



NEWSTEAD WOOD SCHOOL

"creating opportunities for success"



CANDIDATE PACK

JOB ROLE: Cover Supervisor

*A highly selective girls' state secondary school,
with a co-educational Sixth Form.*



OUR SCHOOL

Newstead Wood School, founded in 1954 as Orpington Grammar School for Girls, is renowned for academic excellence and a strong sense of community. With six forms of entry, modern facilities, and the motto *Fortitudine Crescamus* ('May we grow in strength'), the school supports both academic and personal growth. Students are assigned to one of six houses - Nightingale, Wren, Swift, Falcon, Griffin, and Phoenix - building identity and belonging.

The school offers unique opportunities like international trips to Japan, New York, Borneo, and Malta, plus electives in film, photography, classical civilisation, and fencing. With a focus on highly able students and strong career support, Newstead Wood School consistently earns an 'Outstanding' rating from Ofsted, with the most recent inspection in 2022.

WELCOME FROM THE HEAD

We are looking for people to join us at Newstead Wood School who are passionate about education and their subject, dedicated to fostering a love of learning, and committed to inspiring our talented and able students. We seek dynamic and inspirational staff who share our vision and commitment to providing a broad and high-quality education. Whether you're a seasoned educator or just starting your teaching career, we welcome individuals who thrive in a collaborative, diverse and inclusive environment and are eager to contribute to our vibrant school community.



We are delighted to have been named as London State Secondary School of the Year 2025 in this year's Sunday Times Parent Power schools guide!



'The culture in a girls' school is about smashing the glass ceiling and removing stereotypes. All heads in the STEM subjects are strong, powerful, diverse women. A can-do attitude helps foster the confidence to do well.'

Paul Norman, Headteacher



OUR ETHOS AND VALUES

At Newstead Wood School we value, share and celebrate:



Newstead Wood School is a member of the International Coalition of Girls' Schools (ICGS)



'The ICGS unites girls' schools worldwide and we look forward to contributing to this incredible group of institutions. Girls' schools foster global changemakers – empowered women who are equipped to tackle the world's biggest challenges with courage competence and empathy. Research shows that graduates from girls' schools are more engaged in their communities, culturally competent, and politically active. We are excited about the opportunities ahead and the chance to be part of such a transformative movement!'

Alan Blount, Headteacher



ACADEMIC EXCELLENCE

GCSE RESULTS 2024
Grade 9 **40%**

A LEVEL RESULTS 2024
Grade A*- B **85%**

GO TO A RUSSELL GROUP
UNIVERSITY 2024 **40%**

MOST POPULAR COURSES FOR UNIVERSITY

Medicine
Biomedical science
Computer science
Engineering
Economics
Accountancy
Fashion and Fine Art
Law
Maths
Politics and Philosophy
Psychology

MOST POPULAR UNIVERSITY DESTINATIONS

University of Oxford
University of Cambridge
Kings College London
Imperial College London
University College London
London School of Economics
University of Bristol
University of Nottingham
University of Warwick
Durham University
University of Sheffield

ELECTIVE PROGRAMMES

Medicine, Dentistry, Veterinary
Oxbridge Programme
GCSE Statistics
Crest Science Programme
Model United Nations
Jack Petchey Dance Programme
Fencing
Neuropsychology
Yoga



CAREERS & TALKS

Industry talks with
leaders to provide
students with career
insights

MENTOR STUDENTS

throughout university
application process with
mock tests and interviews

SUPPORTING PUPIL PREMIUM STUDENTS

SPORTING EXCELLENCE

Netball
Football
Rugby
Hockey
Badminton

KENT NETBALL CHAMPIONS

PARTNERSHIP WITH BROMLEY TENNIS CENTRE



DIGITAL PLATFORMS TO SUPPORT LEARNING

Sparx Maths
Sparx Science
Sparx Reader
Seneca Learning
MS Teams
Kerboodle
Uplearn
Massolit



TRIPS & VISITS

France Spain
USA Switzerland
World Challenge trip to
Borneo 2026

INTERNATIONAL EXCHANGE PROGRAMMES

TWILIGHT LANGUAGES
Mandarin
Japanese
Latin



*In the Sixth form,
students enjoy demanding
work and use academic
vocabulary to question
and challenge concepts
readily.*
Ofsted

*Leaders promote a
coherent, integrated and
nurturing approach to
the well-being of pupils.*
Ofsted

*Pupils thrive here. They
are happy and safe in
the school's nurturing
environment.*
Ofsted



*We found pupils positive,
focused and eager to
speak their minds - a good
reflection of the
independence of thinking
nurtured here.*
Good Schools Guide 2023

CLUBS & SOCIETIES

Music
Sports
Film and Drama
Debating
Science
Medical Societies
(MUA/MUN)
Languages
Arts and Graphics
Design and Textiles
Literature
Chess, Games, Puzzles



**INTERNATIONAL COALITION
OF GIRLS' SCHOOLS (ICGS)**
As one of the UK's leading
super selective schools, we
are proud to be part of this
global network dedicated to
empowering young women
through education,
collaboration, and advocacy.



ACADEMIC EXCELLENCE FUND



ALUMNI NETWORK

DUKE OF
EDINBURGH'S
AWARDS



DEGREE APPRENTICESHIPS

Goldman Sachs
Barclays
Atkins
Charles Russell Speechlys
GSK

STEM LONDON COLLABORATION

providing quality Subject-
specific CPD combining
expertise in teaching and
learning Science



THE ROLE

ROLE:	SEN Teaching Assistant
REPORT TO:	SENCO
DEPARTMENT:	SEN
HOURS:	8.00am – 4.00pm, Monday to Friday Term Time Only + Inset days
SALARY:	£25,645 (actual), £29,720 FTE
CLOSING DATE OF APPLICATION:	31 August 2026

MAIN PURPOSE OF THE JOB

To support students with learning needs in the classroom, within small groups or on a one-to-one basis, and to ensure access and safe movement around our school site. Some personal care support outside of lessons may be required and so a background or experience of personal care of young people is desirable.

KEY RESPONSIBILITIES

General Duties:

All duties associated with this role require the highest standards of professionalism at all times in terms of manner, conduct and confidentiality. This role also demands high levels of literacy as all written communication must be in Standard English.

Main Responsibilities

- To work under the direction and guidance of the SENCO to remove barriers to learning for an individual's/group, in or out of the classroom
- To support access to learning for students within the classroom, under the direction of teaching staff.
- To support safe travel around the site and to ensure personal needs are met.

Support for Students

- To use specialist skills/training/experience to support students to make progress in their learning and in their personal and social development.
- To establish productive working relationships with students, acting as a role model and setting high expectations.
- To support classroom learning of individual students/small groups.
- To support the social and emotional wellbeing of students.

Support for Teachers

- To use strategies, in liaison with the teacher, to support students to make progress and achieve their full potential
- To assist with planning and delivery of learning opportunities and intervention sessions
- To monitor students' responses to learning activities and accurately record achievement/progress as directed by SENCO



- To provide detailed and regular feedback to teachers on students' achievement, progress and barriers to learning.
- To support students to catch up learning following any absence.

Support for the school

- To be aware of and comply with policies and procedures relating to the SEND code of practice, Keeping Children Safe in Education (KCSIE).
- To contribute to the overall ethos of the school.
- Participate in training, professional learning opportunities and performance development as required.

Qualifications

- A Level (or equivalent).
- GCSE English and Mathematics.

Experience

- Experience of supporting students' learning and achievement in a school or similar environment.
- Experience of supporting students with SEND.

Skills & Attributes

- Highly organised with excellent time management skills.
- Strong written and oral communication skills.
- Compassionate and empathetic.
- Ability to be flexible and responsive to changing situations both in school and the wider community involving students' needs and provision.
- Demonstrate reflective personal characteristics and be able to continually seek positive outcomes for students with SEND.
- Ability to maintain positive relationships with all SEND students, families and the professionals who support them.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may, therefore, be altered from time to time to reflect the changing need of the service, always in consultation with the post holder.

Every member of staff at Newstead Wood School has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We are an inclusive school and strive to be a learning, caring and thriving institution.

We take safeguarding of students and staff seriously at Newstead Wood School. All staff are expected to support this ethos.

The post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.



THE DEPARTMENT

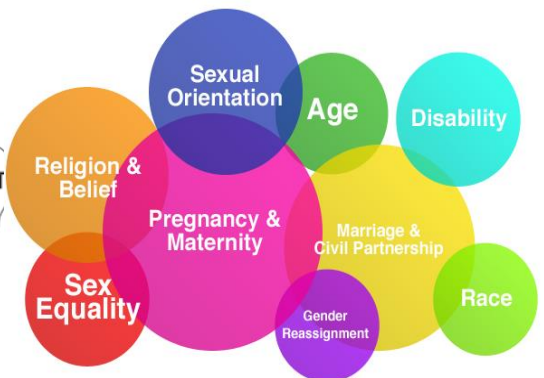
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EQUAL OPPORTUNITIES

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

We particularly welcome applications from BAME candidates as they are currently under-represented at Newstead Wood School.





WHY WORK WITH US?

Competitive Pay



Competitive remuneration & benefits. For teachers, we guarantee to pay above the maintained sector.

Pension Scheme



Generous TPS/LGPS pension schemes to all academy based colleagues. (26.68% TPS and 22.9% LGPS)
Both schemes will pay a death in service payment of 3 times your pensionable pay.

Health Care Cash Plan



Money towards the cost of essential healthcare such as trips to the optician, dentist or physiotherapist up to certain annual limits. Virtual GP access 24/7.

Cycle to Work Scheme



Tax efficient cycle to work scheme.

Discounts



Access to over 250 exclusive discounts on everything from coffee and cinema tickets, to holidays, shopping and gym memberships through Perkbox.

Discounted RAC Cover



Free On-site Parking



Free Annual Flu Vaccination



Support and Training

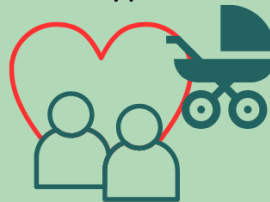


Career Development and CPD



We offer a robust professional development programme including in house training, external courses and a mentoring/coaching scheme to support your growth.

Enhanced Parental Leave and Family friendly policies



Enhanced maternity pay and a supportive company sick pay policy

Employee Assistance Programme



Confidential independent advice and support on a range of financial and legal matters, counselling and support with a 24/7 helpline.

Excellent Transport Links



Rail services to central London and Kent & the South Coast depart from Orpington station (18 minutes walk). The area is served by a number of bus routes. Free parking is available to all staff onsite.

Staff Wellbeing classes & socials



Access to free of charge yoga classes, fitness classes and "Let's talk" clubs. Staff socials including quizzes, parties and a choir.

Car Lease Scheme



Access to great discounts on car leasing of low emission cars through a direct debit scheme



HOW TO APPLY

You can complete the application online via the school website [here](#).

If you have any questions or would like an informal discussion or school visit, please contact our HR Department: recruitment@newsteadwood.co.uk or call 01689 853626.

INTERVIEWS

The closing date for applications is Monday 31 August 2026

Applications will be reviewed as they are received. The school reserves the right to appoint at any stage of the recruitment process; early applications are therefore encouraged.

Please note, we do NOT accept applications by Curriculum Vitae.

SAFEGUARDING NOTICE

Newstead Wood School is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

RECRUITMENT POLICY

Newstead Wood School is working hard to become a more diverse organisation which is key to our commitment to bringing out the best in everyone. We welcome applications from everyone committed to this ethos and would particularly welcome applications from minority candidates. We always appoint on merit.

If you consider that the provisions of the Equality Act 2010 apply to you, or if you require assistance at any stage of the process, please contact the HR Department, telephone 01689 853626 or email recruitment@newsteadwood.co.uk. Newstead Wood School actively supports equality, diversity and inclusion and encourages applications from all sections of society.

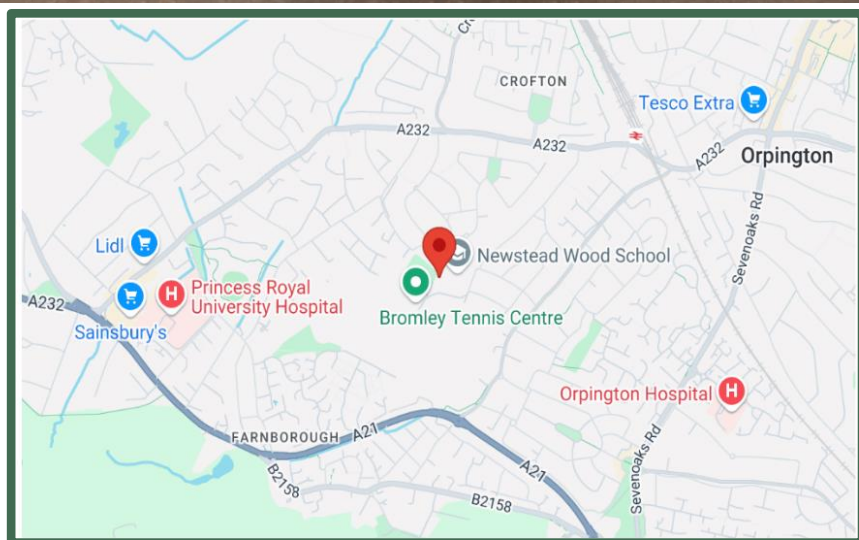
USEFUL LINKS

[School Website](#)

[School Prospectus](#)

[United Learning Group](#)

[UL Benefits](#)



LOCATION:

Newstead Wood School
Avebury Road
Orpington
BR6 9SA
Telephone: 01689 853626



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