



**Co-Educator**  
**Roydon Primary Academy**  
**Candidate Information Pack**

# Contents

1. **Welcome from the CEO**
2. **Welcome from the Headteacher**
3. **About Our Trust**
4. **About the Role**
5. **Job Description**
6. **Person Specification**
7. **How to Apply**



# 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 Roydon Primary Academy, the role of Class 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 Roydon Primary Academy and BMAT Education.

**Helena Mills CBE**

# Welcome from the Headteacher

Welcome to Roydon Primary Academy. I am proud to lead a warm, inclusive and ambitious school community where every child is known, valued and encouraged to flourish. At the heart of our school is a shared belief that children achieve their very best when they feel safe, supported and inspired.

Our vision is to empower every child to fulfil their true potential through excellent teaching, meaningful experiences and a strong focus on whole-child development. We are committed to creating a happy and stimulating environment where children are encouraged to be curious, resilient and confident learners, and where individual achievements and personal growth are celebrated.

Our ROOTS values shape the culture of our school and underpin all that we do. Through Respect, Open-mindedness, Originality, Teamwork and Success, we nurture children who are kind, driven and proud of who they are. We want every member of our school community to feel they belong, to value others and to contribute positively to the world around them.

As a small school, we place great importance on building strong relationships and fostering a genuine community atmosphere. Staff, children, parents and carers work together closely to create a community that is supported and encouraged to succeed. We recognise the vital role families play in children's education and value the experiences, perspectives and strengths they bring to our school.

Our dedicated staff team is passionate about providing memorable learning opportunities that broaden horizons and prepare children for the future. Alongside academic achievement, we prioritise wellbeing, inclusion and personal development so that every child leaves Roydon Primary Academy with the confidence, character and skills to positively shape their next steps.

Thank you for your interest in joining our school community. We look forward to welcoming colleagues who share our commitment to high aspirations, strong relationships and creating the very best opportunities for children and families.

**Jan Figueiredo**

# 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

## Liaison with:

- The post-holder is expected to liaise and interact with Pupils, Parents/Carers, the immediate staffing team as well as the wider BMAT team and key stakeholders.

# Job Description

<b>Job title</b>	Co-Educator
<b>Reports to</b>	Headteacher
<b>Pay scale</b>	Band 2 Mid Points 3-5 (£24,796 - £25,583)
<b>Location</b>	Roydon Primary Academy
<b>Contract</b>	Permanent. 27.5 hours per week

## Purpose of the Job

- The primary purpose of the Co-Educator role is to support the teaching and learning process within the classroom, ensuring all pupils have the opportunity to reach their full potential. Working under the guidance of the class teacher, the Co-Educator will contribute to the delivery of an inclusive and engaging curriculum, providing tailored support to individuals and groups of children.
- The role also involves fostering a positive, nurturing, and stimulating learning environment that promotes the social, emotional, and academic development of pupils. The Co-Educator will play an active part in assessing progress, managing behaviour, and encouraging a love of learning, while upholding the school's values and policies

## Liaison With

- The post-holder is expected to liaise with teaching staff, associate staff, Head of School, Senior Leaders, parents/carers and external support services where applicable.

## Specific Responsibilities

### Supporting the Students

- As part of the role, the co-educator will be required to deliver PPA (Planning, Preparation and Assessment) cover for the class teacher once a week. During this time, the co-educator will take full responsibility for the class, delivering pre-planned lessons and maintaining a positive, structured learning environment. Support and resources will be provided in advance to ensure consistency and continuity in pupils' learning.
- Provide tailored support to individual students and small groups to help them access the curriculum effectively.
- Assist students in understanding lesson objectives and completing tasks set by the teacher.
- Encourage active engagement and participation in classroom activities.
- Foster a positive and inclusive learning environment that promotes mutual respect and collaboration.
- Support the development of essential skills, including literacy, numeracy, and social interaction.
- Adapt teaching resources and strategies to meet the diverse needs of all learners.
- Promote independence by guiding students to think critically and solve problems.
- Provide emotional support to students, addressing their individual well-being needs.
- Assist with behaviour management by reinforcing classroom rules and expectations.
- Work closely with the teacher to monitor progress and identify areas where additional support is required.
- Collaborate with the SENCO to support students with special educational needs and implement appropriate interventions.
- Facilitate a safe and structured environment during transitions and unstructured times, such as break or lunch.

### Supporting the Academy

- To liaise, advise and consult with other members of the team supporting the student(s) when asked to do so.
- To attend relevant in-service training.
- To fully implement all Academy procedures and policies.
- To attend, as required, meetings about individual students 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 the Head of School.
- To be flexible and assist with other duties as and when required around the school.
- To be aware of the responsibilities for all staff to protect personal data under the GDPR, work in accordance with the school's data protection policy and ensure that any suspected data loss or theft is reported immediately, as directed.

- To actively engage in the performance review process.
- To continue personal development as agreed.
- To ensure that Health and Safety policies and procedures are followed.

## **Safeguarding Children**

BMAT 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.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of BMAT and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

## **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.

## **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.

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

# Person Specification

Co-Educator

Qualifications	Essential	Desirable
GCSE English and Maths (A* - C) or Equivalent (Level 2 Basic Skills Literacy/Numeracy)	✓	
Enhanced DBS and validated references	✓	
Eligibility to work in the UK	✓	
NVQ Level 3 in Learning Support of other equivalent qualification / experience		✓
<b>Experience</b>		
Experience of working with young children	✓	
Experience working in a school or community club environment	✓	
Experience of working with safeguarding regulation		✓
<b>Knowledge</b>		
Good knowledge of Microsoft Office	✓	
An understanding of the expectations of Ofsted Framework regarding effective teaching and learning		✓
Current developments within all phases of education		✓
Understanding of safeguarding requirements		✓
Basic knowledge of first aid		✓

**Skills and abilities**

Ability to relate well to children and adults	✓	
Ability to work independently	✓	
Ability to work constructively as part of a team, follow instructions, understand roles and responsibilities	✓	
Attention to detail	✓	
Ability to work to deadlines	✓	
Ability to prioritise tasks	✓	
Good numeracy/literacy/ICT skills	✓	
Good communication skills	✓	
Good organisational skills	✓	

<b>Personal Qualities</b>		
Professional working attitude	✓	
Professional working attitude	✓	
Sensitivity to the needs of others	✓	
Flexible and adaptive approach to work	✓	
Reliable and trustworthy	✓	
Committed to safeguarding children	✓	
Values and behaviours suitable for working with children and young people	✓	
Committed to equal opportunities	✓	

# How to Apply

We look forward to hearing from you.

**Closing date for applications:** 15<sup>th</sup> July 2026

**Interviews:** TBC

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)





Supporting primary and secondary schools across Essex and East London, BMAT is a growing multi-academy trust with a singular vision: **schools, teachers and pupils freed to succeed.**