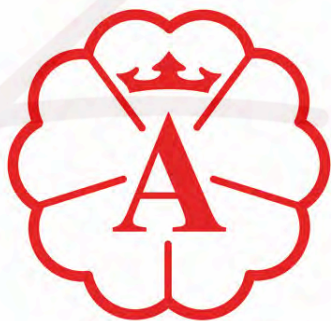


# Nexus Education Schools Trust



Alexandra  
Infant  
School

## Teaching Assistant Provision 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 specialist provision - a 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.

<b>Salary</b>	SC3 - SC4 £28,617 - £29,025 FTE
<b>Location</b>	Alexandra Infant School 288 Kent House Road Beckenham BR3 1JG Tel: 020 8778 4714 <a href="http://www.alexandra-infants.org.uk">www.alexandra-infants.org.uk</a>
<b>Hours</b>	32.5 hrs Mon - Fri 8.30 - 15.30 39 weeks per year
<b>Reports to</b>	Headteacher
<b>Start Date</b>	September 2026
<b>Closing Date</b>	Midday on Thursday 16 July 2026
<b>Interviews</b>	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!

### We're looking for an exceptional teacher who:

- Possesses a deep understanding of outstanding teaching practices and pedagogy.
- Is reflective practitioners, eager to grow and evolve in their teaching journey.
- Brings enthusiasm, energy, and a genuine passion for education to their role.
- Thrives in a collaborative environment and value the power of teamwork.
- Believes in nurturing the whole child - academically, socially, and emotionally.
- Embraces professional development as a pathway to continuous improvement.

### The ideal candidate will:

- Hold a degree and Qualified Teacher Status (QTS), with relevant primary teaching experience.
- Be self-driven, proactive, and an exceptional communicator.
- Demonstrate a commitment to lifelong learning and professional growth.

**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 Provision - Job Description

## Main Purpose of the Role:

As a Teaching Assistant, you will work closely with class teachers and other professionals to support pupils' learning, achievement and wellbeing. You will help pupils to access a broad, balanced and appropriately differentiated curriculum, promote their independence, self-esteem, communication and social inclusion, and support them to make progress academically, socially, emotionally and physically. You will provide support for pupils individually, in small groups and within whole-class activities, and contribute to creating a safe, nurturing and engaging learning environment in which every child can thrive. Where required, you will also support pupils with personal care, medical needs, feeding and mobility, in line with their EHCPs, health care plans and school procedures.

## Support for Teaching and Learning

- Demonstrate an informed, proactive and effective approach to teaching and learning by using appropriate strategies to support the work of the teacher and improve pupil achievement and engagement.
- Support the delivery of a broad, balanced and appropriately differentiated curriculum so that pupils can achieve their full potential across all areas of learning.
- Work with pupils on an individual basis, in small groups and within whole-class activities to support access to learning, participation and progress.
- Join in with classroom activities and learning experiences to motivate pupils, sustain engagement and encourage active participation.
- Support pupils to remain focused, attentive and positively engaged during lessons and other school activities.
- Assist in delivering a modified or personalised curriculum and adapt activities, tasks and materials, including the preparation of visual aids and other specialist resources, so that pupils can access learning successfully.
- Use a range of communication approaches and specialist strategies to support learning, including visual supports, Makaton, communication books, AAC and other verbal or non-verbal means of communication as appropriate to pupils' needs.
- Support pupils to use ICT, assistive technology and specialist equipment safely and effectively in order to improve access, communication, independence and achievement.
- Prepare, organise and maintain teaching spaces, learning materials and resources to ensure a stimulating, well-structured and safe learning environment.
- Take pride in creating and maintaining a positive learning environment, including displays and presentation of pupils' work where appropriate.
- Read and understand lesson plans and other planning documentation shared before lessons and use these to prepare effectively for your role in supporting pupils' learning.
- Contribute to the planning and delivery of curriculum activities, interventions and personalised learning programmes under the direction of the teacher.
- Supervise a class or group for a short period when the teacher is temporarily unavailable, in line with school policy and the level of the post.

## Pupil Progress, Assessment and Targeted Support

- Contribute to effective assessment and planning by observing pupils carefully and supporting the monitoring, recording and reporting of performance, engagement, behaviour and progress.
- Use agreed school systems to record evidence of learning, development and wellbeing, and provide accurate feedback to teachers and relevant professionals.
- Support the delivery of interventions and targeted programmes and contribute to evaluating their impact on pupils' progress and access to learning.

# Teaching Assistant Provision - Job Description

- Ensure familiarity with pupils' EHCPs, Curriculum Access Plans, Individual Target Plans, behaviour support plans, therapy programmes and other relevant documentation, and contribute to these where required.
- Support the implementation of agreed outcomes and targets by using consistent strategies, adapting support appropriately and feeding back on progress, barriers to learning and next steps.
- Personal Development, Emotional Regulation and Behaviour
- Promote pupils' independence, self-esteem, confidence, resilience and social inclusion across all aspects of school life.
- Support pupils' personal, social and emotional development, including emotional regulation, selfregulation, communication and positive relationships.
- Build warm, respectful, consistent and supportive relationships with pupils that promote emotional safety, trust and readiness to learn.
- Use effective behaviour management strategies consistently and in line with school policies, individual risk assessments and agreed support plans.
- Apply calm, consistent and supportive approaches to behaviour and communication, including coregulation strategies where appropriate, to help pupils manage distress, anxiety or dysregulation.
- Set high expectations for behaviour, participation and achievement, while responding sensitively to pupils' varying needs and levels of development.
- Actively engage pupils at breaktimes and lunchtimes, encouraging play, communication, friendship and positive social interaction.
- Medical, Personal Care and Physical Support
- Support pupils with personal care in a dignified, respectful and sensitive manner, including toileting, changing, cleaning, dressing and feeding, where required.
- Support pupils' medical and healthcare needs, including the administration of medication and implementation of agreed healthcare procedures, in accordance with training, school policy and individual support plans.
- Support students at lunchtimes, including preparing specialist feeds, tending to feeding tubes, carrying out water flushes and supporting feeding where required, following specialist training and guidance.
- Support pupils with manual handling and mobility in line with the school's health and safety guidance, individual moving and handling plans, and relevant training.
- Working with teachers, families and other professionals
- Work collaboratively with class teachers, middle leaders, therapists and other professionals to ensure a consistent and effective approach to supporting pupils' needs.
- Assist pupils with interventions and specialist programmes, and work with education, health and social care professionals as required.
- Reinforce and help deliver programmes recommended by therapists and other specialists, and report on pupils' participation, response and progress.
- Communicate effectively and professionally with staff, pupils, parents and carers under the direction of the class teacher.
- Share accurate knowledge and understanding of pupils with other school staff and relevant professionals so that informed decisions can be made about provision, intervention and support.
- Contribute to meetings and discussions relating to specified pupils, and attend staff meetings, team meetings and review meetings as required.
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment, wellbeing and barriers to learning, as directed by teachers.

# Teaching Assistant Provision - Job Description

## Wider School Responsibilities

- Support pupils during assemblies, clubs, school events, off-site visits and educational trips, and contribute to planning and preparation where appropriate.
- Supervise and support pupils safely during less structured times of the school day, including arrival, departure, transitions, breaks and lunchtimes.
- Work flexibly across classes, groups, activities and areas of the school according to pupil need and the operational requirements of the school.
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school.

## 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.

# Teaching Assistant Provision - Job Description

## **Equalities**

Ensure the Trust's equality policies are implemented and that duties under the Equality Act 2010 are met in relation to staff, pupils and service delivery.

## **Data Protection**

Nexus Education Schools Trust (NEST) is committed to protecting your personal data throughout the recruitment process and in the course of employment. Personal data will be processed in accordance with UK GDPR, the Data Protection Act 2018 and other applicable UK data protection legislation. NEST is the data controller for the personal information you provide as part of your application. All staff are required to maintain appropriate confidentiality in relation to pupils, staff, parents/carers and Trust information. For further information, please refer to the Trust's Data Protection Policy and Job Applicant Privacy Notice available on the Trust website.

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

# Teaching Assistant Provision - Person Specification

## Essential Knowledge and Experience:

- Relates well to both children and adults and handles interactions with tact, sensitivity and professionalism.
- Works effectively as part of a team, understanding classroom roles, responsibilities and professional boundaries.
- Has experience of working with or caring for children of the relevant age, preferably including pupils with SEND.
- Has experience of supervising children and supporting learning in a classroom, small-group or one-to-one context.
- Understands the importance of promoting inclusion, independence, self-esteem and positive behaviour.
- Understands school procedures for safeguarding, first aid, medical needs and welfare support.
- Has an awareness of EHCPs, individual support plans and the need to adapt support to meet individual pupil needs.

## Skills and Abilities:

- Strong numeracy and literacy skills.
- Effective use of ICT to support learning and carry out role-related tasks.
- Ability to adapt activities, resources and communication to support pupils' access to learning.
- Ability to build positive and supportive relationships with pupils, parents/carers, colleagues and other professionals.
- Ability to observe pupils, monitor progress and provide clear feedback to teachers.
- Ability to support positive behaviour using consistent strategies in line with school policy.
- Basic understanding of child development and learning.
- Ability to evaluate own learning needs and take part in further training and development.

## Qualifications:

- NVQ2 or equivalent for Teaching Assistants, or equivalent experience/qualifications
- GCSE English and Maths (Grade C/4 or above), or equivalent.
- Understanding of Keeping Children Safe in Education
- Willingness to undertake relevant training, including first aid and specialist SEND training as required.

## Personal Qualities:

- Good organisational and timekeeping skills.
- Uses initiative appropriately and works in collaboration with line managers and teaching staff.
- Motivated to develop own practice and participate in professional development.
- Perceptive, calm and sensitive to the needs of others.
- Resilient, flexible and able to respond positively to change and challenge.



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.



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](http://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](http://www.nestschools.org)