

The Bishop David Brown School



Candidate Pack Teaching Assistant

Location: **Woking, Surrey**

Start date: **As soon as possible**



Welcome from the CEO

Our vision is to be a community where, by working in partnership together, we are able to deliver the best possible opportunities and outcomes for all of our students. Our motto – Excellence through collaboration – encapsulates our belief that co-operation and teamwork enable us all to grow and develop into the best version of ourselves.

Excellence is realised in many ways, not least through the achievements of the students in our schools. However, it is also seen through the relentless focus of our staff on delivering the highest standards of teaching, learning and student support which enable those successes to be accomplished. As a learning community we believe that every day presents a new opportunity to gain fresh insight and understanding and to implement newly acquired knowledge and experience for the benefit of all.

Our curriculum model has been designed to encourage the development of confident, independent, learners with the skills and comprehension necessary to succeed in an increasingly competitive world. In conjunction with the extensive enrichment opportunities provided by the schools within the Trust our students are able to grow in maturity and understanding.

We are an outward facing Trust with strong links in our communities where we engage in partnership work with many of our feeder primary schools. We have a particular specialism in the promotion of science and scientific discovery and regularly support the production and delivery of the primary curriculum in this area.

I hope that you will find the information in this document helpful and informative but please do get in touch for further information. I look forward to the opportunity to speak with you directly about working with us.

Michael del Río
Chief Executive Officer



Welcome from the Principal

A very warm welcome to The Bishop David Brown School, where we work together to enable all to excel.

We are an ambitious school; committed to the success of every student and dedicated to the ongoing development of our staff. Their passion, expertise, and unwavering dedication form the foundation on which our students thrive – both during their time at BDB and as they step confidently into futures filled with choice and opportunity. Every day, all our staff firmly commit to being the best we can be – because BDB students deserve the very best education within and beyond the classroom.

Our ambitious plans build on strong foundations of excellent learning opportunities, collaborating with others on exciting developments to foster an environment where everyone in our community can truly excel. Our philosophy is centered on the knowledge that for students to flourish, they must feel safe, happy, known and valued as individuals. The unique qualities that every individual brings to our community are celebrated, generating a deep-rooted sense of belonging at BDB.

You will find that our learning environment is truly impressive, with outstanding specialist facilities across all curriculum areas. Our curriculum resources and teaching practices are always evolving as we consider the latest research and evidence about how to support students in the most impactful way. With inclusive practice at the heart of our teaching, we ensure that all our young people are ambitious and active learners, with independent study skills and curious minds so that they are prepared for the diverse challenges of the future. Beyond the classroom, we have engaging enrichment activities that enhance every child's breadth of interest, continuing to support their personal development, identities and passions.

Above all, my ambition is for BDB to be a happy school where staff and students alike eagerly anticipate each day, confident in the consistent support, appropriate challenges, and enriching experiences that empower everyone to develop and excel. Whether you are a current or prospective family or staff member of BDB, I look forward to the opportunity to discuss further with you how our fantastic learning community enables all to excel.

Ms C Venter MA(Oxon), PGCE, MEd, NPQH
Principal



About Unity Schools Trust

Unity Schools Trust is a Multi-Academy Trust and was formed in September 2015 by the partnership of The Magna Carta School and Bishop David Brown School. The Trust is currently responsible for the education of over 1800 children supported by more than 230 staff. Our schools are located in Staines-upon-Thames and Woking

Ethos and Values

The stated objective of Unity Schools Trust is to achieve 'excellence through collaboration'. The Greek philosopher, Aristotle, believed that excellence came in both intellectual and moral forms. The Trust aims to instil a love of learning by the full engagement of all of its community students and staff- in the process of acquiring and applying knowledge. Furthermore, the Trust seeks to promote the development of positive 'habits' through a wide range of character building opportunities.

When combined, we believe that these two elements support the development of the whole person enabling us to be the best version of ourselves. Our vision is to be an outstanding learning community where together we learn to know, to do, to be and to live together.

Our Objective

The Academy Trust's primary objective, as stated in its articles of association, is 'to advance for the public benefit education in the United Kingdom'. Unity Schools Trust is listed as a charitable company limited by guarantee at Companies House.

Partnerships

A significant part of the Trust's work is in the forging and development of partnerships with neighbouring schools. This includes primary liaison work and support for the provision of specialist subjects. The Trust's work in fulfilment of its objective through collaboration involves sharing people, sharing resources, sharing ideas and sharing progress.

Services

The Trust provides core support in a number of areas to all of its constituent academies including school improvement activities, finance, ICT, operations and HR.



Why join our team?

Our People Strategy broadly sets out a framework for building positive relationships with our workforce and developing an environment where staff feel valued, respected and appreciated making Unity Schools Trust an employer of choice. We have listened to our people and are building our benefits package further but currently at Unity Schools Trust, you will benefit from:

- Enrolment into Benenden Health which provides services such as 24/7 GP helpline, medical diagnostics, treatment, physiotherapy and so much more. Membership is paid by the Trust
- Generous family friendly policies including generous maternity and paternity leave and pay.
- Access to Perkbox which offers access to hundreds of perks and discounts as well as our free and confidential Employee Assistance Programme.
- Enrolment into the Teachers' Pension Scheme
- Full-time teachers have a hybrid-working double PPA during one AM or one PM session over the two-week cycle of the timetable
- An additional allowance for running after-school enrichment activities
- A two-week October half term
- Well-being days and weeks (but we are of course clear that wellbeing is a day-to-day experience too!)
- Access to a wide range of learning and development opportunities including high-quality, evidence-based training across pedagogy.
- Opportunities to coach and mentor and be coached and mentored by skilled subject specialists
- Reward and recognition for innovation, commitment, improvement and dedication
- Supportive colleagues and managers working together towards a shared vision to achieve Excellence through collaboration for students and staff.
- Building on our shared values and ensure we have embedded a common culture across the Trust whilst respecting local identity.
- Access to an HR Hub which shares relevant documents, policies, guides for employees and managers, communications so that there is no ambiguity and we are able to ensure consistency across the Trust.
- Free on-site parking
- Free tea and coffee available in the staff room
- Free use of the school gym at specified times





The Bishop David Brown School

Enabling all to Excel

The Bishop David Brown School is passionate about providing a well-rounded education for its students, not only academically but also culturally and artistically. This is provided through its diverse and rich curriculum that makes a major contribution to the students' moral and cultural development.

The school is proud of its cultural and ethnic diversity and the vibrant community that this has created. Links with the local community are vital and the school works closely with parents/carers, other schools, and local organisations to achieve this.

The students and staff are committed to transforming the school into one which is truly exceptional. At The Bishop David Brown School, we want all students to be challenged in order to achieve academic success.

Our aim is to give students opportunities and experiences to learn beyond the classroom and strive to ensure all their students feel happy and safe. This has been reflected in the school's most recent 2024 Ofsted inspection which resulted in a 'Good' result.

The Bishop David Brown School is part of the Unity Schools Trust which is a Multi Academy Trust formed in September 2015 by the partnership of The Magna Carta School and The Bishop David Brown School. The stated objective of Unity Schools Trust is to achieve Excellence through collaboration. The Trust aims to instil a love of learning by the full engagement of all of its community- students and staff- in the process of acquiring and applying knowledge and engendering the positive habits which support future development.

Job Description

Do you have a passion for working with young people?

Do you believe all students should achieve no matter what their challenges?

Do you have passion for changing young people's lives?

If you answered yes to these questions, then our students need you.

We are looking to expand our Student Support Team to ensure students with additional needs make even greater progress and feel safe and secure within our school.

If you are looking to get into teaching via a SCITT route or other teacher training avenues then this would be a fantastic opportunity to work in a supportive school and gain some valuable experience. You will play an integral part in ensuring students in your care make at least expected progress.

You will have access to high quality resources, including a SPIRIT room and adjoining SPIRIT garden as well as access to CPD to develop your knowledge and understanding.

Job Purpose

- Support students with a variety of SEND in the classroom, small groups and individually in order to promote their inclusion and personalised learning under the guidance of the class teacher and SENDCo.

Job Title: Teaching Assistant

Salary: UST 4 £18,298.72 to £20,567.08 p.a. (Actual)

FTE - £24,701 to £27,763 p.a.

Working Pattern - 31 hours per week, Monday to Friday, 39 weeks per year (Term time plus 5 Inset days)



Job Description continued

Main Duties and Responsibilities:

- Support students' learning across the curriculum, tailoring support to match the learner's needs to become independent, co-operative and collaborative learners.
- Assist teachers, and other professionals as appropriate, in the development of suitable support and strategies with the differentiation of work for individual students according to their needs.
- Contribute to and attend reviews of the students' progress as appropriate.
- Support students with exam access arrangements.
- Contribute to and collaborate in the tracking of student progress.
- Support the learning and emotional well-being of all students and provide praise, motivation and encouragement.
- Promote school policies on student behaviour and provide a professional approach to behaviour management and classroom routine.
- Support students with physical and sensory needs.
- Attend staff briefings in line with the school communication policies set out in the staff handbook.
- Attend training and development sessions on staff inset days and open evenings where contracts permit.
- Provide appropriate support for students to enable them to make progress.
- Show evidence of achievement for students so that their progress can be effectively monitored and assessed through effective record keeping.
- Show commitment to students so that they feel safe and supported.
- Engage in appropriate training to ensure the most effective techniques can be employed to support students.

Other Duties

- Be aware of and comply with all UST / school policies and procedures especially those relating to safeguarding, health and safety, confidentiality and GDPR / data protection.
- Support and maintain collaborative, productive working relationships with all staff and professionals from outside agencies to support students learning and well-being.
- Execute any other tasks that may be reasonably requested by the Principal/CEO.
- Uphold confidentiality at all times.
- Advocate for and protect the welfare of children and young people within the school.

Health and Safety

- Participate in Basic First Aid training and attend refresher courses as necessary.
- Understand and uphold personal responsibilities for Health, Safety, and Welfare, considering the impact of your actions or lack thereof on others.
- Collaborate with the employer on all matters pertaining to Health, Safety, and Welfare.

Continuing Professional Development

- Engage in an introductory programme that incorporates safeguarding training.
- In collaboration with your line manager, assume responsibility for your professional growth, staying informed about any changes relevant to your role.
- Undertake suitable training to support the execution of 'specified work', fostering skills pertinent to your position.
- Sustain a professional portfolio of evidence to back the Performance Management process, focusing on evaluating and enhancing your own practice.

This job description is a guide, not a limit. We encourage your initiative and innovative ideas to shape your role and help us achieve our mission meaning the post holder may be required to do other duties appropriate to the level of the role.



Person Specification

Application Form – AF
Interview – I
R - References



Education and Qualifications	Essential	Desirable	How Assessed
GCSE Grade C or equivalent in English and Maths	✓		AF
First Aid qualification or willingness to obtain	✓		AF
Training and/or qualifications in areas relevant to the role of Teaching Assistant		✓	AF
Experience and Knowledge			
Experience of working in a structured manner to achieve the outcomes required	✓		AF, I
Experience of working effectively in accordance with procedures and deadlines	✓		I, R
Use of management information systems		✓	I
Successful experience in a directly relevant role		✓	AF
Experience of working in a school or similar environment		✓	AF, I
Experience of working with young people		✓	AF, I
Knowledge of teaching and learning materials		✓	AF, I
Knowledge and understanding of classroom roles and responsibilities		✓	AF, I
Skills and Aptitude			
Excellent organisational, planning and interpersonal skills	✓		I
IT literate	✓		I
Good oral and written communication skills	✓		AF, I
Flexible approach and the ability to work under pressure	✓		I
Able to work effectively independently	✓		I
Willingness to be involved in extended curriculum opportunities across the school		✓	I
Personal Qualities			
Able to liaise appropriately and sensitively with colleagues, students, parents and carers	✓		I
A commitment to diversity and equality	✓		I
A professional approach in all areas of work	✓		I
A commitment to the safeguarding of children and young people	✓		I

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. We would encourage you to submit an early application.

Unity Schools Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and an enhanced DBS and barred list check.

We are committed to equality, diversity, and inclusion, and we want our workplace to reflect this. We welcome applications from people of all backgrounds and experiences and want to continue to build a workforce that reflects the community it serves. We make our recruitment decisions based on skills, experience, and potential.

We believe everyone should be treated fairly and with respect, regardless of who they are or where they come from. We aim to create an environment where people feel valued, supported, and able to do their best work and our People Strategy is being developed to further build that culture.

Closing Date:
12 October 2026



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