

Nexus Education Schools Trust



Alexandra
Infant
School

Teaching Assistant SEND Support Recruitment Pack



Job Advert

Join Our Team at Alexandra Infant School and Make a Real Difference!

Are you ready to be part of something truly special? **Alexandra Infant School** is on the lookout for a passionate and dedicated teaching assistant to join our nurturing environment tailored for children with autism.

Our mission is to create an inclusive and supportive space where every child can shine. We embrace a personalised curriculum that celebrates each child's unique strengths, helping them to grow academically, socially, and emotionally. At the heart of what we do is the development of communication and life skills, laying the groundwork for independence and a future full of possibilities.

What makes us stand out? Our friendly, collaborative team works hand-in-hand with therapists and specialist teachers to craft bespoke plans, ensuring that every child's journey is as unique as they are. We also believe in the power of strong family partnerships, fostering consistency and trust to place the child firmly at the centre of everything we do.

We are inspired daily by the courage and achievements of our remarkable children. Every small step forward is a giant leap in our eyes, and we take pride in celebrating every success along the way. Our belief is simple yet profound: every child deserves the opportunity to thrive - and we are unwavering in our commitment to making that a reality for the children in our provision classes.

Salary	SC3 - SC4 £28,617 - £29,025 FTE
Location	Alexandra Infant School 288 Kent House Road Beckenham BR3 1JG Tel: 020 8778 4714 www.alexandra-infants.org.uk
Hours	31.25 hrs Mon - Fri 8.30 - 15.15 38 weeks per year, term time only
Reports to	Headteacher
Start Date	September 2026
Closing Date	Midday on Thursday 16 July 2026
Interviews	Friday 17 July 2026

Alexandra Infant School

Welcome to **Alexandra Infant School**, where every day is an opportunity to celebrate the wonder of learning and the unique achievements of each child. As a vibrant, two-form entry infant school with a specially dedicated **Additionally Resourced Provision** for children with autism, we pride ourselves on creating a supportive and inclusive environment where every child can flourish. With wraparound care offered before and after school, we're here to make life easier for families, offering unwavering support every step of the way.

Seamlessly connected with **Alexandra Junior School**, we ensure a smooth transition to Key Stage 2, fostering a sense of belonging and continuity for our children as they embark on the next stage of their educational adventure.

At the heart of **Alexandra Infant School** is a passion for developing the whole child. We go beyond academics, nurturing essential life skills that prepare children not just for school but for a lifetime of success. Our core values - **Be Resilient, Be Respectful, Be Confident, Be Caring** - serve as guiding stars, inspiring our children to become compassionate, capable, and confident individuals.

As a proud **Rights Respecting School** in partnership with UNICEF, we are committed to championing children's rights:

Our dedication to inclusion is celebrated through the prestigious Inclusion Quality Mark, highlighting our unwavering commitment to providing high-quality education and embracing diversity.

Join us at **Alexandra Infant School**, where dreams are nurtured, achievements are celebrated, and the foundations for a bright, fulfilling future are built. Together, we'll empower every child to reach their personal best and beyond!

**Step into the World of Alexandra Infant School –
A Place Where Every Child Shines!**

If you're ready to inspire, collaborate, and make a difference, we'd love to hear from you!

Nexus Education Schools Trust

Nexus Education Schools Trust (NEST) a rapidly growing Multi-Academy Trust with 20 vibrant primary schools 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 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 SEND Support - Job Description

Main Purpose of the Role:

As part of a multi-disciplinary team under the leadership and supervision of the teacher and senior staff, you will work with individuals and groups, including those with SEN, to supervise their physical and general care. Additionally, you will support pupils' access to learning and provide general assistance in managing classrooms across the school.

Support for Pupils:

- Supervise and provide targeted support to ensure pupils have access to learning activities.
- Attend to pupils' personal needs and implement related programs, including social, health, physical, hygiene, first aid, and welfare matters.
- Assist in developing and implementing targets on Education and Health Care plans.
- Establish constructive relationships with pupils and interact according to their individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in teacher-led learning activities.
- Set challenging expectations and promote self-esteem and independence.
- Provide feedback to pupils on their progress and achievements under the teacher's guidance.
- Use strategies, in liaison with the teacher, to help pupils achieve learning goals.
- Implement structured learning activities under the teacher's guidance.
- Monitor pupils' responses to learning activities and accurately record their achievements and progress.
- Provide detailed and regular feedback to teachers on pupils' achievements, progress, and any issues.
- Promote good pupil behaviour, promptly addressing conflicts and incidents in line with established policies and encourage pupils to take responsibility for their behaviour.

Support for the Curriculum:

- Undertake structured and agreed learning activities/teaching programs, adjusting activities based on pupil responses.
- Support the use of ICT in learning activities and help develop pupils' competence and independence in its use.
- Prepare, maintain, and use equipment/resources required for lesson plans.
- Adapt planned learning activities as needed to ensure pupil success.

Support for the School:

- Comply with policies and procedures related to safeguarding, health, safety, security, and data protection, reporting all concerns to the appropriate person.
- Maintain confidentiality regarding issues linked to home, pupils, teachers, school, and work.
- Support diversity and ensure all pupils have equal access to learning and development opportunities.
- Contribute to the overall ethos, work, and aims of the school.
- Appreciate and support the roles of other professionals.
- Attend and participate in relevant meetings and be part of the pupil's annual review.
- Assist with the supervision of pupils outside lesson times, including before and after school.
- Participate in training, other learning activities, and performance development as required.

Teaching Assistant SEND Support - 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.
- 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.
- All staff must comply with academy and Trust policies.
- 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 and therefore the successful candidate will be required to disclose relevant criminal history in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and current disclosure and barring legislation. Certain cautions and convictions are protected and are not subject to disclosure to employers, and cannot be taken into account. Guidance on criminal record disclosure and filtering can be found on the GOV.UK Disclosure and Barring Service (DBS) filtering guidance and Ministry of Justice guidance.

Policies and Procedures

Ensure compliance with, and awareness of, all school policies and procedures in relation to all aspects of the school's management, teaching and learning.

Contacts and Relationships

Provide the expected standard of service, identifying and communicating any shortfalls or opportunities for improvement. Maintain high professional standards of attendance, punctuality, appearance and conduct, and positive courteous relationships with pupils, parents/carers, colleagues and external stakeholders.

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 SEND Support Person Specification

Essential Knowledge and Experience:

- Handle interactions with tact and sensitivity.
- Work effectively as part of a team, understanding school roles and responsibilities.
- Experience of working with pupils with SEND needs
- Ability to work constructively as part of a team, understanding classroom roles and responsibilities.
- Strong interpersonal skills to relate well to both children and adults.

Skills and Abilities:

- Strong numeracy and literacy skills.
- Effective use of ICT to support learning.
- Proficiency with equipment technology, such as interactive whiteboards and photocopiers.
- Knowledge of relevant policies, codes of practice, and legislation.
- Basic understanding of child development and learning.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Experience of adapting learning to meet needs of pupils with SEND such as ASD, speech and language needs.

Qualifications:

Essential

- NVQ2 or equivalent for Teaching Assistants, or equivalent experience/qualifications
- Understanding of Keeping Children Safe in Education
- Willingness to undertake relevant training, including first aid and specialist SEND training as required.

Desired

- Colourful Semantics
- SCERTS
- TEACCH
- Speech and language, zones of regulation

Personal Qualities:

- Possess good organisational and timekeeping skills.
- Use initiative and make decisions in collaboration with the wider team.
- Be motivated to develop your own practice.
- Be perceptive and sensitive to the needs of others.
- Have a good sense of humour.
- Show resilience and perseverance.
- Be flexible in your approaches to supporting pupils.



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 settings 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.



Nexus Education Schools Trust

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 or 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.

www.nestschools.org

Our Trust



Alexandra
Infant
School

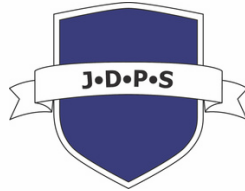


CHILDERIC
PRIMARY SCHOOL



HIGHFIELD

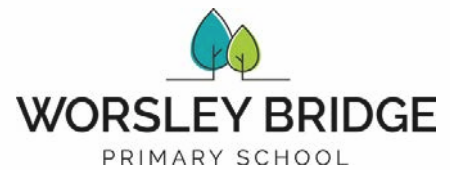
Infants' and Junior Schools



John Keats
Primary School



PERRY HALL
PRIMARY SCHOOL



www.nestschools.org