



Gravenhurst Academy Application Pack

**Job title. SEN Support
Teaching Assistant**





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INTRODUCTION

Welcome to Gravenhurst 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:

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School Business Manager

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Gravenhurst Academy

10 High Street, Upper Gravenhurst, Bedfordshire MK45 4HY

www.gravenhurstacademy.org.uk



ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

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

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



ABOUT GRAVENHURST ACADEMY

Gravenhurst Academy is a small village school with approximately 75 pupils. The school is located in Upper Gravenhurst, in the Central Bedfordshire countryside.

In our most recent Ofsted report (March 2024), we were judged as Outstanding by inspectors.

Working at Gravenhurst Academy is an opportunity to be part of a highly successful, creative, rural community school, as well as being part of a supportive trust.

We are passionate about outdoor learning and our children enjoy Forest School activities in our wonderful woodland area, grow plants and vegetables in our allotment and perform in our outside theatre.

We are a values-based school where children thrive in an environment of nurture, resilience and understanding.

You will join a happy and highly motivated staff team who are supportive, professional and passionate about the school.



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 before the closing date.

Closing date: 9am, Tuesday 1st September 2026

Interview date: Afternoon of Friday 4th September 2025

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

Job Title	Learning Support Assistant: SEN Support
Based at	Gravenhurst Academy
Salary/Grade Range	NJC Scale 2A Points 3-4 pro-rata (FTE £24,796) £12.85 per hour
Responsible to	Principal / SENDCo
Hours	15 hours per week. Monday- Friday 9am-12pm term time only, including staff training days. Fixed term for 1 year.

Purpose of Role

Under the direction of Teaching staff/Academy Principal, to assist with the care of individual or groups of pupils, to support their development and ensure their safety.

Main Responsibilities

- 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 and intimate care, other hygiene needs, help with dressing and/or assisting with feeding if necessary).
- To promote and support the inclusion of all pupils in the learning activities in which they are involved.
- To assist with preparation for school visits and the supervision of pupils on such visits, as directed by the teacher.
- To aid the pupil to learn as effectively as possible in group situations and his/her own, for example:
 - Clarifying and explaining instructions
 - Ensuring the pupil is able to use equipment and materials provided



- Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
 - Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc
 - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
 - Liaising with class teacher, SENCO and other professionals about individual education plans (IEPs), contributing to the planning and delivery as appropriate
 - Providing additional nurture to individuals when requested by the class teacher or SENCO
 - Consistently and effectively implementing agreed behaviour management strategies
 - Helping to make appropriate resources to support the pupil
- Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
 - To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem.
 - Provide regular feedback on the pupil's learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted.

Support for Teachers

- Within the overall plan set by the Class Teacher to assist in devising and extending educational activities and in preparation of the curriculum. This may include contributing to the development and implementation of Individual Education Plans (IEPs) and Personal and Pastoral Support Plans.
- To help assess and systematically record pupils' progress and achievements, using the results of this monitoring in further support work.
- To efficiently prepare, maintain and use 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).
- To assist in maintaining classroom discipline by working with individual and groups of pupils in developing expectations of acceptable personal and social behaviour and help make them part of the learning experience.



Support for the Curriculum

- To support the teaching of literacy, numeracy or other specific curriculum areas/specialisms as required and agreed with the Class Teacher/Academy Principal.

Support for the School

- To work collaboratively with colleagues as part of a professional team, in particular the Class Teacher, the Special Educational Needs & Disabilities Coordinator (SENDCo), other Teaching Assistants and admin staff; working at all times within the Academy's policies and procedures
- To assist in the general efficient operation of the Academy, including providing cover for other support staff where necessary and as directed by the Principal.
- To attend staff meetings, participate in performance management arrangements and undertake training and development activities.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.

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

Learning Support Assistant

Attributes	Essential	Desirable
Education and Qualifications	GCSE grade C in Maths and English or equivalent qualification	Teaching Assistant qualification
Relevant Experience	Past experience of working with young people within the last 5 years	EYFS Experience
Relevant Skills and Knowledge	<p>Understanding educational needs of young people</p> <p>Ability to contribute to the development of educational activities</p> <p>Ability to work collaboratively with others</p> <p>Ability to work on own initiative</p> <p>Ability to use IT</p>	Previous experience of working with young people in an educational setting
Other	<p>Willingness to be flexible</p> <p>Willingness to undertake appropriate further training</p> <p>Effective communication and interpersonal skills including the ability to converse at ease in accurate spoken English with adults and children</p> <p>Commitment to equality principles</p> <p>Ability to meet the physical needs of pupils</p> <p>Willingness to acquire First Aid</p>	<p>Willingness to participate in the life and extra curricula activities of the school</p> <p>Willingness to occasionally adjust working hours</p>



	<p>Qualification</p> <p>Knowledge of relevant safeguarding/child protection legislation and best practice</p> <p>Values and respects the views and needs of children and young people</p> <p>Appropriate DBS clearance (before post is taken up)</p>	
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We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

