st September 2026

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

**We look forward to receiving your application.**



# JOB DESCRIPTION

<b>Post</b>	Teaching Assistant - SEND - (Primary)
<b>Responsible to</b>	SENDCo
<b>Grade</b>	NJC Level 2a pt 3-4
<b>Key relationships</b>	Principal, Senior Leadership Team, relevant teaching, support and administrative staff.
<b>Location</b>	Castle Newnham – willing to work on both sites.
<b>Working pattern</b>	Usual school hours (31.67 hours p/wk)
<b>Disclosure level</b>	Enhanced.
<b>Job purpose</b>	Under the instruction and guidance of teaching staff/managers, to undertake educational activities and attend to the educational, personal and social needs of pupils in order to support their learning and development and to ensure their safety.

## Responsibilities

- To attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's special educational needs and, wherever possible, make these part of the learning experience (this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding if necessary).
- Under agreed school procedures, to give first aid/medicine where necessary; assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy under the direction of the appropriate specialist.



- To promote and support the inclusion of all pupils in the learning activities in which they are involved.
- Whilst there may be a specific requirement to support a named pupil or pupils with an Education, Health and Care Plan (EHCP), support to other pupils is also required.
- To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the Educational Visits Coordinator.

### **Support for teachers:**

- Within the overall plan set by the class teacher to assist in devising and extending educational activities and in preparation of the curriculum. This may include contributing to the development and implementation of Learning Plans and Personal and Pastoral Support Plans.
- To help assess and systematically record pupils' progress and achievements, using the results of this monitoring in further support work.  
To efficiently prepare, maintain and use classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient use of school resources (this may include photocopying, arranging displays of work etc.).
- To assist in maintaining classroom discipline by working with individuals and groups of pupils in developing expectations of acceptable personal and social behaviour and help make them part of the learning experience.
- To communicate and work effectively and professionally with parents/carers and external services as required.

### **Support for the Curriculum**

- To support the teaching of English, Maths and other specific curriculum areas/specialisms as required.
- To lead an intervention or group activity (such as phonics) at the direction of the SENDCo/Primary senior leadership team.



## Professional standards

- Support the ethos, vision, principles and values of the school.
- Treat colleagues, pupils and all members of the community, with respect and consideration.
- Treat all stakeholders fairly, consistently and without prejudice.
- Treat all pupils fairly, consistently and without prejudice.
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
- Maintain a high level of confidentiality at all times.
- Support the aims of the school through attendance at and participation in events such as open evenings, option evenings, information evenings, consultation evenings and the like (as appropriate to responsibilities);
- Support the ethos of the school by upholding the behaviour policy, uniform rules, etc;
- Take responsibility for own professional development and participate in arrangements as adopted by the school for the assessment of own performance and that of colleagues;
- Reflect on own practice as well as the practices of the school with the aim of achieving excellence in every area of our work;
- Read and adhere to the various policies of the school and implement federation improvement plans;
- Participate in the development and management of the school by attending various team and staff meetings;
- Ensure that all deadlines are met as published in the school calendar;
- Be proactive and take responsibility for matters relating to health and safety;
- Promote lifelong learning and promote enrichment and extension activities within the federation;
- Participate actively in the review and setting of appraisal objectives agreed annually;
- Support and contribute, as required, to the school's programme for Initial Teacher Training and to the programme of teaching and learning briefings.



## Safeguarding children

Castle Newnham is 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 enhanced DBS checks.

## General

The above responsibilities are subject to the general duties and responsibilities contained in the Terms and Conditions.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. This job description and person specification may be renegotiated if changing circumstances arise.

*Please note, while every effort has been made to explain the 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 the line manager/SENDCo/Senior Leadership Team to undertake work of a similar level that is not specified in this job description.*



# PERSON SPECIFICATION

**Job Title: Teaching Assistant - SEND (Primary)**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>	NVQ Level 2 or equivalent English and maths at GCSE grade C or equivalent	NVQ Level 3
<b>Experience</b>	Minimum of 6 months' experience of working with children in an educational setting, within the last 5 years.	2 years' experience of working with children with SEND in a primary setting  Experience working with early years age children with complex needs
<b>Skills/Knowledge/ Aptitude</b>	Understanding the educational needs of children.  Ability to contribute to the planning and development of educational activities.  Ability to work collaboratively with others.  Ability to work without constant supervision.  Ability in the use of IT in a classroom setting.  Good written and spoken English.	Knowledge of planning and development of educational activities.
<b>Motivation</b>	Willingness to be flexible.  Willingness to undertake appropriate further training.  Commitment to equality principles	
<b>Physical</b>	Ability to meet the physical needs of pupils.	
<b>Other</b>	Willingness to acquire First Aid Qualification	Current First Aid Qualification

**We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance**

