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Candidate brief for the position of:

Learning Support Assistant, Bullers Wood School for Boys

Application Deadline:
9am, Monday 23rd November 2026

. **Bullers Wood School for Boys is part of Lumero Educational Trust**





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Dear Applicant

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

As a Trust, we comprise of eight primary schools, four secondary schools and a Shared Services Team located 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 SEND department and make a real impact upon our staff and students, helping to shape their future. This post is available from October and would suit someone who is hardworking, passionate about SEND education and keen to work in an aspirational educational trust.

This post is available from October and would suit someone who is hardworking, passionate about student engagement 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

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Our Schools

BIGGIN HILL
PRIMARY SCHOOL

BULLERS WOOD
SCHOOL FOR BOYS

BULLERS WOOD
SCHOOL FOR GIRLS

CHARLES DARWIN
SCHOOL

CHELSFIELD
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

Letter from the Headteacher

Dear Candidate,

Thank you for expressing an interest in our school. As Headteacher, I am delighted to welcome you to Bullers Wood School for Boys, a boys' comprehensive school in Bromley.

We opened in September 2018 and have grown rapidly. We have around 900 boys on roll from Years 7 to 11. Our ambition is for our pupils to progress on to Bullers Wood Sixth Form, located on our partner school site - Bullers Wood School for Girls. Our aim is to provide an outstanding education for boys within a culture of high aspiration, courtesy and respect. It is our core belief that all of our pupils can enjoy and achieve success whatever their starting points. In February 2023, the School had its first successful OFSTED Inspection and our first set of GCSE results in August 2023. The successful candidate will be joining a school where "pupils feel happy and safe", "relationships throughout the school are welcoming and respectful" and "pupils listen politely to the views of others and discuss sensitive issues with maturity". You will be supported by leaders who "have high expectations of behaviour" and we know that "pupils respond well to these".

Although our site is compact, we enjoy spacious classrooms including specialist Science, Art, DT, Music and Drama facilities. IT facilities for staff are excellent. All teaching staff have 'plug and play' laptops where resources and lessons can be uploaded, shared and presented from any classroom whiteboard in the building. Every classroom has a visualiser to facilitate interactive learning and we actively encourage the use of technology such as teaching tablets.

We have come a long way since opening in 2018 and we continue to move forward on our journey to becoming an outstanding school. This post provides an excellent opportunity to make a significant impact with our flexible and responsive staff team, therefore, attracting the very best candidate is key. We are seeking staff who are passionate, engaging, driven and flexible. Most of all, staff who are resilient, who can build positive relationships with boys and young men and who are unafraid of rolling their sleeves up and getting stuck-in when necessary. In return, we offer you the chance to be part of a team, continuing to develop a fantastic school serving this local community. We also offer you the support network of our established partner schools, as well as opportunities for enhanced professional and career development within the school and across the Lumero Educational Trust Academy.

We have created a great school in Bromley that will serve many generations of boys to come. After reading about us, I hope you will want to be part of our story and our continuing journey. I look forward to welcoming your application.

Yours sincerely,



Gary Streatfield
Headteacher
The Post and Specifications

An Introduction to Bullers Wood School for Boys

Bullers Wood School for Boys is a thriving, oversubscribed, 11 – 16 boys' comprehensive school situated in the London Borough of Bromley. We opened in September 2018 and have 900 boys on roll. The school is an 'early start' school which means that the school day for students starts at 07:45 and ends at 14:20 hrs. Teaching staff are expected to be on site from 07:25 hrs to 14:30 hrs except on days where meetings are scheduled as part of directed time. Staff are expected to stay until 16:00 hrs on these days.

When we opened, we became the partner school to Bullers Wood School for Girls, (a successful comprehensive girls' school with a large, co-educational sixth form), responding to significant demand for more secondary school places, particularly for boys, in the local area. The school is now part of the Lumero Educational Trust, a network and partnership of 12 schools.

We continue to develop a staff team that is focused, relentlessly, on improving the achievement and opportunities for our boys. All staff working at the school subscribe to our ethos and values and seek to improve and develop their own practice and performance for the benefit of our boys.

You will need to demonstrate a commitment to and evidence of success in sustaining academic excellence, help every boy to succeed, be an excellent classroom practitioner, demonstrate that you can work as part of a team, and inspire others to excel.

We provide an academic curriculum with an emphasis on students picking the broadest range of qualifications to fully prepare them and give them the greatest opportunity when applying for their next steps. Our curriculum is also responsive to the needs of individuals providing a more personalised approach when and where necessary.

Our Ethos

Bullers Wood School for Boys is a school where all children and young people are able to enjoy and achieve success. The school exists to provide all children and young people with high quality learning experiences delivered by teachers who are passionate and able to convey their knowledge effectively and enthusiastically within a stimulating, safe and supportive environment.

Our ultimate aim is to produce well-rounded, confident and successful individuals who enjoy learning, make ambitious progress and achieve high quality and meaningful qualifications. We want them to become emotionally resilient and responsible citizens who make a positive contribution to society, including both their local community and the wider world in which they live.

Our Principles

Bullers Wood School for Boys has an unremitting focus on learning, and a genuine conviction that each boy has the potential to achieve and enjoy success. We aim to create a culture of caring masculinity where boys develop into and leave us as happy, healthy, resilient and successful young men.

Features of Bullers Wood School for Boys

- High quality teaching and learning that raises boys' achievement, removes barriers to learning, develops a growth mind-set and is tailored to our pupils' learning needs.
- Seamless progression from KS2 to KS3 so that there is no loss in learning, progress and attainment between key stages.
- An academic curriculum that is also responsive to the needs of each individual student, providing support and stretch where necessary. This enables our boys to achieve the qualifications they need to progress successfully when they leave the school.
- A fundamental belief that being literate and numerate is key to accessing the curriculum - and as a non-selective mainstream boys' school with a comprehensive intake, we will create a curriculum to address these needs quickly and from the outset.
- Innovative technology to support successful learning and extensive IT systems to manage data and communication efficiently and effectively.
- Extra-curricular opportunities beyond the academic curriculum so that boys can find their niche, experience success and develop self-confidence. This will also include competitive sport.
- A strong and caring pastoral system where every boy is known and feels listened to and supported - achieved through a team of pastoral leaders and tutors who will provide high quality care, guidance and support to boys on a daily basis and throughout their time at the School.
- Powerful partnerships between the schools within the Lumero Educational Trust, parents and the local community. Parents are integral to their sons' long-term success through their engagement and support of the School.
- A personal development programme that enables boys to develop into confident, independent, courteous and respectful young men. This programme will address not just QCA requirements, but also develop self-confidence, leadership, organisation, resilience, and independence and communication skills in boys.
- The development of student leadership so that boys can share in the decision- making processes of the School, act as role models and support others academically and interpersonally.
- Firm discipline and clear boundaries with high expectations of attendance, punctuality, uniform and attendance balanced by a reward system that celebrates endeavour and success.

Our Outcomes

Outcomes at a glance (3-year trend)

Progress 8: 2023 [0.18] | 2024 [0] | 2025 [-]
English Language 9-5: 2023 [59.54] | 2024 [53.33] | 2025 [51.14]
English Literature 9-5: 2023 [62.21] | 2024 [63.13] | 2025 [63.43]
English & Maths 5+: 2023 [57.39] | 2024 [58.56] | 2025 [57.3]

- Percentage of students achieving grades 5 and above in English & Maths 57% (Bromley 53%, National 45%)
- English Literature - Grades 9-5 - 63% (Boys national - 51%)
- English Language - Grades 9-5 - 51% (Boys national - 48%)
- Maths - Grades 9-5 - 69% (Boys national - 54%) & Grades 9-7 - 23% (Boys national - 23%)

Expectations

At Bullers Wood School for Boys, we expect our staff to:

- Have an excellent record of attendance
- Be driven, self-directed and proactive
- Have a passion for education and be open to innovative approaches in everyday aspects of school life
- Be passionate about our values and vision
- Secure the best outcomes for all boys in the school
- Contribute to the overall improvement and development of the school
- Be flexible in their approach, adapting to new challenges
- Be willing to grow and develop in your role and embrace the support that we offer to do this
- In return, we will offer you:
- The opportunity to be part of a forward-thinking school
- The opportunity to work with pastoral and subject leaders to deliver an exciting, ever evolving and engaging curriculum
- Access to the latest technology to assist in delivering and developing outstanding teaching and learning
- The opportunity and responsibility to strategically shape the future of your Faculty and the wider School
- Enhanced professional development
- The opportunity to work in a modern, technologically rich environment
- The opportunity to work with other teams and schools across all schools in our Trust

Thank you for your interest in the position of Learning Support Assistant at Bullers Wood School for Boys.

Job Description

Job Title Learning Support Assistant

Reporting to SENDCo / Assistant SENDCo

Contract Type Permanent - 185 days of term time (37 weeks) not including staff training days

Hours 30 hours per week, 37 weeks (term time only)

Salary BR4 (full time range £25,522 - £25,703) ***Actual salary £17,375***

Purpose of the Role

We are seeking to recruit an organised and confident person with good interpersonal and communication skills, 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.

The successful candidate will have:

- 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

Key Responsibilities

Student Support

- Support the teacher in ensuring specific students/groups of students are able to access the planned curriculum
- Support the students in accessing learning and participating fully in classroom activities.
- Promote the student's independence, confidence and self-esteem.
- Assist the students in understanding instructions and completing tasks.
- Support the students with organisation, focus and engagement in learning.
- Encourage positive social interaction and relationships with peers.
- Implement strategies identified within the student's Education, Health and Care Plan (EHCP) or support plan where applicable.

Teaching and Learning Support

- Work alongside teachers to adapt activities and resources where required.
- Reinforce learning objectives and provide clarification where appropriate.
- Support the development of literacy, numeracy and study skills.
- Monitor and record progress against agreed targets.
- Assist in preparing learning materials and resources.

Communication and Record Keeping

- Maintain accurate records of support provided and student progress.
- Liaise regularly with teaching staff and the SEND team.
- Attend review meetings as required.
- Contribute to reports and documentation relating to the student's progress and wellbeing.

Behaviour and Wellbeing

- Support the implementation of behaviour support strategies.
- Promote positive behaviour and emotional regulation.
- Encourage resilience, independence and self-advocacy.
- Support the student's wellbeing throughout the school day.

General Responsibilities

- Uphold the school's policies and procedures.
- Maintain confidentiality at all times.
- Participate in training and professional development opportunities.
- Undertake other reasonable duties commensurate with the grade of the post.

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Person Specification

- Good standard of education including GCSE English and Mathematics (Grade C/4 or above) or equivalent.
- Commitment to ongoing professional development.

Experience

- Experience of working with children or young people in an educational, childcare or support setting.
- Experience of providing individualised support to students with additional needs.
- Experience of working collaboratively as part of a team.

Knowledge and Skills

- Understanding of Special Educational Needs and Disabilities (SEND).
- Ability to build positive and professional relationships with young people.
- Good communication and interpersonal skills.
- Ability to adapt support strategies to meet individual needs.
- Good organisational skills and attention to detail.
- Ability to maintain accurate records and monitor progress.
- Ability to maintain confidentiality and professional boundaries.

Personal Qualities

- Patient, caring and empathetic.
- Positive and resilient approach.
- Reliable and dependable.
- Flexible and adaptable.
- Commitment to inclusion and safeguarding.
- Ability to motivate and encourage students.

Desirable Criteria

Experience

- Experience of supporting students with Attention Deficit Hyperactivity Disorder (ADHD).
- Experience of supporting students with autism, social communication needs or other SEND.
- Experience of implementing behaviour support strategies and promoting emotional regulation.
- Experience of working with students who require support with organisation, attention and executive functioning skills.

Knowledge and Training

- Knowledge of ADHD and the impact it can have on learning, concentration, organisation and social interactions.
- Understanding of strategies that support students with ADHD to remain engaged, focused and successful in school.
- Training in SEND, behaviour support, emotional wellbeing or related areas.
- Knowledge of Education, Health and Care Plans (EHCPs).

This job description may not necessarily be a comprehensive definition of the post. It will be reviewed as appropriate and may be subject to modification or amendment at any time after consultation with the holder of the post.

In addition, the successful candidate must be willing to uphold the ethos and policies of the school, including the commitment to safeguarding and promoting the welfare of children and young people.

Application Process

How to apply

Applicants should complete the application form and submit it to **HR@Lumero.org** by 9am, Monday 23rd November 2026.

Interview Process

Candidates will be shortlisted, and successful candidates will be interviewed during the week beginning 30th November 2026.

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 task to test areas required as per the person specification.
- attend a panel interview.

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.

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.

Lumero Educational Trust

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