



Forest Hall School

Candidate Information Pack

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Welcome from the CEO

I never originally set out to establish a Multi Academy Trust. That simply was not the plan – at least not at first.

The journey began in 2010 at Burnt Mill Academy in Harlow. At that time, the school faced significant challenges and required rapid improvement. From the outset, it was clear that transforming outcomes for children depended on having talented, committed staff who shared a strong belief in what young people could achieve. With a clear vision, high expectations and a relentless focus on improving teaching and learning, the school quickly began to flourish, leading to significantly improved outcomes for pupils and recognition from Ofsted.

Inspired by what could be achieved through strong leadership, collaboration and a shared commitment to excellence, BMAT Education was established with a clear purpose: to provide exceptional educational opportunities for children and young people across our communities.

Today, our schools work closely together to share expertise, develop staff and create the very best experiences for pupils. While each school retains its own unique identity and strengths, all are united by a commitment to high standards, inclusion, ambition and continuous improvement.

At BMAT, we believe exceptional staff transform lives. Whether in teaching, leadership or support roles, every colleague plays an important part in helping children thrive academically, socially and emotionally. We are committed to attracting and developing talented professionals who are passionate about making a positive difference.

This candidate pack has been designed to give you an insight into Forest Hall School, the role of a Geography teacher, and the values and culture that underpin our work. We hope it provides a clear understanding of our ambitions for our pupils, staff and wider community.

If you are inspired by what you read in this pack and share our commitment to delivering the very best for children and young people, we would be delighted to hear from you.

I wish you all the very best with your application and thank you again for your interest in Forest Hall School and BMAT Education.

Helena Mills CBE

Welcome from the Executive Headteacher

Forest Hall School is a welcoming and inclusive mainstream secondary school for students in Years 7 to 11, where high expectations, strong relationships and personal ambition are at the heart of everything we do. Our unique size allows us to provide both a broad and ambitious curriculum alongside the opportunity to truly know and support every student as an individual. We are proud to offer a nurturing environment where young people feel safe, valued and encouraged to challenge themselves, discover their strengths and develop the confidence to achieve their aspirations for the future.

At Forest Hall School, we believe that every student can succeed when they are supported, inspired and empowered to be their very best. Our dedicated staff work tirelessly to ensure students receive not only a high-quality education, but also the pastoral care and encouragement they need to thrive academically, socially and emotionally. We recognise that every child is unique, and we are committed to helping students grow into confident, resilient and independent young adults who are fully prepared for life beyond school.

Personal development is central to our vision. We are passionate about broadening students' experiences, raising aspirations and helping every young person identify meaningful future pathways. Through a carefully planned personal development programme, enrichment opportunities, leadership experiences and careers education, students are supported to explore their interests, understand the wide range of post-16 opportunities available to them and develop the skills, knowledge and confidence needed for future success. We aim to ensure that every student leaves Forest Hall School with clear ambitions, high aspirations and the belief that they can achieve their goals.

Strong partnerships between students, families, staff and the wider community underpin our school culture. We believe that learning is a collaborative journey, and by working together we create a positive, respectful and supportive environment where everyone feels a strong sense of belonging. Alongside academic achievement, we place great importance on wellbeing, inclusion and character development, ensuring students are equipped to make a positive contribution to society.

As part of BMAT Education, we benefit from collaboration across the Trust, shared expertise and high-quality professional development, enabling us to continually strengthen the opportunities and experiences available to both students and staff. Together, we are committed to providing an inspiring education that enables every young person to realise their potential and look towards a bright and successful future with confidence.

Dustin Schuyler

About Our Trust

BMAT Education runs a community of schools which provide an outstanding education for every individual attending a Trust school. Our schools are places of aspiration, where individuals matter and confidence flourishes so that achievement for all is outstanding.

The trust currently oversees seven secondary academies and five primary academies, located in Harlow, Newham and Stansted. BMAT's vision is to work together to smash through the barriers that prevent children from becoming confident, high achieving and independent individuals.

Core to our ethos is that we believe that exceptional leaders create exceptional schools, and our leaders are given the support they need to serve these communities at the highest level. BMAT is driven by the ambition to be the best.

Our Schools:

- Burnt Mill Academy
- Cooks Spinney Primary Academy and Nursery
- Epping St Johns Church of England School
- Freshwaters Primary Academy
- Forest Hall Academy
- Little Parndon Primary Academy
- Magna Carta Primary Academy
- Mark Hall Academy
- Royal Docks Academy
- Roydon Primary Academy
- Sir Frederick Gibberd College
- STEM Academy



About the Role

We are seeking an enthusiastic individual who is flexible, adaptable and works calmly under pressure. The ideal candidate will be a team player and eager to contribute to a thriving learning environment. You will be expected to bring a positive, proactive attitude to your work and a commitment to communicating well with parent/carers, students and all stakeholders.

Job Description

Job title	SEN Co-Educator
Reports to	SEND CO
Pay scale	Band 2 (range 3-6)
Location	Forest Hall School
Terms	32.5 hours per week, 39 weeks per year (term time + inset days)
Contract	Fixed term for one year (1 st September 2026 – 31 st August 2027)

Purpose of the Job

- To provide efficient and effective support for pupils with special educational needs and disabilities to assist in their integration with the main school. The post requires flexibility and the ability to work well in a team.
- To support the development and implementation of strategies which will contribute towards effective learning, behaviour and achievement across the Trust.
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Liaison with

- The post-holder will be expected to network and liaise across the range of external providers, schools, community and coordinator networks to ensure a consistency of approach regarding standards, support, transition and high-quality learning and teaching across the Trust schools.

Key Responsibilities and Accountabilities

This list is not exhaustive, but includes:

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Oversight of

- Ensure that the special educational needs and disabilities of the pupil, as described in the statement of educational needs/education, health and care plan are supported.

Supporting the Student

- To help the pupil to learn as effectively as possible both in group situations and on his/her own.
This can be done in a variety of ways including:
Clarifying and explaining instructions; repeating tasks, e.g. removing pen lids, supporting the pupil to begin working
Ensuring the pupil is able to use equipment and materials provided; supporting the pupil with equipment as necessary
Ensuring the correct use of any specialist/medical equipment with a view to being trained as necessary on how to use them.
Motivating and encouraging the pupil as required
- Helping pupils to concentrate on and finish work set
- Liaising with class teacher to deliver complementary learning activities
- Meeting physical needs, as required whilst encouraging independence
- To understand and respect pupil's views so they can be supported effectively
- To establish a supportive relationship with the pupil(s) concerned
- To encourage acceptance and integration of the pupil(s) with special educational needs and disabilities.
- To develop methods of promoting/reinforcing pupil(s) self-esteem and independence
- To attend to pupil's personal needs including help with social, welfare and health matters, including first aid.

Supporting the Teacher

- To pro-actively assist, with class teacher (and other professionals as appropriate), in the development of a suitable programme of support for pupil(s) with special needs
- To maintain records on specified pupils following the school's agreed format and as directed by the SENDCO, Class Teacher.
- To provide information on the pupil for the class teacher at various set stages
- To participate in evaluation of the support programme
- To assist with checking reading diaries, work completed and marking some work if directed by the teacher
- To plan exactly how you will support individual pupils to access learning/activities/tasks, following school policy
- To work with small groups that may or may not include the named pupil, as directed by the teacher

Supporting the Academy

- To liaise, advise and consult with other members of the team supporting the pupil(s) when asked to do so.
- To contribute to reviews of the pupil's progress, support documentation such as 'One Plans'

- To attend relevant in-service training.
- To attend, as required, meetings about individual pupils and/or matters affecting the general running of the school.
- To participate in staff training days and external courses as may be required by the needs of the post and as identified by Executive Head/Head of School.
- Any other tasks as directed by Executive Head/Head of School, SENDCO which fall within the purview of the post

Students' Views

- To understand and respect students' views so they can be supported effectively.

General responsibilities common to all members of staff

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

Burnt Mill Academy Trust Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

The duties above are neither exclusive nor exhaustive and the post-holder may be required to carry out appropriate duties within the context of the job, skills and grade.

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Person Specification

SEN Co-Educator

Qualifications	Essential	Desirable
NVQ Level 3 in learning support or other equivalent qualification / experience		✓
Good general standard of education - GCSE and A level	✓	
Enhanced DBS and validated references	✓	
Right to work in the UK.	✓	
Experience and Knowledge		
Successful recent experience working with children in a school environment	✓	
Successful experience working with children who have a physical disability		✓
Basic knowledge of first aid		✓
Understanding of safeguarding requirements		✓
Knowledge of relevant codes of practice and school policies		✓
Skills / Competencies		
Good numeracy/literacy/ICT skills	✓	
Good communication skills	✓	

Good reading and writing skills	✓	
Ability to relate well with children and understanding their needs	✓	
Ability to demonstrate effective implementation of the school's behaviour management policy Under	✓-	
Ability to record and assess pupil progress/performance	✓	
Ability to work constructively as part of a team, and contribute to planning, group thinking etc	✓	
Use own initiative and work independently	✓	
Effective time management	✓	
Build a rapport with adults and children	✓	
Awareness of and commitment to equalities issues	✓	
Committed to personal and professional development	✓	
Personal Qualities – Characterised as:		
Work effectively as part of a Team	✓	
Sensitivity to the needs of others	✓	
Passionate about improving life chances	✓	
Flexible and adaptive approach to work	✓	
Reliable and trustworthy	✓	
Committed to safeguarding and inclusion	✓	
Values and behaviours suitable for working with children and young people	✓	

Committed to equal opportunities	✓	
Calm under pressure and flexible in approach	✓	
A belief in the ability of children and young people to achieve and overcome obstacles to their learning	✓	
Professional with high expectations	✓	

How to Apply

Dear Candidate

We look forward to hearing from you.

Closing date for applications: midnight on Sunday 16th August 2026

Interviews: week commencing Monday 17th August 2026

Please carefully review the following information before submitting your application.

Application form

To apply for this position, you must complete the official application form in full via MyNewTerm. Please note that CVs will not be accepted as part of the application process. We recommend retaining a copy of your completed application for your records should you be shortlisted for interview.

The application form includes several sections relating to your employment, education, and personal history. The information you provide will be used to assess your suitability against the requirements and competencies outlined for the role. Please ensure your full employment history is included, with clear explanations for any gaps in employment. You should also highlight any relevant skills, qualifications, and achievements that demonstrate your suitability for the position.

Supporting Statement

Please submit a letter of application or supporting statement of no more than 1,000 words. In your statement, outline your motivation for applying for this role and demonstrate how your experience, skills, training, and personal attributes align with the job description and person specification.

You should also include clear examples from your current or previous roles that evidence your impact. This may include, for example, measurable outcomes such as improvements in pupil progress and attainment within teaching roles, or reductions in exclusions and improved outcomes for pupils within pastoral roles.

Disclosure of Relationships

All prospective employees are asked to declare any personal or professional relationships with trustees, governors, senior leaders or employees of the Trust. This ensures BMAT Education can uphold transparency and fairness throughout the recruitment process.

Safeguarding Commitment

BMAT Education is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment and undergo appropriate checks, including enhanced DBS checks.

Pre-Employment Checks

Applicants must provide details of two referees, one of whom should be their current or most recent employer. References from relatives or friends will not be accepted. References will normally be requested for all shortlisted candidates unless otherwise stated.

This role is exempt from the Rehabilitation of Offenders Act 1974 and is therefore subject to an enhanced Disclosure and Barring Service (DBS) check. Any information disclosed will be treated in the strictest confidence. A criminal conviction will not automatically prevent appointment; however, it will be considered in relation to the requirements of the role and suitability to work with children.

Under the Criminal Justice and Court Services Act 2000, it is a criminal offence for individuals who are disqualified from working with children to apply for, or undertake, a role that involves such work.

Fluent spoken English is a requirement for this role in line with Part 7 of the Immigration Act 2016.

Thank you for taking the time to review this information. We look forward to receiving your completed application form and supporting documentation. Should you have any questions regarding the process, please do not hesitate to contact us.

BMAT Education is committed to safeguarding children; successful candidates will be subject to an Enhanced Disclosure and Barring Service check. In line with Keeping Children Safe in Education (KCSIE) guidance, we may also conduct an online search about any shortlisted candidates as part of our due diligence to identify any matters that might relate directly to our legal duty to meet safeguarding duties, in accordance with Keeping Children Safe in Education (KCSIE)

