



The New Beacon

EX FUMO DARE LUCEM



SEND TEACHING ASSISTANT

Full time, term time only

CANDIDATE INFORMATION

ABOUT US

The New Beacon is a leading day and boarding prep school for boys aged 2-13, with a co-educational nursery, renowned for its commitment to excellence in education, sport and the arts.

We pride ourselves on providing an engaging, inspiring, and nurturing environment for our pupils, staff, and visitors. Set in 22 acres of woodland, the School benefits from excellent facilities including, a swimming pool, sports centre, forest school, floodlit astroturf pitch, music school and theatre. Weekly boarding is available for all pupils from Year 5 – Year 8, complimenting the extended day provision and encouraging boys to develop their independence as they progress through School.

In August 2021, The New Beacon merged with Tonbridge School, marking an exciting new chapter in the School's history and providing opportunities for collaboration and innovation across both institutions.

Having celebrated 125 years of all-boys prep school education in 2025, the School is excited to continue building on its outstanding reputation, mindful of its history and traditions, and ready for innovation.



OVERVIEW

We are seeking a SEND Teaching Assistant to join our Learning Strategies team from September 2026.

At The New Beacon, we are committed to recognising the unique needs of every boy and providing the support required to help them thrive. Our SENDCO (Special Educational Needs and Disabilities Coordinator) works closely with parents, teachers, and external professionals to identify and address specific needs, ensuring that tailored strategies are in place. Through a combination of one-to-one sessions, small group work, and classroom support, boys are guided to develop confidence, essential skills, and independence within a nurturing environment.

Our inclusive approach proactively supports boys with a range of needs, from literacy and numeracy challenges to organisational and study skills. The SENDCO also oversees enrichment opportunities for boys requiring additional academic stimulation. This personalised support framework empowers each boy to excel academically while fostering their personal growth, ensuring every child feels valued and supported in their journey through school life.

The SEND Teaching Assistant will support the Head of Learning Strategies/SENDCO in providing this tailored support to our pupils. This may include working with pupils in small groups or on a 1:1 basis both in and outside of the classroom, dependent on the needs of the pupil.

THE POST

Post	SEND Teaching Assistant
Primary Line of Report	Head of Learning Strategies/SENDCO
Summary	To support and assist pupils with SEND and other learning needs within the School in conjunction with the Head of Learning Strategies/SENDCO and their teachers.

DUTIES AND RESPONSIBILITIES

Pupil Support

- Provide both group and 1:1 support to pupils both in and outside of the classroom as appropriate to their needs, helping to guide them to develop confidence, essential skills and independence within a nurturing environment.
- Assist pupils with learning, communication, social, emotional and physical needs, adapting support strategies to meet each individual pupil's requirements.
- Support the implementation of Individual Education Plans (IEPs), Education, Health and Care Plans (EHCPs) and targeted intervention programmes, with support from the pupil's class teacher and the Head of Learning Strategies/SENDCO.
- Establish constructive relationships with pupils and interact with them according to their individual needs.
- Encourage pupils to interact with their peers and engage in activities led by the teacher, promoting positive behaviour.
- Monitor pupils' progress and wellbeing, recording observations and regularly sharing updates with teaching staff and parents/carers.
- Support pupils during non-classroom activities such as break times, lunchtimes, educational visits and co-curricular activities, ensuring safety and inclusion.

Classroom Support

- Work under the direction of the class teacher to support lesson delivery and learning activities in the classroom, ensuring that these are inclusive for all pupils.
 - Assist in the preparation and adaptation of learning resources to meet diverse learning needs.
 - Provide objective feedback to the Head of Learning Strategies/SENDCO to feedback to teachers regarding pupil engagement, progress and any concerns which may affect learning or wellbeing.
 - Assist the class teacher in managing classroom organisation and routines to ensure a calm, purposeful and inclusive environment for learning.
 - Establish constructive relationships with parents and carers.
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Wider School Community

- Support children with emotional regulation, behaviour, and social interactions.
- Promote positive attitudes to diversity and difference within all pupils.
- Promote the integration of pupils with emotional, learning, behaviour, communication and/or medical support needs.
- Discuss any concerns about pupils with the class teacher or DSL as appropriate to safeguard the welfare of the pupil.

General Requirements

- To take part in breacktime and lunchtime supervision of pupils.
- Promote and safeguard the welfare of pupils for whom you are responsible and with whom you come into contact with.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.
- Maintain positive, courteous relations with pupils, parents and colleagues.
- Promote the good name and reputation of the School.
- To take part in other School events as required, including but not limited to Open Days, Stay and Play and Parents Evenings, some of which may fall on a Saturday
- Compliance with School policies and procedures.
- To undertake any other reasonable duties as required by your Line Manager.

PERSON SPECIFICATION

Knowledge and Experience

Essential

- Experience of working as a Teaching Assistant with young children with SEND.
- GCSE (or equivalent) Maths and English at grade C/4 or above.
- Behaviour management skills both inside and outside the classroom.

Desirable

- Formal Teaching Assistant qualification or HTLA status.
- Further professional development in SEND.

Skills and Abilities

- A positive and 'can do' attitude with excellent administration and organisation skills and an eye for detail and accuracy.
 - Willingness to work flexibly, prioritise workload, complete tasks to deadlines and show calmness under pressure.
 - A high degree of motivation, initiative, and drive.
 - Excellent communication and interpersonal skills, with the ability to build positive relationships with colleagues, pupils, and parents.
 - Excellent IT skills, confident in the use of different software packages.
 - Commitment to collaborative working within a team setting.
 - Effective problem-solving skills.
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Personal Attributes

- A forward-thinking, resilient and positive, collaborative mindset.
- Creative, flexible, and adaptable to the evolving needs of the School.
- Enthusiasm for the ethos of The New Beacon School.
- A high degree of professionalism and discretion.
- A positive, enthusiastic approach paired with a good sense of humour.

HOURS OF WORK

This is a term time post of 32.5 hours per week working Monday to Friday, 8.30am to 3.30pm with an unpaid break of 30 minutes for lunch, for 35 term time weeks.

RENUMERATION AND BENEFITS

Salary of up to £30,000 per annum dependent on skills, knowledge and experience.

Benefits package including:

- Pension scheme
- CPD opportunities
- Lunch provided free of cost during term time
- Staff car parking
- Use of swimming pool and fitness suite

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protection Policy Statement. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Head and relevant agencies.

The New Beacon is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and an Enhanced DBS check.

EQUAL OPPORTUNITIES

The New Beacon is an equal opportunity employer and we welcome the unique contributions that everyone can bring to The New Beacon in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.

HOW TO APPLY

Full details and our application form can be found on The New Beacon website at:

<https://www.newbeacon.org.uk/contact-the-school/school-vacancies/>

and on Tonbridge School's website at:

<https://www.tonbridge-school.co.uk/careers>

Applications forms should be accompanied by a short letter of application, a current curriculum vitae, and the names, addresses, and telephone numbers of three referees.

Closing Date: Tuesday 30 June 2026 at 9am

Apply via our online application form or, send your completed application form and accompanying documents to:

hrdept@tonbridge-school.org

01732 365555

Early applications are encouraged as we reserve the right to interview and appoint at any stage of the process.

newbeacon.org.uk

Find us

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Get in touch

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