

Candidate brief for the position of:

Learning Support Assistant

Bullers Wood School for Girls and Sixth Form

Application Deadline: Thursday 28th May 2026, 9am

Suitable candidates will be interviewed before the closing date and Bullers Wood School reserves the right to withdraw the position if an early appointment is made.



Bullers Wood School for Girls is part of Lumero Educational Trust



Dear Applicant

Thank you for expressing an interest in working in our Trust. This pack tells you more about our Trust, Bullers Wood for School for Girls, the role and the person we are looking for.

As a Trust, we comprise of eight primary schools and four secondary schools across the London Boroughs of Bromley and Croydon, as outlined on the next page.

Our overarching aim for all our schools is **learning together, inspiring all**. We are committed to **excellence**, having great aspirations for our children and young people, and encouraging them to seek out and take hold of opportunities. Our drive for excellence is supported by our **collaboration**, and we are committed to sharing expertise to empower and inspire all individuals in our schools to thrive in a global world. This is underpinned by **inclusion**. We celebrate and respect the diversity in our communities, and we have a shared expectation in everyone to achieve in an ever-changing world.

This is an exciting opportunity for a motivated and passionate individual to join our team and make a real impact upon on our students, helping to shape their future.

This post is available from September and would suit someone who is hardworking, dedicated and keen to work in an aspirational educational trust.

Please complete the application form as fully as possible.

We very much look forward to hearing from you.

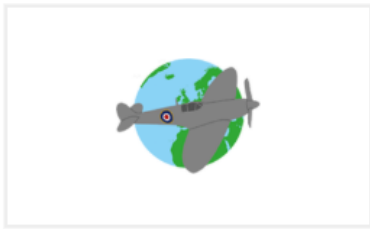
Yours sincerely



Terry Millar
Chief Executive



Our Schools



BIGGIN HILL
PRIMARY SCHOOL



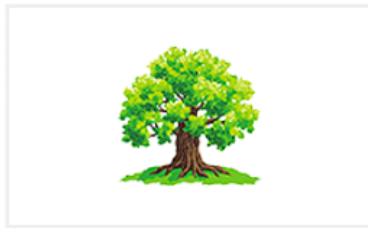
BULLERS WOOD
SCHOOL FOR BOYS



BULLERS WOOD
SCHOOL FOR GIRLS



CHARLES DARWIN
SCHOOL



CHELSEFIELD
PRIMARY SCHOOL



CHISLEHURST
SCHOOL FOR GIRLS



DARRICK WOOD
JUNIOR SCHOOL



GREEN STREET GREEN
PRIMARY SCHOOL



THE HIGHWAY
PRIMARY SCHOOL



ORCHARD WAY
PRIMARY SCHOOL



TUBBENDEN
PRIMARY SCHOOL



PRATTS BOTTOM
PRIMARY SCHOOL



An Introduction to Bullers Wood School for Girls

The School

Bullers Wood School for Girls is a highly successful comprehensive 11 – 19 girls' school with boys admitted to the sixth form. We are significantly oversubscribed, with admissions from over 50 primaries, and enjoy an excellent reputation in the community.

The number on roll is 1557, including 407 students in the mixed sixth form. We serve a very supportive community, and parents/carers have a choice of Bullers Wood School for Girls as a comprehensive school or selective education within Bromley and other LAs (Bexley, Kent). The proportion of students eligible for free school meals is below the national average. About a fifth of the total roll is from an ethnic minority background and some 20 languages are spoken. Very few students are learning English as an additional language. The behaviour of students is excellent, with all keen to learn and succeed.

In 2025, 80% of students achieved 5+ GCSE's at 9-4 including English and Maths, and 46% of A level results were graded A* - B.

The staff at Bullers Wood School for Girls are friendly, hardworking and conscientious. We actively promote continuing professional development for all staff, in line with the needs of the individual and those of the School. We offer a full and comprehensive induction and ongoing support programme for all new staff. ECTs are allocated a dedicated mentor to support them through their ECT years.

The School is a founder member of the highly regarded Bromley Schools Collegiate Initial Teacher Training Collegiate which enables our staff to share their expertise and good practice with others. We also train teachers through the Graduate Teacher Programme.

Twenty-two acres of woodland and landscaped grounds surround Bullers Wood House, a mansion with interior design by William Morris and exterior by Ernest Newton – both leading Victorian designers. This makes it unique, creating a high-quality environment and atmosphere which students enjoy and remember.

Our Ethos

Our purpose is to develop well qualified, confident and appreciative individuals who show tolerance and co-operation and are ready to play positive roles in the international community.

Expectations

At Bullers Wood School for Girls, we expect our Teachers to:

- Have a passion for education and be open to innovative approaches in everyday aspects of school life
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- Be passionate about their subject area and lifelong learning
- Be committed to securing the best outcomes for all students in the school
- Offer enrichment and extra-curricular experiences related to their subject area and beyond
- Contribute to the overall development of the school
- Be flexible in their approach, adapting to new challenges

In return, we will offer you:

- The opportunity to be part of a forward-thinking team
- The opportunity to work with pastoral and subject leaders to create an exciting and engaging curriculum
- Enhanced professional and career development opportunities
- The opportunity to work across both schools in our Trust

Position Summary: Learning Support Assistant

The position reports to the SENDCo.

We are seeking to appoint to this post as soon as possible. The successful candidate will be joining a dedicated team of Learning Support Assistants under the leadership of our SENDCo. Full training will be given.

Job Description

Full time hours in the range of 5 days a week 8.30am – 3.00pm, 30 hours a week. (There will be an unpaid lunch break of 30 minutes per day). Term time only, 37 weeks per year.

Salary

BR4 (full time range £24,435 - £24,608) **Actual salary £16,635.90** pro rata per annum dependent upon skills and experience. The annualised salary is paid in 12 monthly instalments.

To work with and support members of the teaching staff in ensuring that named students with Special Educational Needs and groups of students who require additional support receive the highest possible standards of care and education, ensuring that they are safe, secure and successful.

Duties

- Support the teacher in ensuring specific students/groups of students are able to access the planned curriculum.
 - Participate in the planning process concerned with delivery of areas of the curriculum.
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- Assist in the carrying out of a modified curriculum and/or preparation of adapted material.
- Assist students with their language, literacy, numeracy motor skills or behavioural programme as appropriate.
- Monitor and supervise a group of pupils during the daily homework club.
- When appropriate encourage students to work independently and facilitate them remaining on task and focussed.
- Where appropriate, write work on behalf of a student.
- Provide general care and welfare and assist in maintaining a safe environment.
- Evaluate students' learning and verbally feedback to the class teacher.
- Support and follow the school sanction and praise policy.
- When requested, assist with the compilation of reports for use at assessment meetings with other professionals.
- Take part in meetings and discussions on specified students as required.
- Attend appropriate INSET on days when timetabled to be in school.
- Attend external training as appropriate.
- Undertake any other duties or training as required by the Headteacher, Head of Department and Assistant Headteacher (or their representatives) commensurate with the general level of responsibility of the post.

Person Specification

We are looking for the following qualities in the successful applicant:

- Good academic qualifications
 - Strong organisation, administrative and communication skills
 - Excellent interpersonal skills, particularly with young people
 - A flexible approach and willingness to go the extra mile
 - Commitment and reliability
 - Patience
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We are an equal opportunities employer and are committed to fostering a diverse, inclusive culture. We particularly encourage applications from candidates from backgrounds currently underrepresented in our staff body.

Application Process

How to apply

Applicants should complete the application form and submit it to csharp@iniciotrust.org by 9am on Thursday, 28th May 2026.

Interview Process

Candidates will be shortlisted, and successful candidates will be interviewed early June TBD.

- i. Suitable applications will be shortlisted for interview as quickly as possible.
- ii. If you are successful, you will receive a phone call followed by an email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

- iii. Candidates called to interview will
 - have an opportunity to meet with staff.
 - be expected to conduct a number of tasks to test areas required as per the person specification.
 - attend a panel interview.
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Pre-employment Checks

Lumero Educational Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know them in a professional capacity. It is policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Policy on Equal Opportunities

The Trust is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position. The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our Trust includes a diversity of individuals from many races and cultures. Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

Send your completed application form by email (if downloaded from our website) or through the post to:

Bullers Wood School for Girls and Sixth Form

Mrs Caroline Sharp
Human Resources
Bullers Wood School
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ
csharp@iniciotrust.org



Lumero Educational Trust

Registered Office:

St Nicolas Lane
Logs Hill
Chislehurst
Kent
BR7 5LJ

Tel: 0208 467 2280

Website: www.lumerotrust.org

Website: www.bwsgirls.org
