

TEDDINGTON SCHOOL

Learning Support Assistant

Application pack

Welcome to
TEDDINGTON SCHOOL

It is a privilege to lead Teddington School—an inclusive and thriving community for students aged 11–18, with an oversubscribed and successful Sixth Form. Located in the heart of Teddington, we are a mixed comprehensive school committed to delivering an excellent education that prepares young people to succeed in a fast-changing world.
We believe every student deserves an excellent education—one that combines academic rigour with a broad and enriching curriculum. Our modern, welcoming campus provides the ideal setting for students to grow into confident, compassionate individuals with ambition and purpose.

Our ethos is built on inclusion, where every student feels valued and supported. We provide opportunity through a wide range of curricular and extracurricular experiences, helping students to explore their interests and develop their talents. We strive for excellence in all aspects of school life, ensuring that every student makes strong progress and leaves us as a well-rounded, future-ready global citizen.

Our dedicated staff bring energy, creativity, and a commitment to high standards, creating a respectful and purposeful learning environment where all students can thrive.

As part of Bourne Education Trust (BET), Teddington School benefits from being a member of a successful multi-academy trust. BET's strapline 'Transforming schools... changing lives' reflects our shared commitment that all children, regardless of context or background, deserve a great education. We are passionate about developing sustainable and ethical environments, promoting social justice and maintaining the highest standards in our behaviours and values. Digital education is at the forefront of our joint approach and we are resolute in our belief that digital innovation has the ability to enrich and transform.

For more information on what Teddington School has to offer, please visit our website or call 020 8943 0033 to arrange a visit.



Paul Grills
Headteacher

Why choose **TEDDINGTON SCHOOL** and **BET?**



GENEROUS WORKPLACE PENSION

Local Government **Pension Scheme** for colleagues

CONDENSED SCHOOL YEAR

We offer a condensed school year with a **two week half term** in October.

CPD & RECOGNITION POLICIES

Defined career pathways, opportunities for **internal progression** and **ongoing training learning and development** and Trust recognition policies

WORK-LIFE BALANCE

Flexible working where possible, as well as **enhanced maternity, paternity and adoption** policies (subject to completion of qualifying service)

HEALTH AND WELLBEING SUPPORT

24/7 online GP , EAP, **free online fitness classes**, **flu vaccinations** and **eye tests**, **cycle to work** scheme & occupational sick pay

STAFF BENEFITS PLATFORM

Access to **savings on your everyday spending** including groceries, homeware, entertainment and holidays, through *My Staff Shop*

FREE PARKING

Free on-site parking is available at Teddington School



Job DESCRIPTION

ROLE INFORMATION

Job title: Learning Support Assistant
Location: Teddington, TW11 9PJ
Contract: Permanent, term time
Hours: Monday - Friday 8:10am - 3:10pm, 40 minute lunch
Salary: NJC Scale 4 points 7-10 (£30,285-£31,610 FTE: Actual £21,831-£22,786)
Responsible to: Headteacher

ROLE PURPOSE

Responsible for providing highly effective, targeted provision and care to pupils, in support of and under the guidance of Teachers and Senior Leaders, in order to raise standards of achievement for pupils to become independent learners. Ensuring the effective support of pupil welfare and the inclusion of all pupils in all aspects of school life in line with school and Trust policies, promoting the ethos and the values of the school and Bourne Education Trust.



MAIN DUTIES AND RESPONSIBILITIES

Supporting the learning of pupils:

- Working as part of a team, under the direction of the responsible Teacher, support teaching provision, development and implementation of learning for pupils.
- Under the guidance of the responsible Teacher, facilitate the learning of individual pupils and groups, setting high expectations and promoting positive attitudes to learning.
- Prepare, plan and deliver specific intervention programmes, adjusting activities according to pupil response and need.
- Promote and support the development of pupils' social and emotional needs
- Provide supervision of positive and enjoyable break and lunchtimes for pupils including organising and participating in games and activities.
- Promotion and facilitation of extra curricular activities, after school clubs, targeted boosters and residential trips where appropriate.

Supporting teachers:

- To understand and follow teaching plans in order to support pupil development and to scaffold learning as appropriate
- To support with the preparation of learning materials as required
- To monitor and evaluate pupil responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- To provide the Teacher with objective and accurate feedback and reports on pupil progress, ensuring the availability of appropriate supporting evidence
- To be responsible for keeping and updating records as agreed with the Teacher, contributing to reviews of records where appropriate
- Undertake the marking of pupil work in line with the school marking policy as required
- To administer and assess routine assessments and assist in the invigilation of SATs and tests as required
- To promote home school partnerships for all children including those with SEND via the schools approved communication channels
- To work within the schools behaviour policy to anticipate and manage behaviour constructively, promoting independence.



Person
SPECIFICATION

ESSENTIAL REQUIREMENTS:

- Ability to demonstrate an awareness, understanding and commitment to the protection and safeguarding of children.
- GCSE English and Maths (or equivalent appropriate qualification).
- Ability to evidence effective continuous professional development.
- Ability to evidence effective communication with a wide audience/range of stakeholders.
- Ability to evidence excellent IT skills on a wide range of programmes and software.

DESIRABLE SKILLS:

- Relevant experience of working with children in an education setting

PERSONAL QUALITIES:

At Bourne Education Trust, our culture and our values are important to us, as outlined in our BET Behaviours which set out the key qualities we would expect any colleague to demonstrate. We foster a reflective, optimistic and aspirational approach and we expect our colleagues to be collaborative, innovative, committed, engaged and professional. Diverse and inclusive, we encourage you to act as a positive force for equality, helping us create communities where everyone belongs. We encourage our colleagues to take part in school and cross Trust teams and we will invest in you through Continuous Professional Development.

Your **APPLICATION**

Thank you for your interest in this role, we look forward to receiving your application. Candidates should be aware that the closing date for applications is on the **1st June 2026**, however prompt applications are encouraged as we reserve the right to close this vacancy if sufficient applications have been received.

SAFEGUARDING

Bourne Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

EQUAL OPPORTUNITIES

Bourne Education Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. 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.

HEALTH AND SAFETY STATEMENT

The board of trustees, local governing committees (LGC) and all leaders across Bourne Education Trust recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All BET employees must cooperate with us to access proper training and to make sure they understand and follow the Trust's health and safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.



Application **PROCESS**

APPLICATION

To apply for this position, you must complete a Bourne Education Trust application form (CVs without a fully completed application form will not be considered).

SHORTLISTING

Applicants will be screened and shortlisted by the interview panel. In order to meet safer recruitment standards, successful candidates will be asked to submit a full application form prior to interview.

INTERVIEW AND CANDIDATE SELECTION

Shortlisted candidates will be invited to interview, following which a selection will be made by the interview panel.

JOB OFFER

If successful after interview, a formal job offer will be made to you, subject to referencing and safer recruitment checks.

All candidates who are disabled, as defined by the Equality Act 2010 and who meet the minimum essential requirements will be offered an interview. Should you wish to speak with a member of the team about your application, please contact **careers@bourne.education**

disability confident EMPLOYER



‘Inclusion, Opportunity, Excellence’



“I have benefitted from a range of opportunities throughout my career. In my current role I want to ensure all Sixth Form students are future ready.”

Miss Pleavin
Head of Sixth Form



Broom Road
Teddington
Middlesex TW11 9PJ

Bourne Education Trust