

Candidate brief for the position of: Learning Support Assistant (3 days)

Bullers Wood School for Girls

Application Deadline: 17th July 2025, 9am

Suitable candidates will be interviewed before the closing date and Inicio Educational Trust the right to withdraw the position if an early appointment is made.



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Dear Applicant

Thank you for expressing an interest in the post of Learning Support Assistant at Bullers Wood School. The information in this pack will, we hope, give you a good flavour of the school, as well as the application procedure and I hope having read it, you will decide to apply.

This post is available in **September 2025**. This post offers an exciting opportunity to join an enthusiastic staff and very supportive department whose members are committed to making a real difference.

We are very proud that we consistently achieve very strong outcomes for all our students underpinned by a rigorous and dynamic curriculum offer. Our curriculum vision focuses on Academic, Character and Enrichment provision. We strive to offer a rich array of opportunities through which our young people can learn and flourish. Our students exhibit outstanding attitudes to learning and behaviour and are a pleasure to teach. As a school we have the highest aspirations for all members of our community as we strive to be the very best we can be. We place both staff and student wellbeing at the very heart of our work and our collaborative professional culture underpins and drives everything we do.

We are looking for a passionate individual to help us to ensure that in every way Bullers Wood remains a high performing, inclusive and welcoming school, and that every one of our students achieves and exceeds both their targets and expectations.

The successful candidate will join Bullers Wood at an exciting time following the creation of the Inicio Educational Trust comprising of four secondary schools including Bullers Wood School for Boys, Chislehurst School for Girls, Charles Darwin and a further eight primary schools. This will give additional opportunities for enhanced professional and career development for colleagues working within the Trust.

When completing the application form, please follow the instructions below and demonstrate clearly how you meet the person specification and job description. If you have any questions or wish to visit before applying, please do not hesitate to contact our Human Resources Manager, Caroline Sharp.

I very much look forward to receiving your application.

Yours sincerely



Simon Hardwick
Headteacher

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 1571, including 419 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 outstanding, with all keen to learn and succeed.

In 2024, 81% of students achieved 5+ GCSE's at 9-4 including English and Maths, and 40% of A level results were graded A* - B. In 2024 five of our Sixth Form students secured places at Oxbridge studying a range of subjects such as Geography, Linguistics, Classics, Theology and Natural Sciences

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 Centred 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
- 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

The Post and Specifications

The Post

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 **3 days** a week 8.30am – 3.00pm. (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 £9,981.54** 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.
- 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

How to Apply

- i. Read carefully all the information about this post
- ii. If you have any questions, please do not hesitate to telephone or email **Caroline Sharp, Human Resources**, on HR@iniciotrust.org. Please also contact her if you wish to have a conversation with the Headteacher, Simon Hardwick before applying.
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. *It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.*
- iv. In section 8 Letter of Application, please tell us
 - Why you are applying for this post
 - How your experience, skills, training and/or qualifications equip you for the role.
 - Include details of an initiative you have recently led, explaining the contribution/impact it had on your organisation.

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

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

Please send your completed application asap.

Appointment Process

- i. Suitable applications will be shortlisted for interview as quickly as possible.
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview.

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.

Pre-employment Checks

Inicio 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 you in a professional capacity, if at a school, one of which must be your current Headteacher. It is our usual 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 School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School 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.



Bullers Wood School for Girls and Sixth Form

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