

**Lawnside**  
Academy

# Lawnside Academy Application Pack

## Teaching Assistant (Level 1) September 2026





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# INTRODUCTION

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

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:

**Cheryl Johnson**

**Principal**

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

**Tel: 01767 312313**

**Lawnside Academy**

Lawnside, Biggleswade, Bedfordshire SG18 0LX

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

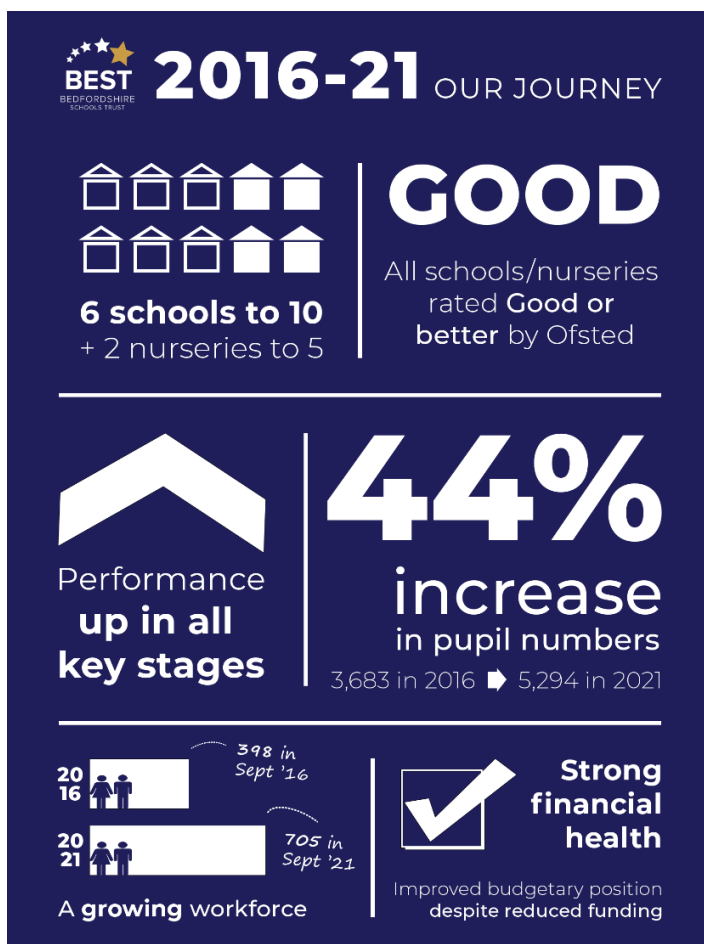


# ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 10 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest single employers in Central Bedfordshire.

We now educate 6,000 children across the area, from nursery age to advanced level study, and have over 800 members of staff.



*This infographic charting the journey of our trust was originally created for our 5 Years of BEST commemorative brochure which was produced in September 2021 – a digital version is available to read on our website*



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.

A primary-secondary model of education is being established to replace the current three-tier system in Central Bedfordshire, more schools are looking to join us as we seek to grow further, and performance across all key stages continues to improve.



# ABOUT LAWSIDE ACADEMY

Lawnside Academy converted to a Primary school in September 2024, with a capacity of 420 pupils. The school is located in the town of Biggleswade, in Bedfordshire.

We joined Bedfordshire Schools Trust in January 2019 and in our first Ofsted inspection since joining BEST (March 2023), we were judged as 'Good' in all areas.

At Lawnside, we put our children at the heart of everything we do. Each day our hard-working staff strive to improve the provision, opportunities and experiences offered to pupils, and develop skills that will last throughout their lives.

We are a values-based school and strive to nurture a passion for lifelong learning in everyone, encouraging all children and adults to be confident and independent.

We aim to provide opportunities for each and every child to develop their courage, perseverance, self-esteem and aspiration, while all the time feeling safe to take risks, make mistakes and challenge themselves.

At Lawnside, we value everyone for who they are, celebrating individuality and diversity, and creating a culture where all children have their voice heard and encourage each other to achieve the best they can in all areas of school life.



# 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:** 9am, Friday 12 June 2026

**Interview date:** w/c Monday 22 June 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>Job Title</b>	Level 1 Teaching Assistant
<b>Based at</b>	Lawnside Academy
<b>Salary/Grade Range</b>	Level 1d (points 3)
<b>Responsible to</b>	Principal
<b>Hours</b>	Fixed-term contract for 1 year 30 hours / 5 days per week 8:45am – 3:30pm

## **Main duties and responsibilities:**

### **Support for Pupils**

1. To attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's special 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).
2. 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.
3. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
4. Whilst there may be a specific requirement to support a named pupil or pupils with an Education Health Care Plan, support to other pupils may also be required, at the direction of the Principal.
5. To assist with preparation for school visits and the supervision of pupils on such visits, as directed by the teacher.

### **Support for Teachers**

1. To assist in the efficient preparation, maintenance and use of 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.)
2. To assist teachers with educational activities in the classroom to support pupils' learning and development.



3. To work with individuals and groups to support expectations of acceptable personal and social behaviour and on basic tasks help to make these part of the learning experience
4. To assist with record-keeping on pupils as required, including information on pupil progress.
5. To assist the class teacher in delivering IPPs, as necessary.

### **Support for the school**

1. To work effectively with colleagues as part of a team; at all times working within the school's policies and procedures.
2. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Principal.
3. To attend staff meetings, participate in performance management arrangements and undertake training and development activities.
4. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
5. To undertake tasks of a similar nature and level, as directed by the Principal.

*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 Principal to undertake work of a similar level that is not specified in this job description.*



# PERSON SPECIFICATION

**Job Title: Level 1 Teaching Assistant**

Attributes	Essential	Preferred
<b>Education / Qualifications</b>	Essential: 1. Educated to GCSE level or equivalent. 2. Basic standard of numeracy and literacy.	Preferred: NVQ Level 2 in relevant subject.
<b>Experience</b>	Essential: 1. Minimum 6 months' experience in either a voluntary or paid capacity in a primary school setting, within the last year.	Preferred: Experience of employment in a primary school setting, as a teaching assistant, within the last 2 years (minimum 12 months' experience).
<b>Skills / Knowledge / Aptitude</b>	Essential: 1. Understanding the needs of children in an educational setting. 2. Ability to work collaboratively with others. 3. Willingness to acquire basic IT skills.	Preferred: Ability in the use of IT in a classroom setting Basic IT Skills
<b>Motivation</b>	Essential: 1. Willingness to be flexible. 2. Willingness to undertake appropriate training. 3. Commitment to equality principles.	Preferred: Not applicable
<b>Physical</b>	Essential: 1. Ability to meet the physical needs of the pupils	Preferred: Not applicable
<b>Other</b>	Essential: 1. Must be fluent in the English language in accordance with the Immigration Act 2016. 2. Willingness to acquire First Aid Qualification.	Preferred: 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**

